

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
September 25, 2025 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. August 27, 2025, Commission Budget Workshop
- b. August 28, 2025, Regular Meeting
- c. September 3, 2025, Budget Workshop Minutes

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. IN THE SPOTLIGHT - Employee of the Month

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. Mayor update on City-County Joint Meeting
- b. City of Palatka, Financial Report for the eleven months of the fiscal period ended on August 31, 2025
- c. Palatka Gas Authority Board of Directors - Ms. Carty
- d. R.C. Willis Water Treatment Plant taken off Consent Order
- e. City Manager Update

5. PUBLIC COMMENTS

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

6. CONSENT AGENDA

- a. **Reappoint** Yvette Jones to the Library Board
- b. **Appoint** Sydney Breton to the Library Board
- c. **ADOPT RESOLUTION 2025-R-126** granting a special events permit to Sam Deputy of Downtown Palatka Experience for New Town Family Jam. This event will be held on St. Johns Ave. from 6th to 9th Street and from St. Johns Ave to Oak St. on May 23rd and 24th in the hours provided on the event application.
- d. **ADOPT RESOLUTION 2025-R-127** APPROVING THE FLORIDA POWER & LIGHT (FPL) LED LIGHTING AGREEMENT FOR THE REID STREET PROJECT (FINANCIAL PROJECT NO. 210026-2-52-01) AND

AUTHORIZING THE CITY'S LOCAL FUNDS CONTRIBUTION OF \$203,757.56

- e. **ADOPT RESOLUTION 2025-R-128** GRANTING A SPECIAL EVENTS PERMIT TO ERIN HEWES FOR THE PALATKA BLUE CRAB FESTIVAL, WHICH IS SCHEDULED TO BE HELD ON MAY 22ND, 23RD, AND 24TH 2026 IN THE TIMES PROVIDED ON EVENT APPLICATION.
- f. **ADOPT RESOLUTION 2025-R-129** PER RECOMMENDATION OF THE CITY COMMISSIONS, COMMUNITY AFFAIRS IS REQUESTING APPROVAL TO REDO THE GYM FLOORS AT ROBERT H. JENKINS NORTHSIDE COMMUNITY AND REC CENTER.
- g. **ADOPT RESOLUTION 2025-R-130** COMMUNITY AFFAIRS IS REQUESTING APPROVAL TO PURCHASE A NEW DEPARTMENT VEHICLE.
- h. **ADOPT RESOLUTION 2025-R-131** GRANTING A SPECIAL EVENTS PERMIT TO VITO RUSSO OF SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION HAS SUBMITTED AN EVENT APPLICATION FOR THE ANNUAL PALATKA PORCHFEST MUSIC FESTIVAL TO BE HELD ON 12/06/2025 IN THE HOURS SHOWN ON THE APPLICATION.
- i. **ADOPT RESOLUTION 2025-R-133** COMMUNITY IS REQUESTING THE TRANSFER OF \$100,000.00 FROM ONE G/L LINE TO ANOTHER TO COVER THE COST OF BEAUTIFYING HANK BRYAN PARK.
- j. **ADOPT RESOLUTION 2025-R-134** GRANTING A SPECIAL EVENTS PERMIT TO JENNIFER DELOACH OF PALATKA JR/ SR HIGH SCHOOL FOR THE ANNUAL HOMECOMING PARADE ON OCTOBER 16TH 2025.
- k. **ADOPT RESOLUTION NO. 2025-R-135**, A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A MEMORANDUM OF UNDERSTANDING BETWEEN GEORGIA PACIFIC AND THE CITY OF PALATKA TO SUPPLY FIREFIGHTING CREWS AND OR SPECIALIZED RESCUE TEAM AT THE GEORGIA PACIFIC FACILITY.
- l. **ADOPT RESOLUTION 2025-R-136** FIRE LADDER TRUCK SOLE SOURCE PURCHASE AND FINANCING OF SUCH PURCHASE
- m. **ADOPT RESOLUTION 2025-R-137** A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2026-2027.

7. REGULAR BUSINESS

- a. Recess for 10 minutes at 7:30 PM.
- b. Auditor Selection Committee

8. PUBLIC HEARINGS

- a. **Second Reading: Adopt Ordinance 2025-55:** Fee Schedule: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE AND AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: CHAPTER 34. FIRE PREVENTION AND PROTECTION, CHAPTER 46 OFFENSES AND MISCELLANEOUS PROVISIONS, CHAPTER 50. PARKS AND RECREATION, CHAPTER 82. TRAFFIC AND VEHICLES, CHAPTER 86. UTILITIES, AND CHAPTER 95. ADMINISTRATIVE FEES; PROVIDING FOR CONFLICT, SEVERABILITY, EFFECTIVE DATE, AND SCRIVENER'S ERRORS.
- b. **Second Public Hearing - Adopting of the Millage Rate and Budget for Fiscal year 2025-2026**
 - i) Adopt Resolution 2025-R-124 Setting the Fiscal Year 2025-2026 Millage Rate 6.4000
 - ii) Adopt Resolution 2025-R-125 adopting the Budget for Fiscal Year 2025-2026 in the Amount of \$85,592,317
- c. **Second Reading: ADOPT 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.

- d. **Second Reading: ADOPT 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
- e. Request to Annex, Amend and Rezone 136 Corbett Rd.(City Property)
- i) **ADOPT ORDINANCE NO. 2025-46** AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0210-0001, LOCATED AT 136 CORBETT ROAD, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- ii) **ADOPT ORDINANCE NO. 2025-47** AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA OTHER PUBLIC FACILITIES (OPF) FOR THE FOLLOWING PROPERTY: 136 CORBETT ROAD PALATKA, FLORIDA 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION), PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- iii) **ADOPT ORDINANCE NO. 2025-48** 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 FOLLOWING PROPERTY:136 CORBETT ROAD, PALATKA, FL 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION) PARCEL NO. 10-10-26-0000-0210-0001, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- f. Request to Annex, Amend and Rezone 625 S SR 19
- i) **ADOPT ORDINANCE NO. 2025-49** 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 11-10-26-0000-0470-0021, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 625 S STATE RD 19 # UNIT 1, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- ii) **ADOPT ORDINANCE NO. 2025-50** 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 COMMERCIAL (COM) FOR THE FOLLOWING PROPERTY: 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- iii) **ADOPT ORDINANCE NO. 2025-51** 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, INTENSIVE (C-4) AND RESIDENTIAL, TWO-FAMILY (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTY LOCATED AT 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

g. **First Reading: 300 N HWY 17 Annexation, FLUM and Rezone**

- i) **First Reading: ORDINANCE 2025-52** 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 37-09-26-0000-0060-0140, STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E), 300 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- ii) **First Reading: ORDINANCE NO. 2025-53** 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 INDUSTRIAL (IN) TO CITY OF PALATKA INDUSTRIAL (IN) FOR THE FOLLOWING PROPERTY: 300 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E); 300 NORTH HIGHWAY 17, PARCEL 37-09-26-0000-0060-0140, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
- iii) **First Reading: Ordinance 2025-54** 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 INDUSTRIAL, HEAVY (IH) TO CITY OF PALATKA INDUSTRIAL (M-1), STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E) FOR THE PROPERTY LOCATED AT 300 NORTH HIGHWAY 17 PALATKA, FLORIDA 32177, PARCEL 37-09-26-0000-0060-0140; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events	Board Vacancies
Historic Preservation Meeting October 2, 2025 4 p.m.	Airport Advisory Board - 5 vacancies
Planning Board Meeting October 7, 2026 4 p.m.	Board of Zoning Appeals - 3 vacancies
Regular Commission Meeting October 9, 2025 6 p.m.	Firefighters Pension Board - 1 vacancy
Regular Commission Meeting October 23, 2025 6 p.m.	Planning Board - 2 vacancies
	Tree Committee - 1 vacancy
	Library Board - 4 vacancies

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

AGENDA CITY COMMISSION BUDGET WORKSHOP August 27, 2025, at 5:00 PM

Invocation

Invocation was led by guest Pastor Beverly Canty.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Borom.

Roll Call

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

Agenda Title

City Attorney Jane West stated there needs to be a correction on the agenda, instead of City Commission Meeting it should state City Commission Workshop.

Vote: Commissioner Borom moved to make the correction to the title City Commission Budget Workshop as opposed to City Commission Meeting. Commissioner Davis seconded the motion which passed unanimously.

PUBLIC COMMENTS

There were no public comments at this time.

PRESENTATIONS: Palatka Christian Service Center grant proposal.

Pastor Beverly Canty gave the presentation for the Heart of Putnam: Palatka Christian Service Center grant proposal.

Commissioner Campbell asked for the numbers from the Palatka Christian Service Center that serves the citizens of Palatka. Pastor Canty stated they have those numbers, but they are switching computer services right now and they couldn't give those numbers to the Commission until September 15, 2025.

Commissioner Jones asked how much money was budgeted for the non-profits. Ms. Carty answered officially \$50,000 but it was cut to \$30,000. The line item is "Aid to non-profit organizations".

Commissioner Davis asked when the nonprofits had the presentations, the recommendations were made, were the funds allocated? Ms. Carty stated \$20,000 was not allocated yet.

4. DISCUSSION - FY 2025-2026

2025-2026 Operational, Capital, Grant, Debt Servicing & Transfers, Reimbursements, Reserves

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Ms. Pierre discussed 2025-2026 Operational, Capital, Grant, Debt Servicing, and Transfers Reimbursements, Reserves.

Personal expenses -----	21%	\$17,627,322
Operational Expenses -----	13%	\$11,542,185
Capital Expenditures and Outlay -----	19%	\$16,566,732
Grant Expenditures -----	29%	\$24,960,165
Debt Servicing Expenditures -----	3%	\$2,194,629
Transfers Reimbursements, Reserves -----	15%	\$12,735,773
2025-2026 Budget Breakdown -----	100%	\$85,626,806

2025-2026 Fifth Draft Budget Expenses

Commissioner Jones suggested a page-by-page review of the proposed budget, allowing commissioners to raise questions specific to each page. Ms. Pierre clarified the following changes on page one; Commission Schooling was reduced by \$2,500 per commissioner. Special Events allocation for each commissioner is now \$5,000, down from the previous \$10,000. Commissioner Jones noted that the Special Events line was effectively cut by \$5,000 and expressed concern, stating that these funds support diverse community causes in Palatka that each commissioner champions. He recommended reconsidering the reduction. Commissioner Davis inquired whether the budget draft aligns with the current millage rate. Ms. Pierre confirmed that the draft is based on the existing rate of 6.4.

Ms. Pierre stated on page two: Citizens Transportation was reduced to zero, originally \$25,000, and the reason was the state allocated money to the county that will cover those routes.

Line Item 5287 nonprofit organization assistance was reduced from \$50,000 to \$30,000, the \$20,000 was allocated to Calvery. Mayor Correa stated it was \$35,000 and its on page 25 “pool services”. Commissioner Borom stated on that line item he also had given funding for the swimming program. He feels they are requesting the \$35,000 so let’s make up for that difference he contributed last year.

Commissioner Campbell stated he thinks there is some confusion about making cuts. So, he felt the commission took that into consideration and the commission opt for their travel to be city by \$2,500. The commission never had a conversation about minimizing the amount for the nonprofit organizations. Commissioner Campbell stated Commissioner Borom at that time had stated doing a rotation with the nonprofit organizations.

Commissioner Davis raised a question regarding the nonprofit funding process, asking whether the city had previously approved a formal request period for nonprofits to present their proposals. She noted that the \$50,000 allocation was based on those presentations and expressed concern that the \$35,000 pool services request presented tonight may fall outside the established guidelines. She asked whether this amount was already included in the current budget.

Ms. Carty responded, explaining that two factors contributed to the confusion. Initially, the \$50,000 allocation was understood to include a \$35,000 contribution toward pool services. Later, staff decided to move the \$35,000 to a separate line item, believing this clarified the budget. Ms. Carty acknowledged the mistake was hers, as she thought separating the line items meant the city was now allocating \$30,000 for nonprofits and \$35,000 for pool services, effectively increasing the total. She clarified that the pool services line also represents a nonprofit organization.

Commissioner Davis recommended the city adopt and follow GAP (Generally Accepted Accounting Principles) to ensure consistency and transparency in future budgeting processes.

Commissioner Jones voiced support for the pool initiative but expressed concern about the lack of clarity regarding what services the city would receive in return. He emphasized the need for more detailed information before the commission makes a final decision.

Commissioner Campbell also supported funding the pool, calling it a great idea, but reminded the commission that they previously encountered issues when the organization behind the pool services was not a registered nonprofit.

Public Comment

Allegra Kitchens addressed the commission regarding the pool services funding, stating that the organization had an unrecorded agreement with the developer, and that the development plans identified the pool as the entertainment center for the community.

Commissioner Davis reviewed page 25 and recommended that the \$35,000 allocation for pool services be reconsidered and reallocated, citing concerns about alignment with city guidelines and the budgeting process.

City Manager Budget

Mayor Correa inquired about the executive salaries listed under the City Manager budget line.

Ms. Carty clarified that the line includes both her salary and the Assistant City Manager's salary. She noted that the Assistant City Manager's salary will be removed from that line item.

Ms. Pierre acknowledged she is new to the role and nearing the end of her first budget cycle. She praised Ms. Carty's efforts, stating that Ms. Carty is currently training her and five other staff members, and promised that next year's budget process will be better organized.

Commissioner Campbell responded to Ms. Pierre, saying, "You're making a point without even making one," and emphasized that the Assistant City Manager position is clearly needed.

Mayor Correa agreed, stating that the position is essential, especially during times of transition or when there are concerns about the City Manager's capacity.

Commissioner Borom expressed a different view, stating that Ms. Carty had already determined the position was not necessary, and recommended removing it from the budget. He cited the city's significant staffing changes over the past 7–8 months as part of his reasoning.

Commissioner Davis recommended retaining the Assistant City Manager position in the budget.

City Clerk

Commissioner Davis inquired about the details of the Contractual Services line item. Ms. Hayes provided a breakdown of the \$10,000 allocation: Recording/Fees/Filing: \$300.00, Agenda Meeting Management: \$5,287.59, and Codification Services: \$4,602.94. Ms. West added that these services are provided through Muni Code, Civic Clerk and Civic Plus.

Commissioner Campbell noted the time constraints and the slow progress of the line-by-line review, pointing out that the commission had only reached page 4. He asked whether there was an opportunity to reschedule the workshop to allow for a more thorough discussion.

After deliberation, the commission agreed to continue the budget workshop on Wednesday, September 3rd at 5:00 p.m.

It was also recommended that department heads be present at the next session to provide clarity and direct responses to any questions that may arise.

Commissioner Campbell motioned to adjourn.

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

AGENDA
CITY COMMISSION MEETING
August 28, 2025, at 6:00 PM

Invocation

Invocation was led by Commissioner Campbell.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Davis.

Roll Call

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

APPROVAL OF MINUTES

Commissioner Davis moved to approve July 10, 2025, workshop minutes and the July 24, 2025, regular meeting minutes. Commissioner Campbell seconded the motion which passed unanimously.

PUBLIC RECOGNITION/PRESENTATIONS

Employee of the Month

Ms. Jones announced the employee of the month was dedicated to Lieutenant Darren Denmark. Chief Taylor stated Mr. Denmark could not be here, however his shift will accept the award for him.

Retaining Retention Wall/River Street

Project Manager Carlos Dominguez introduced Mr. Myers from Hanson Engineers. Mr. Myers explained the set of plans is at 90% of completion. The bids plans will be ready to go out to the public tomorrow. Mr. Myers stated the new wall that Hanson Engineers is designing is a segmental block wall. It will look similar as the old wall; it will have better reinforcements behind the wall so it will not lean towards the sidewalk.

Vote: Commissioner Campbell moved to accept the River Street wall become an emergency item. Commissioner Davis seconded the motion which passed unanimously.

Commissioner Borom asked if there was any advertisement for various engineering firms to look at this project. Mr. Dominguez stated it was requested by the city manager for him to look at the project and the ITB will be advertised next week so contractors can bid on the project for completion.

Vote: Commissioner Campbell moved to have the River Street project move forward and put it out for bid. Commissioner Davis seconded the motion which passed unanimously.

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Commissioner Campbell stated he would like to see the city put some kind of sign out there stating it is not safe until the wall can be fixed.

Public Comment

Daniel Steele shared a concern about road conditions on Laurel Street, describing an incident where the road abruptly ended near a traffic cone, resulting in damage to his vehicle. He mentioned the cost of a front-end alignment for his truck.

Erin Hewes spoke about the Blue Crab Festival, noting that her team has submitted the application and inquired about the timeline for approval and when they can begin preparations.

Zennie Best addressed the lack of mental health services in Palatka, emphasizing the need for increased access and support within the community.

Vicki Duke discussed CRA (Community Redevelopment Agency) funds, specifically referencing the Tilghman House and broader concerns about fund allocation and usage by the city.

Commission and Staff Response

Ms. Carty reported that she met with Mr. Daniel Steele regarding his claim for vehicle damage and contacted FMIT (Florida Municipal Insurance Trust), which denied the claim twice. Public Works Director Joe Verrechio explained that the road gave out while Mr. Steele was driving and emphasized that it was neither the city's fault nor Mr. Steele's fault. He noted he had no additional information regarding FMIT's denial.

City Attorney Ms. West followed up with FMIT for clarification. FMIT cited a lack of causation, stating they did not find the city liable, which led to the denial. Ms. West concluded that it is now at the discretion of the Commission to determine how to proceed.

Commissioner Campbell asked whether the area was a known problem and if a cone had been placed there. Mr. Verrechio confirmed both were true. Commissioner Campbell expressed confusion, stating that if the city was aware of the potential hazard, some form of barrier should have been installed, and he questioned how the city could avoid liability under those circumstances.

Commissioner Borom agreed with Commissioner Campbell and stated he believes the city should cover the cost of Mr. Steele's vehicle damage.

Mayor Correa asked whether there was an appeal process available. Ms. West responded that Mr. Steele could file a claim directly against the city, or the Commission could choose to pay the damages. She offered to draft a release specific to this case to avoid setting a precedent for future claims. She noted that the city typically follows FMIT's recommendations when claims are denied.

Mayor Correa asked for the total cost of the claim. Ms. Carty stated the amount is \$2,783.00. Commissioner Jones recommended that Mr. Steele meet again with the City Manager and City Attorney to explore a resolution without formal Commission input at this time. He emphasized the importance of not setting a precedent that encourages individuals to appeal vehicle damage claims directly to the Commission. This approach was met with consensus from the Commission.

Commissioner Campbell recommended to Mr. Verrechio that it was not just to put cones out but proper signage and proper barriers.

Ms. Carty asked if she could respond to Ms. Hewes regarding the Blue Crab Festival, noting she preferred to wait until her Manager's Report to provide a full explanation.

Commissioner Campbell objected, stating that the current agenda item was not specifically related to the Blue Crab Festival, and he did not wish to sit through another presentation. He emphasized the need to clarify the direction previously given by the Commission, which was to return the festival planning to the citizens through an application process, not a bidding process. Commissioner Campbell reiterated that the Commission's intent was to review how all festivals would be funded, not just the Blue Crab Festival. He clarified that the Commission did not direct staff to initiate a competitive bidding process and if such a process were desired, it should have been conducted through a formal RFP (Request for

Proposals). Community Affairs Director Eddie Cutwright confirmed that at the last Commission meeting, the decision was made to return the Blue Crab Festival to citizen-led applications. Ms. Hewes's organization applied first. Twenty-two days later, another organization submitted a separate application. Mr. Cutwright stated that if the festival is treated as a special event, then Ms. Hewes's organization should be awarded the opportunity based on a first-come, first-served basis. However, if the Commission chooses to follow formal guidelines, then additional bids would need to be accepted in September.

Commissioner Campbell concluded by reaffirming his understanding that the guidelines were meant to apply to all festivals, and that any formal selection process should have been conducted through an RFP, not informal bidding.

Mayor Correa acknowledged that the initial organization submitted its application properly, but expressed concern that opening the process to everyone after that decision has led to confusion and delays, stating it is not fair to applicants and extends the timeline unnecessarily.

Commissioner Jones disagreed, stating that his understanding was not a first-come, first-served process. He questioned the fairness of excluding potential applicants who may not have submitted on the first day, noting that many groups might be interested in hosting the Blue Crab Festival.

Commissioner Campbell reiterated that he had previously suggested a community meeting to identify interested parties, but that idea was rejected. He emphasized that if the Commission was going to step back from direct involvement, it should have been done with clear structure and public input.

Commissioner Davis clarified that the Commission's prior decision was to treat the Blue Crab Festival like any other event. She recommended the city issue a retraction of the Facebook post announcing the application period, acknowledging that it was premature and not aligned with the Commission's intent to treat all festivals equally.

Commissioner Borom agreed with Commissioner Jones, stating he also believed there would be a formal process for festival selection.

Commissioner Campbell commended staff for seeking clarification, and noted that if further directions were needed, staff would have brought the issue back to the Commission. He explained that the funding guidelines were requested appropriately, and upon seeing the Facebook post, he immediately contacted Ms. Carty to request its removal.

Ms. Carty responded to Mr. Best's concern about mental health services, stating she would explore whether ARPA (American Rescue Plan Act) funds could be available to support that request.

Ms. Carty also addressed Ms. Duke's inquiry about the Tilghman House, stating that an RFP (Request for Proposals) with an increased funding amount will be released soon, with the goal of attracting qualified contractors.

Commissioner Campbell made a recommendation to get a Comprehensive Assessment of our facilities so that we know what we need to do and not just patch this work up temporarily.

CITY MANAGER AND ADMINISTRATIVE REPORTS

Financial Report - July 2025

Finance Director, Ms. Pierre gave the financial report for the month of July.

City Manager Report

Ms. Carty provided updates on several key initiatives: Grants: The city is actively pursuing and managing multiple grant opportunities to support infrastructure and community development. Roddy Road Repair: Progress is underway on the Roddy Road repair project, with updates forthcoming as work continues. iCloud Phone System: The new iCloud-based phone system has been successfully implemented across city departments, enhancing communication and efficiency. The IT Department will begin working with

the Police Department on integrating and optimizing CGIS (Computerized Geographic Information System) tools to support public safety operations.

Funding guidelines for special events

Mr. Cutwright presented the breakdown of the \$60,000 special events allocation provided by Ms. Carty, explaining how staff categorized the funding: Class A Events: \$30,000 total, Allocation: \$3,000 per event, Duration: Maximum of two days. Class B Events: \$20,000 total, Allocation: \$2,000 per event, Duration: One-day event. Class C Events: \$10,000 total, Allocation: \$1,000 per event. Mr. Cutwright clarified that funding eligibility is limited to existing events that have been held for at least two consecutive years. This policy is intended to ensure consistency and accountability in event support.

Commissioner Borom referenced a prior comment from Mr. Deputy, cautioning that the city may be entering territory it hasn't fully defined, and urged the Commission to consider the broader implications.

Commissioner Jones asked whether a new organization could receive funding. Mr. Cutwright responded no, as the organization had not hosted the event for two years prior.

Commissioner Davis stated the policy is well written and aligns with the city's existing special events guidelines, specifically referencing Article 3.

Mayor Correa agreed, stating the policy is fair and well structured.

Commissioner Campbell also praised the policy's clarity but disagreed with the exclusion of the Blue Crab Festival, noting that it has been a long-standing event in the community.

City Attorney Ms. West requested clarification on whether the policy should be festival-based or applicant-based. She explained that if it were festival-based, the current applicant for the Blue Crab Festival would be eligible. After discussion, it was clarified that the policy is event-based.

DISCUSSION/DIRECTION

Creating a Safer Community

Georgia Mitchell, Executive Director of the Putnam County Caring Coalition, addressed the Commission about the organization's mission to create a safer community and provide services for individuals experiencing homelessness.

Commissioner Borom commended Ms. Mitchell and her volunteers for their dedication and service.

Ms. Carty updated the Commission on the city's efforts, stating that staff have been aware of the situation and have been evaluating city-owned properties to determine how the city might assist. She noted that the building under consideration would require repairs and updates.

Mayor Correa added that if the city were to assist, it would be functioning as a landlord for a limited period, not to exceed 24 months. Ms. Carty confirmed this arrangement and stated that ARPA (American Rescue Plan Act) funds are available to support homelessness initiatives.

Commissioner Campbell asked whether this approach would align with existing city incentives and funding priorities, particularly regarding ARPA funds. Mayor Correa inquired whether ARPA funds could be used to refurbish a building, specifically referencing the Willard Cooper Building on South 13th Street. Ms. Carty responded that the building has a new roof and is in general good condition, but ARPA funds cannot be used for the fire suppression and alarm system, which would cost approximately \$130,000.

Commissioner Jones thanked Ms. Mitchell for her work but expressed concerns about the proposed location, noting its proximity to a recently renovated park and the Women's Club. He also **raised** liability concerns if the city were to take on a landlord role.

Commissioner Davis asked whether the organization had applied for funding. Ms. Mitchell stated that the organization is one year old and had applied for a challenge grant, which was not awarded.

Commissioner Jones asked whether the organization had partnered with the Housing Authority. Ms. Mitchell responded that she had not yet partnered but was scheduled to meet with OCHI the following week.

Commissioner Campbell asked for clarification on the organization's support request, referring to the stated priorities: Supportive housing solutions, day services and job services Ms. Mitchell confirmed these are the top three priorities. Commissioner Campbell also asked whether the city had considered alternative locations beyond the Willard Cooper facility. Ms. Carty confirmed that other sites were reviewed, but the Willard Cooper Building was selected due to its appropriate zoning.

Commissioner Campbell emphasized the importance of continuing dialogue about location options to avoid limiting the city's approach.

Commissioner Davis asked whether the city had explored collaboration with the county, stating that a viable solution would require county involvement.

Mayor Correa shared that she and Ms. Carty met county officials regarding the Willard Cooper facility and broader homelessness concerns. The county officials stated they did not believe there was an issue, to which Mayor Correa disagreed, noting that homelessness in Palatka is more visible, while in the county it may be less apparent, with individuals living in cars or wooded areas. She stated the city requested support for the Willard Cooper facility, but the county declined to assist.

Commissioner Borom expressed frustration, referencing successful intergovernmental partnerships in Deland, Volusia County, St. Augustine, and St. Johns County. He emphasized that while Putnam County promotes the idea of "One Putnam", the lack of collaboration suggests otherwise. He stated the city should not bear the full burden and called for a true partnership.

Commissioner Campbell echoed these concerns, stating he has long advocated for a joint city-county meeting, and was glad the mayor raised the issue. He pointed out that other counties hold quarterly meetings between city and county officials, and the inability to do so in Putnam County reflects a deep disconnect. He expressed disappointment that local elected officials are not engaging and urged that if they are unwilling to serve collaboratively, they should reconsider their roles. He emphasized: "When Palatka thrives, all of Putnam County thrives."

Commissioner Campbell demanded that the Commission initiate a formal conversation with the county, to build and maintain a bridge of cooperation.

Commissioner Davis stated she fully concurs with Commissioner Campbell.

Mayor Correa agreed, stating the city needs that meeting, and the Commission should come prepared with specific goals and discussion items to ensure productive outcomes.

Commissioner Borom also concurred, recalling that such meetings were held in the past under former Mayor Hill, and emphasized that these conversations must return to the table.

Ms. Carty stated, for the record, that she will follow up on initiating a meeting.

CONSENT AGENDA

Mayor Correa stated there was an ask to have item 7B to be pulled off the agenda and continued to the next meeting by the applicant. Are there any other items that need to be pulled from the consent agenda?

Commissioner Borom asked for And H to be pulled. Commissioner Campbell asked to pull L-S to be able to ask a question.

Vote: Commissioner Davis moved to approve the consent agenda except for A, B, H, and L-S. Commissioner Borom seconded the motion which passed unanimously.

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.

Commissioner Borom asked for more clarity on this subject.

Mr. McCann explained the irrigation at the golf course is 23 years old and his staff is constantly trying to fix it. Mr. McCann explained this will be a complete rehab, it will replace the pumps, the motor, the skids and the control panels. It puts a filter on the system which it never had before.

Vote: Commissioner Davis moved to accept consent agenda A. Commissioner Campbell seconded the motion which passed unanimously.

b. ADOPT RESOLUTION - 2025-R-98 Davis Easement and Grant of Right of First Refusal to the City of Palatka (This was removed from the Consent Agenda by the Applicant)

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.

Commissioner Borom requested that the vote on the item be conducted as a roll call vote, citing concerns about a potential conflict of interest.

Mr. Dominguez provided background on the item, stating it involves a Community Development Block Grant (CDBG) totaling \$5 million, with Hanson Engineering responsible for the project design.

Commissioner Jones asked Commissioner Borom to clarify the nature of the conflict. Commissioner Borom responded that the concern stems from a former city employee now working for Hanson Engineering, which he believes presents a conflict.

Commissioner Campbell asked for further clarification on the alleged conflict.

Commissioner Borom explained that the former employee previously served as a Project Manager for the city and now works for Hanson, which he feels compromises the integrity of the agreement.

City Attorney Ms. West clarified that the city has amended its Continuing Service Agreement (CSA) with Hanson Engineering to explicitly exclude the former employee from working on any projects related to the City of Palatka. This amendment is in writing and executed by both parties.

Commissioner Jones acknowledged that the former employee had previously served as the Project Manager, which he believes created a conflict at the time. Ms. West stated that the individual was not employed by Hanson during his tenure with the city and is not involved in any current city-related projects.

Commissioner Davis asked whether the conflict lies in Hanson Engineering's involvement itself.

Commissioner Borom confirmed that he still feels there is a conflict.

Commissioner Jones added that the Commission had previously requested no relationship with the former Assistant City Manager/Project Manager and noted that Hanson was awarded the Master Consultant Service Agreement, which could be perceived as a conflict.

Commissioner Davis asked what the consequences would be if the item did not pass. Ms. Carty explained that the city could lose the grant, noting that she had requested an extension due to staffing transitions and the absence of a dedicated grants coordinator. However, the extension has not been approved, and this phase of the project must be completed by September 30th.

Vote: Commissioner Davis moved to approve Resolution 2025-R-109. Commissioner Campbell seconded the motion. Roll call was taken. Commissioner Davis, aye; Commissioner Campbell, aye; Commissioner Jones, nay; Commissioner Borom, nay; Mayor Correa; aye. The motion passed 3-2.

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

Commissioner Campbell asked if these lien reductions follow the guidelines that were established with regards to lien reductions the commission set. Ms. West stated yes, they follow the guidelines.

Vote: Commissioner Campbells moved to approve the lien reduction cases L through S. Commissioner Davise seconded the motion which passed unanimously.

REGULAR BUSINESS

Splash Pad Feasibility Study

Chris Bettencourt (Weston & Sampson) assessed four sites, two at Riverfront Park, one at Tilghman House, and one at Booker Park, to evaluate feasibility, costs, and required supporting infrastructure. Code/criteria considered: Florida restroom proximity within 200 feet, cost efficiency, site accessibility and adjacency, utility proximity, and community impact.

AquaWorks bid proposal appeared low because it omitted utility connections and required site work. Recommendation: 1) Riverfront Park (primary), 2) Booker Park (secondary).

Commissioner Campbell said the presentation addressed location but not the full scope the commission requested (maintenance, sanitation, labor, and operational plan).

Mayor Correa recalled annual maintenance estimates of \$60,000–\$80,000. Public Works Joe Verrechio state the pH level would need to be tested twice-daily which is a requirement, cleaning and on-site operations would need additional staffing. Ms. Carty said operational costs are not yet fully in the budget; a portion has been added.

Mayor Correa noted likely need for two part-time positions to cover schedules; Campbell added staff would need proper certification.

Mayor Correa shared Chamber's concern that a splash pad at Riverfront could constrain space for Bass Elite and other tournaments.

Commissioner Davis asked if the testing staffer is included in the \$60k–\$80k? Mr. Verrechio said no it was an additional cost.

Commissioner Campbell asked whether Boat House Marina restrooms affect costs? City Attorney Ms. West confirmed there are public restrooms accessible during daytime.

Public comments

Allegra Kitchens opposed due to health hazards; urged prioritizing human services over recreation.

Vicki Duke suggested investing in other playgrounds instead.

Ms. West asked whether to place the item on the next agenda with added maintenance details.

Commissioner Davis said she didn't need additional information; the cost range provided was sufficient.

Commissioner Campbell reiterated the commission requested a comprehensive plan (maintenance, sanitation, staffing, certifications, restroom compliance, and cost impacts by site).

Vote: Commissioner Jones made a motion to move forward with the splash pad at location 2 which will be a Booker Park. Commissioner Borom seconded the motion. Roll call was taken.

Commissioner Davis, nay; Commissioner Campbell, aye; Commissioner Jones, aye, Commissioner Borom, aye; Mayor Correa, nay. The motion passed 3-2.

PUBLIC HEARINGS

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.

Vote: Commissioner Campbell moved to approve Ordinance 2025-23. Commissioner Davis seconded the motion which passed unanimously.

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 OR 1443 P854, EX ESMT DOT OR 1444 P1911) PARCEL 42-10-27-6850-1460-0083

Vote: Commissioner Campbell moved to approve Ordinance 2025-25. Commissioner Davis seconded the motion which passed unanimously.

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

Vote: Commissioner Campbell moved to approve Ordinance 2025-27. Commissioner Davis seconded the motion which passed unanimously.

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.

Vote: Commissioner Campbell moved to approve Ordinance 2025-29. Commissioner Davis seconded the motion which passed unanimously.

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

Planning Director, Mr. Aghemo stated the client wishes to move this item to the September 10, 2025, meeting.

Vote: Commissioner Campbell moved to continue Ordinance 2025-31 and Ordinance 2025-33 to the September 10, 2025, meeting. Commissioner Borom seconded the motion which passed unanimously.

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

Vote: Commissioner Davis moved to approve Ordinance 2025-35 and Ordinance 2025-36. Commissioner Borom seconded the motion which passed unanimously.

Discussion

Commissioner Jones stated there was a reference to a conflict sometime ago, and asked if the School District was the owner? Mr. Aghemo stated yes, they have a contract on these parcels. Commissioner Jones stated he just wants to make a point of clarity, there was an issue that came up with his brother-in-law, on an event that he was having, it had nothing to do with me, and he also stated he had nothing to do with the event. At that time the Attorney told me that I could possibly gain in some kind of fashion whether monetary, favor he should refrain from voting.

This commission has two School District employees on a matter like this where does that line? Commissioner Jones stated why this is not a conflict, but my situation was. Ms. West explained the Florida statutes require that you recuse yourself from voting if you have either a direct or indirect pecuniary gain on one of the agenda items. Ms. West stated if she remembers correctly there was an allegation from a citizen that you would have indirect pecuniary gain from voting on that item. To avoid the appearance of impropriety it was recommended that you recuse yourself from voting on that item. Commissioner Jones asked the two commissioners employed by the school district how is that not a conflict? Ms. West explained on an Attorney Generals opinion issued the employees of an agency that would not gain directly or indirectly merely by being virtue of employees of that agency may vote on the matter.

Commissioner Campbell stated he sat through a class with the Florida League of Cities that clearly identified, that is why he brought it up. In complete transparency at the last meeting and he received his answer , so he feels confident in that answer that was received

Commissioner Borom stated it clearly states that if you are not direct beneficiary of anything that you are voting on, you are not in conflict.

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. 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

Vote: Commissioner Campbell moved to approve Ordinance 2025-37 and 39. Commissioner Davis seconded the motion which passed unanimously.

First Reading: Airport--Chapter 7

i) **Ordinance 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.

Vote: Commissioner Borom moved to approve Ordinance 2025-216. Commissioner Davis seconded the motion which passed unanimously.

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.

Vote: Commissioner Davis moved to approve Ordinance 2025-40, Ordinance 41, Ordinance 42. Commissioner Campbell seconded the motion which passed unanimously.

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 5 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.

Vote: Commissioner Davis moved to approve Ordinance 2025-43, Ordinance 2025-44,
Ordinance-45. Commissioner Borom seconded the motion which passed unanimously.

COMMISSIONER COMMENTS

Commissioner Campbell spoke about Kay Larkin Drive and stated the concern is that is a bus stop for our youth and in the morning, it is completely dark in that area, and the bus driver has to maneuver in the road to protect the students as they are getting on the bus. And that is a safety concern. Chief Shaw stated speaking with Assistant Chief they will make sure that they get with Clay Electric and address the issue immediately.

Commissioner Borom thanked the staff for all the hard work they did for this meeting.

Commissioner Davis thanked everyone for their hard work and thanks City Clerk/PIO for the hard work they did on the sound/camera system. She wished everyone a good long weekend.

Mayor Correa wished everyone a great weekend and hope they enjoy it.

ADJOURN

Commissioner Campbell motioned to adjourn.

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.



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

AGENDA

CITY COMMISSION MEETING

September 3, 2025, at 5:00 PM

Invocation

Invocation was led by Pastor Mulberry.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jones.

Roll Call

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

Public Comment

Tyrone Bennett spoke about the Blue Crab Festival and the funding for it. He spoke about not being able to put in his application for the Blue Crab Festival after seeing a post on Facebook that was generated on the city's Facebook page.

Commission and Staff Response

Ms. Carty clarified that during the previous commission meeting, it was explicitly stated that the city would not be issuing a formal Request for Proposals (RFP) for the Blue Crab Festival. Mr. Cutwright, Community Affairs Director, explained that the initial applicant, Ms. Hewes, arrived the following morning at 9:04 a.m. Since no other applications had been submitted and no additional interest was expressed at that time, the festival award was granted to Ms. Hewes. Mr. Bennett submitted his application several weeks later, after the award decision had already been made.

DIRECTION/DISCUSSION

Mayor Correa asked if it was possible if the budget could go by the larger departments, so the department heads do not have to wait long or could leave if they choose to.

2025-2026 Operational, Capital, Grant, Debt Servicing & Transfers, Reimbursements, Reserves, 2025-2026 Fifth Draft Budget Expenses, and 2025-2026 Fifth Draft Budget Revenue

Police Department

The workshop opened departmental reviews with the Police Department. Commissioners asked detailed questions about budget allocations, particularly around vehicle purchases, personnel stipends, and training opportunities. Staff confirmed that while some costs were included, other

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items remained placeholders pending union negotiations and further planning. Discussion also touched on professional development, certification programs, and ensuring officers had access to training beyond Command School. Commissioner Davis sought clarification on specific line items, and the finance director noted that additional refinement would be provided in future updates.

Fire Department

Next, attention turned to the Fire Department. The Fire Chief, together with the finance director, presented urgent needs related to equipment. A major concern was the condition of the ladder truck, which had experienced mechanical failures, including a wiring harness fire and a secondary motor failure. Options for replacement were discussed, including acquisition from a private company specializing in fire trucks. Commissioners raised questions about the availability and cost of immediate replacement units. The conversation highlighted the critical nature of maintaining reliable fire response equipment.

Public Works

The Public Works budget review centered on **infrastructure and maintenance** responsibilities. Although details in the transcript were limited, commissioners acknowledged the department's essential role in supporting city operations and discussed funding for ongoing maintenance needs. The finance director referenced balancing allocations between immediate repairs and long-term capital projects.

Parks & Recreation

The Parks and Recreation Department's budget was briefly addressed, with emphasis on community programs and facility upkeep. Commissioners asked questions about how funds would be distributed between daily operations, special programming, and facility maintenance. The conversation reflected the city's commitment to supporting quality of life amenities while remaining mindful of budget constraints.

General Government

General government and administrative budgets were also reviewed. Commissioners sought clarification on personnel services, overhead allocations, and technology support for citywide operations. Staff acknowledged that certain costs would be reallocated or clarified in future drafts as more information became available.

Decisions and Action Items

No formal motions were taken during the workshop, as the session was intended for review and discussion. However, several follow-up actions were identified:

Police Department: Provide more detailed budget revisions for vehicle purchases, stipends, and training programs.

Fire Department: Develop a clear recommendation for acquiring or replacing the ladder truck and present cost comparisons.

Public Works & Parks: Refine maintenance and programming budgets, with clear prioritization between essential services and enhancements.

General Government: Adjust placeholders and clarify allocations in upcoming drafts.

COMMISSIONER COMMENTS

Commissioner Campbell spoke about Kay Larkin Drive and stated the concern is that it is a bus stop for our youth and in the morning, it is completely dark in that area, and the bus driver must maneuver in the road to protect the students as they are getting on the bus. And that is a safety concern. Chief Shaw stated speaking with Assistant Chief they will make sure that they get with Clay Electric and address the issue immediately.

Commissioner Borom thanked the staff for all the hard work they did for this meeting.

Commissioner Davis thanked everyone for their hard work and thanks City Clerk/PIO for the hard work they did on the sound/camera system. She wished everyone a good long weekend. Mayor Correa wished everyone a great weekend and hope they enjoy it.

ADJOURN

Commissioner Campbell motioned to adjourn.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

On a monthly basis, the Finance Department prepares the Statements of Revenue and Expenses for both General and Enterprise funds. Attached are the reports for the fiscal period that ended on August 31, 2025 (for the eleven months of fiscal year 2025). The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

PROJECT ANALYSIS

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 91% of the 2025 fiscal year.

Staff Recommendation

Review the Financial Reports and approve for acceptance.

ATTACHMENTS

1.	City of Palatka Summary Financial Report August 2025
2.	City of Palatka - Individual Fund Reports August 2025
3.	City of Palatka Monthly Financials August 2025
4.	Unaudited Results of Operations for the Period ending August 31

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

Eleven Months YTD 08/31/2025 Total Citywide Budget and Actual			Airport Fund		
Revenues	Budget	Actuals			
Total Citywide	78,295,079.00	38,048,823.41			
Expenditures	Budget	Actuals			
Total Citywide	\$ (78,295,072)	\$ (36,874,623)			
Net Results	Budget	Actuals			
Total Citywide	\$ -	\$ 1,174,200			
General Fund Revenues					
Sources	Budget	Actuals			
Property Taxes	\$4,575,379	\$4,050,673			
Local Option Taxes	\$549,032	\$503,525			
Utility Service Taxes	\$1,457,362	\$1,323,802			
Communication Service Tax	\$386,723	\$360,001			
Licenses/Permits	\$116,946	\$119,354			
Franchise/Impact Fees	\$1,196,000	\$1,098,904			
Special Assessments	\$2,048,871	\$2,106,973			
State/Federal Grants	\$1,022,000	\$601,366			
State Shared Revenues	\$1,148,258	\$1,049,314			
Impact Fees	\$744,860	\$88,725			
Charges for Service	\$240,480	\$155,934			
Fines and Forfeits	\$158,052	\$210,025			
Miscellaneous Revenues	\$640,921	\$1,120,190			
Transfers In	\$852,698	\$662,901			
Contributions/Reimbursements	\$2,202,521	\$1,868,548			
Debt Proceeds	\$1,000,000	\$0			
Fund Balance/Reserves - PY	\$5,576,765	\$800,000			
Total Revenues	\$23,916,868	\$16,120,236			
General Fund Expenditures					
Uses	Budget	Actuals			
Personnel	\$1,000,000	\$1,000,000			
Operating	\$1,000,000	\$1,000,000			
Capital	\$1,000,000	\$1,000,000			
Debt	\$1,000,000	\$1,000,000			
Transfer	\$1,000,000	\$1,000,000			
Reimbursements	\$1,000,000	\$1,000,000			
Reserves	\$1,000,000	\$1,000,000			
Total Expenditures	\$5,170,275	\$2,086,168			
Net Results	\$0	\$178,803			
ARPA Fund					
			Budget	Actuals	
REVENUES			\$1,546,460	\$384,744	
Revenues					
Total Revenues			\$1,546,460	\$384,744	
EXPENSES					
Operating Expenses			\$283,770	\$55,000	
Capital Outlay			\$1,262,691	\$329,744	
Fund Balance/Reserves - PY					
Total Expenses			\$1,546,461	\$384,744	
Net Results			\$ -	\$ -	

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

General Fund Expenditures		
Departments	Budget	Actuals
City Commission	\$543,238	\$404,770
City Manager	\$632,226	\$231,258
City Clerk's Office	\$277,069	\$179,587
General Fund Expenditures Continued		
Finance Department	\$597,955	\$531,480
Human Resources	\$267,511	\$224,035
Facilities Maintenance	\$574,829	\$484,616
Information Technology	\$382,634	\$290,731
General Administration - City Hall	\$239,297	\$157,006
Legal Counsel	\$258,271	\$241,211
Other Government Services	\$1,019,293	\$945,776
Building & Zoning	\$516,974	\$446,628
Police Department	\$5,710,419	\$5,409,545
Code Enforcement	\$353,722	\$267,108
Fire Department	\$3,986,501	\$3,614,612
Streets	\$2,553,002	\$1,377,698
Cemetery	\$135,327	\$70,166
Cultural Services	\$294,788	\$165,371
Recreation	\$511,849	\$290,814
Parks	\$1,144,258	\$259,914
Price Martin Center	\$34,744	\$22,955
Water Taxis	\$86,376	\$90,668
Jenkins Gymnasium	\$112,381	\$63,015
Transfers	\$509,189	\$342,622
Contingencies	\$0	\$0
Fund Balance/Reserves - PY	\$3,175,015	\$0
Total Expenditures	\$23,916,868	\$16,111,583
General Fund Net	\$0	\$8,653

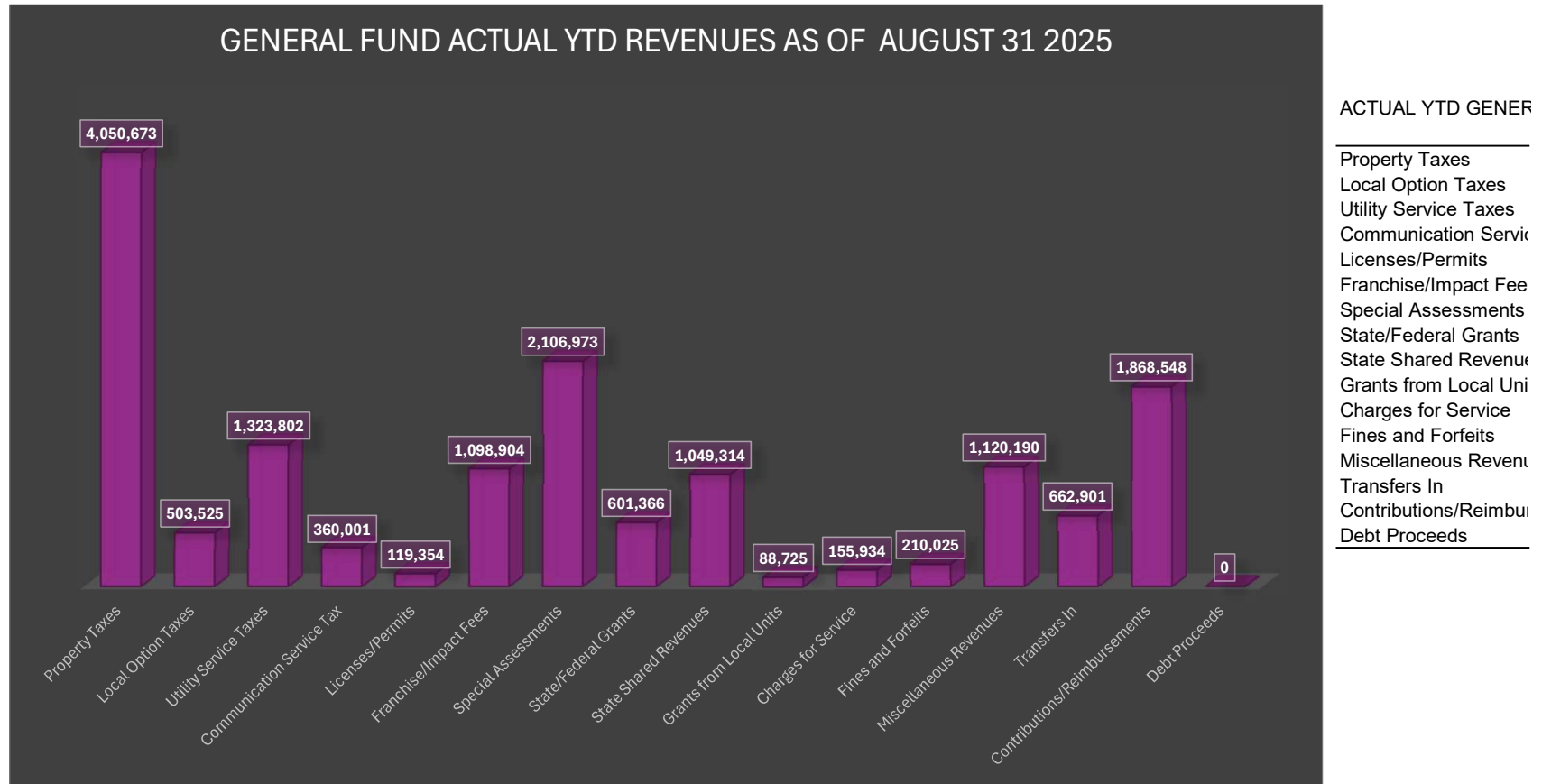
Golf Course Fund		
	Budget	Actuals
REVENUES		
Restaurant Lease	\$56,035	\$49,390
Reimbursements	\$29,406	\$20,358
Profit Sharing Agreement	\$49,920	\$0
Other Revenues	\$569	\$0
Transfers In	\$38,647	\$35,426
Fund Balance/Reserves - PY	\$0	\$0
Total Revenues	\$174,577	\$105,175
EXPENSES		
Maintenance Expenditures	\$28,600	\$16,936
Maintenance Capital Exp	\$0	\$0
Club House Operating Exp	\$120,787	\$139,061
Club House Capital	\$25,000	\$25,859
Transfers	\$190	\$175
Debt Service	\$0	\$0
Fund Balance/Reserves - PY	\$0	\$0
Total Expenditures	\$ 174,577	\$ 182,030
Net Results	\$ -	\$ (76,855)

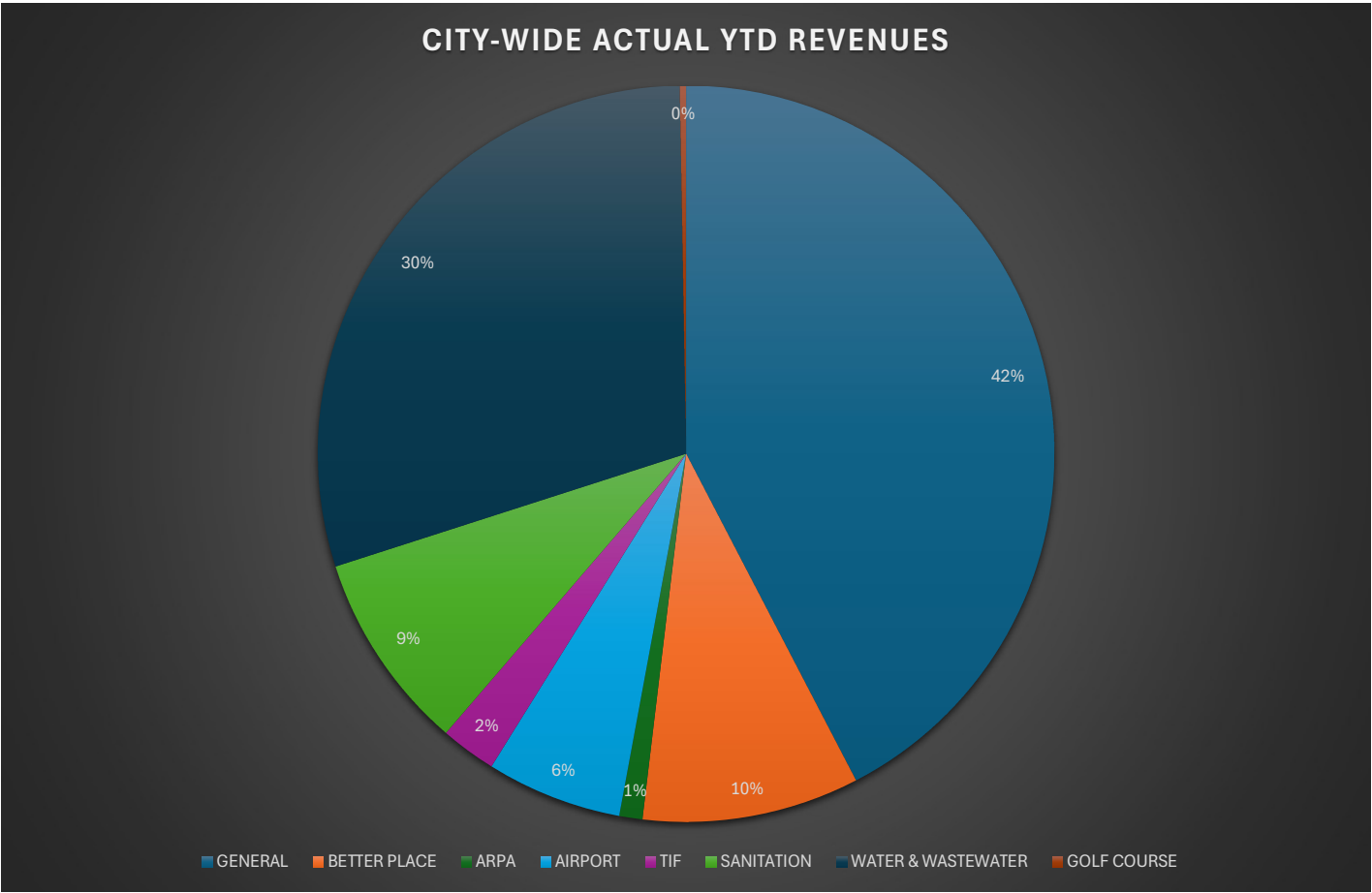
CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE ELEVEN MONTHS ENDED AUGUST 31, 2025

Better Place Plan Fund			Sanitation Fund		
	Budget	Actuals		Budget	Actuals
REVENUES			REVENUES		
Discretionary Infrastructure Surtax	\$1,315,996	\$1,359,364	Charges for Services	\$3,519,391	\$3,223,940
State/Federal Grants	\$9,797,103	\$888,855	Contributions	\$111,229	\$101,960
Transfers In	\$1,011,206	\$147,656	Other Revenue	\$15,944	\$581
Loan Proceeds	\$1,398,941	\$303,837	Debt Service	\$0	\$0
Fund Balance/Reserves - PY	\$1,735,542	\$923,449	Fund Balance/Reserves - PY	\$360,357	\$0
Total Revenues	\$ 15,258,788	\$ 3,623,161	Total Revenues	\$ 4,006,921	\$ 3,326,480
EXPENSES			EXPENSES		
Operating Expenses	\$0	\$77	Garage Maintenance	\$271,290	\$276,889
Capital Outlay	\$5,517,569	\$2,562,361	Sanitation Department	\$2,381,656	\$1,902,295
Debt Service	\$94,000	\$83,286	Capital Outlay	\$90,000	\$162,617
Grant Matches	\$9,481,097	\$928,298	Debt Service	\$318,960	\$197,588
Transfers Out	\$166,122	\$33,540	Transfers Out	\$372,584	\$341,535
Fund Balance/Reserves - PY	\$0	\$0	Fund Balance/Reserves - PY	\$572,432	\$0
Total Expenses	\$ 15,258,788	\$ 3,607,563	Total Expenditures	\$ 4,006,921	\$ 2,880,923
Net Results	\$ -	\$ 15,598	Net Results	\$ -	\$ 445,557

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

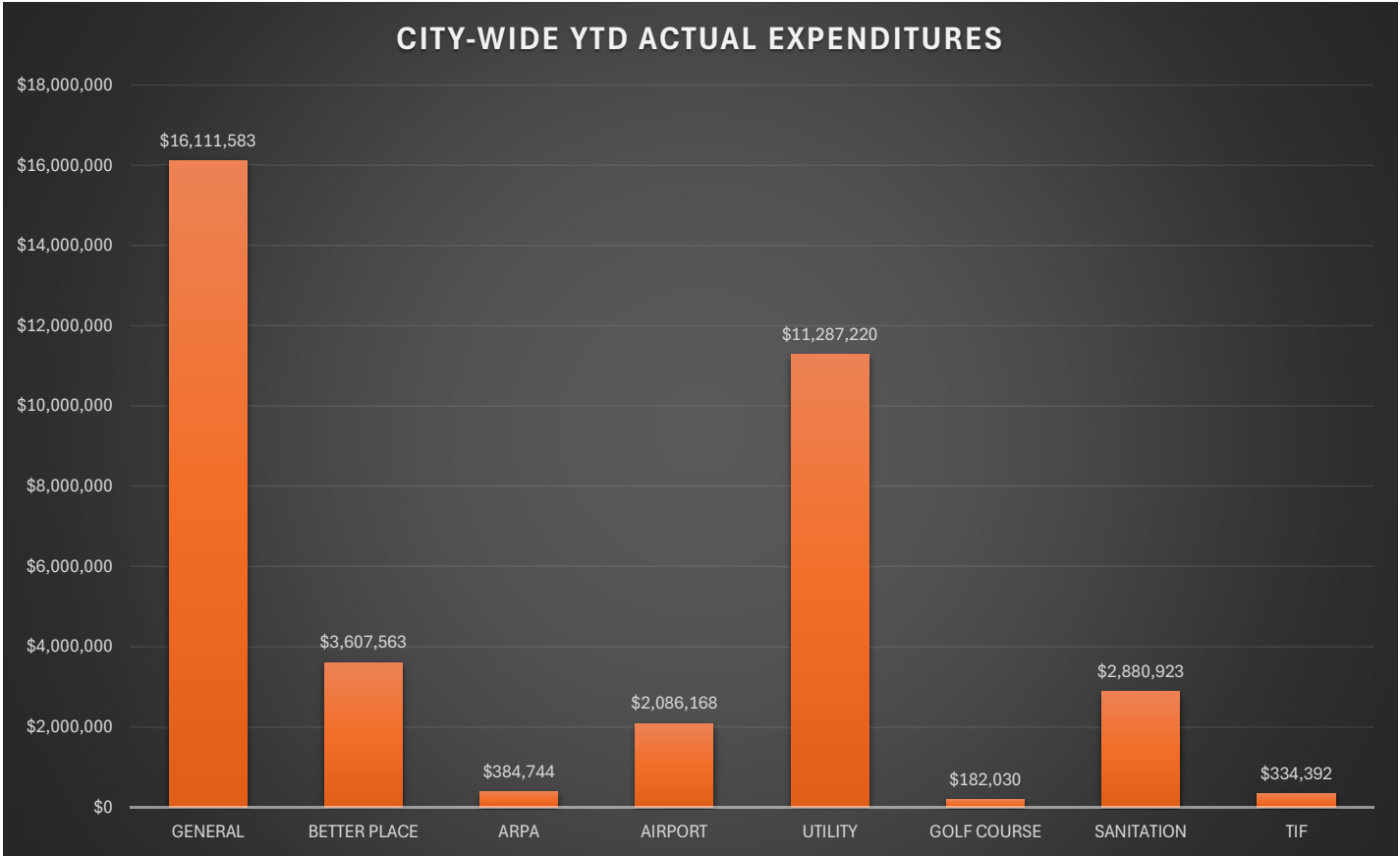
Utility Fund			Tax Increment Fund		
	Budget	Actuals		Budget	Actuals
REVENUES			REVENUES		
Federal & State Grants	\$8,354,470	\$2,424,229	Property Tax	\$964,820	\$931,104
Water & Waste/Sewer Charges	\$9,120,081	\$8,382,226	Other Revenues	\$0	\$0
Other Revenues	\$2,013,962	\$52,939			
Transfers	\$121,228	\$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	\$11,292,953			
EXPENSES			EXPENSES		
Water Plant	\$3,293,129	\$1,601,684	Downtown Historic	\$523,856	\$164,372
Sewer/Wastewater Plant	\$6,467,066	\$3,021,258	South Historic	\$415,341	\$13,282
Water & Sewer Distribution	\$9,090,728	\$3,101,165	North Historic	\$126,999	\$4,740
Utility Administration	\$797,159	\$680,477	Transfers	\$792,710	\$0
Debt	\$1,460,396	\$785,575	Reimbursements	\$329,922	\$151,999
Transfers	\$3,200,878	\$2,097,061			
Fund Balance/Reserves - PY	\$1,723,000	\$0	Fund Balance/Reserves - PY		
Total Expenditures	\$ 26,032,355	\$ 11,287,220	Total Expenses	\$2,188,828	\$334,392
Net Results	\$ -	\$ 5,733	Net Results	\$ -	\$ 596,712





ACTUAL YTD CITY W

\$16,120,236
\$3,623,161
\$384,744
\$2,264,971
\$931,104
\$3,326,480
\$11,292,953
\$105,175
\$38,048,823



ACTUAL YTD CITY W
\$16,111,583
\$3,607,563
\$384,744
\$2,086,168
\$11,287,220
\$182,030
\$2,880,923
\$334,392
\$36,874,623

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		\$78,295,072	\$15,526,441	0.198306747

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.

UTILITY FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Even Months YTD 08/31/2025 Total Utility Fund Budget and Actuals			
2	Revenues	Budget		Actuals
3	Total Utility Fund	\$ 26,032,355	\$	11,292,953
4				
5	Expenditures	Budget		Actuals
6	Total Utility Fund	\$ 26,032,355	\$	11,287,220
7				
8	Net Results	Budget		Actuals
9	Total Utility Fund	\$ -	\$	5,733
10				
11	Utility Fund			
12		Budget		Actuals
13		REVENUES		
14	Federal & State Grants	\$8,354,470		\$2,424,229
15	Water & Waste/Sewer Charges	\$9,120,081		\$8,382,226
16	Other Revenues	\$2,013,962		\$52,939
17	Transfers	\$121,228		\$0
18	Fund Balance/Reserves - PY	\$6,422,614		\$433,558
19	Total Revenues	\$26,032,355		\$11,292,953
20				
21		EXPENSES		
22	Water Plant	\$3,293,129		\$1,601,684
23	Sewer/Wastewater Plant	\$6,467,066		\$3,021,258
24	Water & Sewer Distribution	\$9,090,728		\$3,101,165
25	Utility Administration	\$797,159		\$680,477
26	Debt	\$1,460,396		\$785,575
27	Transfers	\$3,200,878		\$2,097,061
28	Fund Balance/Reserves - PY	\$1,723,000		\$0
29	Total Expenditures	\$ 26,032,355	\$	11,287,220
30				
31	Net Results	\$ -	\$	5,733

BETTER PLACE PLAN FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total Better Place Plan Fund Budget and Actual			
2	Revenues	Budget	Actuals	
3	Total Better Place Plan Fund	\$ 15,258,788	\$ 3,623,161	
4				
5	Expenditures	Budget	Actuals	
6	Total Better Place Plan Fund	\$ 15,258,788	\$ 3,607,563	
7				
8	Net Results	Budget	Actuals	
9	Total Better Place Plan Fund	\$ -	\$ 15,598	
10				
11	Better Place Plan Fund			
12		Budget	Actuals	
13	REVENUES			
14	Discretionary Infrastructure Surtax	\$1,315,996	\$1,359,364	
15	State/Federal Grants	\$9,797,103	\$888,855	
16	Transfers In	\$1,011,206	\$147,656	
17	Loan Proceeds	\$1,398,941	\$303,837	
18	Fund Balance/Reserves - PY	\$1,735,542	\$923,449	
19	Total Revenues	\$ 15,258,788	\$ 3,623,161	
20				
21	EXPENSES			
22	Operating Expenses	\$0	\$77	
23	Capital Outlay	\$5,517,569	\$2,562,361	
24	Debt Service	\$94,000	\$83,286	
25	Grant Matches	\$9,481,097	\$928,298	
26	Transfers Out	\$166,122	\$33,540	
27	Fund Balance/Reserves - PY	\$0	\$0	
28	Total Expenses	\$ 15,258,788	\$ 3,607,563	
29				
30	Net Results	\$ -	\$ 15,598	
31				

TIF FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total TIF FUND Budget and Actuals			
2	Revenues	Budget		Actuals
3	Total TIF Fund	\$ 2,188,828	\$	931,104
4				
5	Expenditures	Budget		Actuals
6	Total TIF Fund	\$ 2,188,828	\$	334,392
7				
8	Net Results	Budget		Actuals
9	Total TIF Fund	\$ -	\$	596,712
10				
11	Tax Increment Fund			
12		Budget		Actuals
13		REVENUES		
14	Property Tax	\$964,820		\$931,104
15	Other Revenues	\$0		\$0
16		\$0		\$0
17	Fund Balance/Reserves PY	\$1,224,008		\$0
18	Total Revenues	\$ 2,188,828	\$	931,104
19				
20	EXPENSES			
21	Downtown Historic	\$523,856		\$164,372
22	South Historic	\$415,341		\$13,282
23	North Historic	\$126,999		\$4,740
24	Transfers	\$792,710		\$0
25	Reimbursements	\$329,922		\$151,999
26				
27				
28	Fund Balance/Reserves - PY			
29	Total Expenses	\$2,188,828		\$334,392
30				
31	Net Results	\$ -	\$	596,712

SANITATION FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total Sanitation Budget and Actuals			
2	Revenues	Budget		Actuals
3	Total Sanitation	\$ 4,006,921	\$	3,326,480
4				
5	Expenditures	Budget		Actuals
6	Total Sanitation	\$ 4,006,921	\$	2,880,923
7				
8	Net Results	Budget		Actuals
9	Total Sanitation	\$ -	\$	445,557
10				
11	Sanitation Fund			
12		Budget		Actuals
13		REVENUES		
14	Charges for Services	\$3,519,391		\$3,223,940
15	Contributions	\$111,229		\$101,960
16	Other Revenue	\$15,944		\$581
17	Debt Service	\$0		\$0
18	Fund Balance/Reserves - PY	\$360,357		\$0
19	Total Revenues	\$ 4,006,921	\$	3,326,480
20				
21	EXPENSES			
22	Garage Maintenance	\$271,290		\$276,889
23	Sanitation Department	\$2,381,656		\$1,902,295
24	Capital Outlay	\$90,000		\$162,617
25	Debt Service	\$318,960		\$197,588
26	Transfers Out	\$372,584		\$341,535
27	Fund Balance/Reserves - PY	\$572,432		\$0
28	Total Expenditures	\$ 4,006,921	\$	2,880,923
29				
30	Net Results	\$ -	\$	445,557

GOLF FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total Golf Fund Budget and Actuals			
2	Revenues	Budget		Actuals
3	Total Golf Fund	\$ 174,577	\$	105,175
4				
5	Expenditures	Budget		Actuals
6	Total Golf Fund	\$ 174,577	\$	182,030
7				
8	Net Results	Budget		Actuals
9	Total Golf Fund	\$ -	\$	(76,855)
10				
11	Golf Course Fund			
12		Budget		Actuals
13	REVENUES			
14	Restaurant Lease	\$56,035		\$49,390
15	Reimbursements	\$29,406		\$20,358
16	Profit Sharing Agreement	\$49,920		\$0
17	Other Revenues	\$569		\$0
18	Transfers In	\$38,647		\$35,426
19	Fund Balance/Reserves - PY	\$0		\$0
20	Total Revenues	\$174,577		\$105,175
21				
22				
23	EXPENSES			
24	Maintenance Expenditures	\$28,600		\$16,936
25	Maintenance Capital Exp	\$0		\$0
26	Club House Operating Exp	\$120,787		\$139,061
27	Club House Capital	\$25,000		\$25,859
28	Transfers	\$190		\$175
29	Debt Service	\$0		\$0
30	Fund Balance/Reserves - PY	\$0		\$0
31	Total Expenditures	\$ 174,576	\$	182,030
32				
33	Net Results	\$ 1	\$	(76,855)

ARPA FUND BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total ARPA Fund Budget and Actual			
2	Revenues	Budget		Actuals
3	Total ARPA Fund	\$ 1,546,460	\$	384,744
4				
5	Expenditures	Budget		Actuals
6	Total ARPA Fund	\$ 1,546,460	\$	384,744
7				
8	Net Results	Budget		Actuals
9	Total ARPA Fund	\$ -	\$	(0)
10				
11	ARPA Fund			
12		Budget		Actuals
13	REVENUES	\$1,546,460		\$384,744
14	Revenues			
15	Total Revenues	\$1,546,460		\$384,744
16	EXPENSES			
17	Operating Expenses	\$283,770		\$55,000
18	Capital Outlay	\$1,262,691		\$329,744
19	Fund Balance/Reserves - PY			
20	Total Expenses	\$1,546,460		\$384,744
21				
22	Net Results	\$ -	\$	(0)

AIRPORT FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total Airport Fund Budget and Actual			
2	Revenues	Budget		Actuals
3	Total Airport Fund	\$ 5,170,275	\$	2,264,971
4				
5	Expenditures	Budget		Actuals
6	Total Airport Fund	\$ 5,170,275	\$	2,086,168
7				
8	Net Results	Budget		Actuals
9	Total Airport Fund	\$ -	\$	178,803
10				
11	Airport Fund			
12		Budget		Actuals
13	REVENUES			
14	Federal & State Grants	\$3,179,206		\$984,234
15	Operating Revenues	\$1,493,524		\$948,124
16	Other Revenues	\$6,050		\$71,968
17	Transfers	\$284,340		\$260,645
18	Cash Balance Forward	\$207,155		\$0
19	Total Revenues	\$ 5,170,275	\$	2,264,971
20				
21	EXPENSES			
22	Personnel Expenses	\$416,953		\$396,079
23	Operating Expenses	\$1,200,374		\$667,044
24	Capital Outlay	\$3,194,159		\$855,007
25	Debt Service	\$55,543		\$5,543
26	Reimbursements	\$177,268		\$162,496
27	Transfer, Contngencies, Reserves	\$125,979		\$0
28	Total Expenditures	\$ 5,170,275	\$	2,086,168
29	Net Results	\$0	\$	178,803

GENERAL FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Eleven Months YTD 08/31/2025 Total General Fund Budget and Actual			
2	Revenues	Budget		Actuals
3	Total General Fund	23,916,868.00		16,120,235.58
4				
5	Expenditures	Budget		Actuals
6	Total General Fund	\$ (23,916,868)	\$	(16,111,583)
7				
8	Net Results	Budget		Actuals
9	Total General Fund	\$ -	\$	8,653
10				
11	General Fund Revenues			
12	Sources	Budget		Actuals
13	Property Taxes	\$4,575,379		\$4,050,673
14	Local Option Taxes	\$549,032		\$503,525
15	Utility Service Taxes	\$1,457,362		\$1,323,802
16	Communication Service Tax	\$386,723		\$360,001
17	Licenses/Permits	\$116,946		\$119,354
18	Franchise/Impact Fees	\$1,196,000		\$1,098,904
19	Special Assessments	\$2,048,871		\$2,106,973
20	State/Federal Grants	\$1,022,000		\$601,366
21	State Shared Revenues	\$1,148,258		\$1,049,314
22	Impact Fees	\$744,860		\$88,725
23	Charges for Service	\$240,480		\$155,934
24	Fines and Forfeits	\$158,052		\$210,025
25	Miscellaneous Revenues	\$640,921		\$1,120,190
26	Transfers In	\$852,698		\$662,901
27	Contributions/Reimbursements	\$2,202,521		\$1,868,548
28	Debt Proceeds	\$1,000,000		\$0
29	Fund Balance/Reserves - PY	\$5,576,765		\$800,000
30	Total Revenues	\$23,916,868		\$16,120,236
31				
32				
33	General Fund Expenditures			
34	Departments	Budget		Actuals
35	City Commission	\$543,238		\$404,770
36	City Manager	\$632,226		\$231,258
37	City Clerk's Office	\$277,069		\$179,587
38				
39	General Fund Expenditures Continued			
40	Finance Department	\$597,955		\$531,480
41	Human Resources	\$267,511		\$224,035
42	Facilities Maintenance	\$574,829		\$484,616
43	Information Technology	\$382,634		\$290,731
44	General Administration - City Hall	\$239,297		\$157,006
45	Legal Counsel	\$258,271		\$241,211
46	Other Government Services	\$1,019,293		\$945,776
47	Building & Zoning	\$516,974		\$446,628
48	Police Department	\$5,710,419		\$5,409,545
49	Code Enforcement	\$353,722		\$267,108
50	Fire Department	\$3,986,501		\$3,614,612
51	Streets	\$2,553,002		\$1,377,698
52	Cemetery	\$135,327		\$70,166
53	Cultural Services	\$294,788		\$165,371
54	Recreation	\$511,849		\$290,814
55	Parks	\$1,144,258		\$259,914
56	Price Martin Center	\$34,744		\$22,955
57	Water Taxis	\$86,376		\$90,668
58	Jenkins Gymnasium	\$112,381		\$63,015
59	Transfers	\$509,189		\$342,622
60	Contingencies	\$0		\$0
61	Fund Balance/Reserves - PY	\$3,175,015		\$0
62	Total Expenditures	\$23,916,868		\$16,111,583
63				
64	General Fund Net	\$0		\$8,653

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2								
3	GENERAL FUND							
4								
5	GENERAL FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
6		311 PROPERTY TAXES						
7	001-00-311-0-0100	CURRENT AD VALOREM TAXES	\$4,562,899.00	\$4,035,718.02		\$527,180.98	88.44%	
8	001-00-311-0-0200	DELINQUENT AD VALOREM TAXES	\$12,480.00	\$14,955.31		-\$2,475.31	119.83%	
9			-----	-----		-----	-----	
10		TOTAL	\$4,575,379.00	\$4,050,673.33		\$524,705.67	89.00%	
11								
12		LOCAL OPTION, USE & FUEL TAXES						
13	001-00-312-4-1000	LOCAL OPTION GAS TAX	\$325,945.00	\$216,295.16		\$109,649.84	66.35%	
14	001-00-312-4-2000	2010 LOCAL GAS TAX	\$223,087.00	\$287,229.59		-\$64,142.59	128.75%	
15			-----	-----		-----	-----	
16		TOTAL	\$549,032.00	\$503,524.75		\$45,507.25	92.00%	
17								
18		UTILITY SERVICES TAXES						
19	001-00-314-1-0000	UTILITY TAX ELECTRIC	\$1,055,536.00	\$969,574.72		\$85,961.28	91.85%	
20	001-00-314-3-0000	UTILITY TAX WATER	\$291,384.00	\$233,628.94		\$57,755.06	80.17%	
21	001-00-314-4-0000	UTILITY TAX GAS	\$109,442.00	\$85,687.71		\$23,754.29	78.29%	
22	001-00-314-7-0000	UTILITY TAX FUEL OIL	\$0.00	\$0.00		\$0.00	0.00%	
23	001-00-314-8-0000	UTILITY TAX PROPANE	\$1,000.00	\$34,911.05		-\$33,911.05	3491.10%	
24			-----	-----		-----	-----	
25		TOTAL	\$1,457,362.00	\$1,323,802.42		\$133,559.58	91.00%	
26								
27		COMMUNICATION SERVICE TAXES						
28	001-00-315-0-1000	TELE COMMUNICATION SERVICE TAX	\$386,723.00	\$360,001.16		\$26,721.84	93.09%	
29			-----	-----		-----	-----	
30		TOTAL	\$386,723.00	\$360,001.16		\$26,721.84	93.00%	
31								
32		LICENSES/PERMITS						
33	001-00-316-0-1000	OCCUPATIONAL BUSINESS TAX	\$46,914.00	\$46,747.70		\$166.30	99.64%	
34	001-00-322-0-2000	BUILDING PERMITS	\$20,800.00	\$0.00		\$20,800.00	0.00%	
35	001-00-322-0-2100	BUILDING & ZONING REVENUES	\$49,232.00	\$72,606.75		-\$23,374.75	147.47%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
36	001-00-322-0-2200	ZONING SWPPP FEES COLLECTED	\$0.00	\$0.00		\$0.00	0.00%	
37			-----	-----		-----	-----	
38		TOTAL	\$116,946.00	\$119,354.45		-\$2,408.45	102.00%	
39								
40		FRANCHISE FEES						
41	001-00-323-1-0000	FRANCHISE FEES ELECTRIC	\$936,000.00	\$909,160.87		\$26,839.13	97.13%	
42	001-00-323-4-1000	FRANCHISE FEE - GAS AUTHORITY	\$260,000.00	\$189,743.00		\$70,257.00	72.97%	
43			-----	-----		-----	-----	
44								
45		IMPACT FEES						
46	001-00-324-1-1010	IMPACT FEES-POLICE	\$88,819.00	\$10,003.40		\$78,815.60	11.26%	
47	001-00-324-1-2010	IMPACT FEES-FIRE	\$151,861.00	\$18,463.20		\$133,397.80	12.15%	
48	001-00-324-3-1010	IMPACT FEES-TRANSPORTATION	\$185,049.00	\$22,551.00		\$162,498.00	12.18%	
49	001-00-324-6-1010	IMPACT FEES-PARKS & RECREATION	\$319,131.00	\$37,707.00		\$281,424.00	11.81%	
50			-----	-----		-----	-----	
51		TOTAL	\$1,940,860.00	\$1,187,628.47		\$753,231.53	61.00%	
52								
53		SPECIAL ASSESSMENTS						
54	001-00-325-2-1000	FIRE ASSESSMENT FEES	\$2,048,871.00	\$2,106,973.04		-\$58,102.04	102.83%	
55			-----	-----		-----	-----	
56		TOTAL	\$2,048,871.00	\$2,106,973.04		-\$58,102.04	103.00%	
57								
58		OTHER PERMITS & FEES						
59			-----	-----		-----	-----	
60		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
61								
62		STATE/FEDERAL GRANTS & PILOTS						
63	001-00-331-2-2500	BULLET PROOF VEST GRT-POLICE	\$8,774.00	\$0.00		\$8,774.00	0.00%	
64	001-00-331-2-3601	COPS GRANT 2014-2015	\$194,624.00	\$66,144.64		\$128,479.36	33.98%	
65	001-00-331-2-4900	FDOT PED PIER MEMORIAL BRIDGE	\$0.00	\$970.49		-\$970.49	0.00%	
66	001-00-331-2-5503	FDLE POLICE VEHICLES	\$250,000.00	\$250,000.00		\$0.00	100.00%	
67	001-00-331-2-5900	VOCA GRANT V13045	\$36,266.00	\$32,529.20		\$3,736.80	89.69%	
68	001-00-331-2-6314	FIRE GRANT EMPLOYEES	\$0.00	\$0.00		\$0.00	0.00%	
69	001-00-331-2-6319	2023 JAG C 8C107 Laptop Comput	\$21,000.00	\$20,597.28		\$402.72	98.08%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
70	001-00-331-2-6320	Rural Violent Crime Reduction	\$0.00	\$0.00		\$0.00	0.00%	
71	001-00-331-2-6321	2023 JAGC	\$10,000.00	\$0.00		\$10,000.00	0.00%	
72	001-00-331-2-6322	Fed DEM HMGP 4486-106-R wind r	\$287,655.00	\$0.00		\$287,655.30	0.00%	
73	001-00-331-2-6323	2024 JAG D 6N045 Street Crimes	\$28,681.00	\$22,310.27		\$6,370.73	77.78%	
74	001-00-331-5-1003	FEMA FED Hurricane Ian	\$0.00	\$0.00		\$0.00	0.00%	
75	001-00-333-0-1000	PAYMENTS IN LIEU OF TAX (PHA)	\$0.00	\$58,681.46		-\$58,681.46	0.00%	
76	001-00-334-2-0102	SAFE GRANT	\$70,000.00	\$110,132.74		-\$40,132.74	157.33%	
77	001-00-334-5-1003	FEMA STATE Hurricane Ian	\$0.00	\$0.00		\$0.00	0.00%	
78	001-00-334-5-5002	DEO COMMUNITY PLANNING TECH AS	\$75,000.00	\$0.00		\$75,000.00	0.00%	
79	001-00-334-5-5003	DEO STRATEGIC REVITALIZATION G	\$40,000.00	\$40,000.00		\$0.00	100.00%	
80			-----	-----		-----	-----	
81		TOTAL	\$1,022,000.00	\$601,366.08		\$420,634.22	59.00%	
82								
83		STATE SHARED REVENUES						
84	001-00-335-1-2000	STATE REVENUE SHARING	\$484,680.00	\$452,615.90		\$32,064.10	93.38%	
85	001-00-335-1-4000	MOBILE HOME LICENSE TAX	\$5,200.00	\$4,472.85		\$727.15	86.01%	
86	001-00-335-1-5000	ALCOHOLIC BEVERAGE TAX	\$14,560.00	\$18,899.83		-\$4,339.83	129.80%	
87	001-00-335-1-6000	SALES TAX 1/2 cent REVENUE (95	\$629,258.00	\$546,658.80		\$82,599.20	86.87%	
88	001-00-335-2-1000	FIREFIGHTERS SUPPLEMENTAL COMP	\$4,160.00	\$2,570.00		\$1,590.00	61.77%	
89	001-00-335-4-9000	FUEL TAX REBATE QTRLY	\$10,400.00	\$24,096.59		-\$13,696.59	231.69%	
90			-----	-----		-----	-----	
91		TOTAL	\$1,148,258.00	\$1,049,313.97		\$98,944.03	91.00%	
92								
93		GRANTS/LOCAL UNITS						
94			-----	-----		-----	-----	
95		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
96								
97		SHARED REV OTHER LOCAL UNITS						
98	001-00-338-0-9000	SHARED REV OTHER LOC UNITS	\$0.00	\$0.00		\$0.00	0.00%	
99			-----	-----		-----	-----	
100		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
101								
102		CHARGES FOR SERVICES						
103	001-00-341-0-3001	CODE ENFORCEMENT-ADMIN FEES	\$20,000.00	-\$440.00		\$20,440.00	-2.20%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
104	001-00-341-0-3002	CODE ENFORCEMENT-VACANT PROPER	\$2,600.00	\$4,400.00		-\$1,800.00	169.23%	
105	001-00-341-0-9001	CODE ENFORCEMENT-MISC FEES	\$12,480.00	\$15,860.00		-\$3,380.00	127.08%	
106	001-00-341-9-2000	ZONING CONVENIENCE FEE	\$1,040.00	\$1,962.00		-\$922.00	188.65%	
107	001-00-342-1-1002	POLICE DEPT-ADMIN TOW FEES	\$11,440.00	\$8,084.10		\$3,355.90	70.66%	
108	001-00-342-1-1003	POLICE DEPT-INVESTIGATIVE COST	\$12,480.00	\$10,768.19		\$1,711.81	86.28%	
109	001-00-342-1-1004	POLICE DEPT-RECORDS REQUESTS	\$4,160.00	\$4,936.96		-\$776.96	118.67%	
110	001-00-342-1-1005	POLICE DEPT-ADMIN FEES	\$3,120.00	\$0.00		\$3,120.00	0.00%	
111	001-00-342-1-1006	POLICE DEPT-OFFENDER PAYMENTS	\$1,560.00	\$1,660.00		-\$100.00	106.41%	
112	001-00-342-1-1007	MARSHALLS PD-OT REIMBURSEMENTS	\$20,800.00	\$16,227.73		\$4,572.27	78.01%	
113	001-00-342-1-1009	POLICE DEPT-MISCELLANEOUS	\$0.00	\$0.00		\$0.00	0.00%	
114	001-00-342-2-1000	FIRE SERVICES	\$62,400.00	\$12,445.00		\$49,955.00	19.94%	
115	001-00-342-5-1000	FIRE INSPECTION FEES	\$41,600.00	\$32,185.66		\$9,414.34	77.36%	
116	001-00-343-8-1000	CEMETERY SERVICES	\$13,000.00	\$23,010.00		-\$10,010.00	177.00%	
117	001-00-347-2-1000	PARK-REC RENTAL FEES	\$0.00	\$37.38		-\$37.38	0.00%	
118	001-00-347-2-1001	SPECIAL EVENT FEES	\$1,560.00	\$1,365.00		\$195.00	87.50%	
119	001-00-347-2-2500	SPONSORSHIP-RECREATION	\$5,616.00	\$11,678.16		-\$6,062.16	207.94%	
120	001-00-347-2-3000	BOOKER/LEFTY TURNER FIELD	\$624.00	\$1,318.23		-\$694.23	211.25%	
121	001-00-347-3-1000	BRONSON HOUSE	\$520.00	\$0.00		\$520.00	0.00%	
122	001-00-347-3-1001	ST JOHNS RIVER CENTER-RENTALS-	\$10,400.00	\$0.00		\$10,400.00	0.00%	
123	001-00-347-3-1003	RENTAL-JENKINS COMM CENTER	\$0.00	\$1,775.69		-\$1,775.69	0.00%	
124	001-00-347-4-1004	Parks Dept OT reimbursement	\$9,880.00	\$3,600.00		\$6,280.00	36.43%	
125	001-00-347-4-1005	Cultural OT reimbursement	\$2,080.00	\$0.00		\$2,080.00	0.00%	
126	001-00-347-5-1000	PRICE MARTIN CENTER	\$3,120.00	\$5,059.62		-\$1,939.62	162.16%	
127			-----	-----		-----	-----	
128		TOTAL	\$240,480.00	\$155,933.72		\$84,546.28	65.00%	
129								
130		FINES/FORFEITS						
131	001-00-351-1-1000	COURT FINES	\$31,200.00	\$32,891.40		-\$1,691.40	105.42%	
132	001-00-351-3-1000	POLICE EDUCATION	\$2,080.00	\$3,147.87		-\$1,067.87	151.33%	
133	001-00-354-0-1000	CODE ENFORCEMENT-LIEN FINES	\$63,440.00	\$77,698.08		-\$14,258.08	122.47%	
134	001-00-354-0-1001	CODE ENFORCEMENT - LEGAL LIEN	\$20,000.00	\$22,454.19		-\$2,454.19	112.27%	
135	001-00-359-0-0500	EVIDENCE FUND	\$24,172.00	\$31,528.52		-\$7,356.52	130.43%	
136	001-00-359-0-1100	FALSE ALARM FINES	\$17,160.00	\$9,831.41		\$7,328.59	57.29%	
137	001-00-359-0-2000	SPECIAL POLICE TRUST REV	\$0.00	\$30,773.10		-\$30,773.10	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
138	001-00-359-0-3000	ABATEMENT FINES	\$0.00	\$1,700.00		-\$1,700.00	0.00%	
139			-----	-----		-----	-----	
140		TOTAL	\$158,052.00	\$210,024.57		-\$51,972.57	133.00%	
141								
142		MISCELLANEOUS REVENUES						
143	001-00-361-1-1000	INTEREST EARNINGS	\$182,000.00	\$536,429.71		-\$354,429.71	294.74%	
144	001-00-361-1-1001	INTEREST-MONEY MARKET	\$1,040.00	\$28,278.65		-\$27,238.65	2719.10%	
145	001-00-361-1-1002	INTEREST FROM GAS AUTHORITY	\$0.00	\$22,691.79		-\$22,691.79	0.00%	
146	001-00-362-0-1000	MISC RENTS	\$43,680.00	\$8,350.00		\$35,330.00	19.11%	
147	001-00-362-0-2000	LAND RENT/LEASE	\$0.00	\$4,000.00		-\$4,000.00	0.00%	
148	001-00-362-0-3000	AMTRAK RENT	\$2,080.00	\$2,040.00		\$40.00	98.07%	
149	001-00-362-0-5000	RENTAL OF RIVERFRONT PARK OPS	\$0.00	\$5,000.00		-\$5,000.00	0.00%	
150	001-00-362-0-5001	PBM PROFIT SHARE- DOCK RENTALS	\$0.00	\$205.36		-\$205.36	0.00%	
151	001-00-362-0-5002	PBM PROFIT SHARE- SHIP STORE S	\$0.00	\$4,321.94		-\$4,321.94	0.00%	
152	001-00-362-0-5003	PBM PROFIT SHARE- CONCESSION S	\$0.00	\$32.43		-\$32.43	0.00%	
153	001-00-362-0-5004	PBM PROFIT SHARE- PBM OWNED IT	\$0.00	\$37.18		-\$37.18	0.00%	
154	001-00-364-0-1000	CEMETERY LOTS	\$57,200.00	\$45,500.00		\$11,700.00	79.54%	
155	001-00-364-0-1010	CEMETERY LOTS RESTRICTED	\$11,440.00	\$23,500.00		-\$12,060.00	205.41%	
156	001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	\$23,296.00	\$0.00		\$23,296.00	0.00%	
157	001-00-364-0-4902	SURPLUS HAMMOCK HALL 429 KIRBY	\$7,833.00	\$0.00		\$7,833.00	0.00%	
158	001-00-366-0-1100	CONTRIBUTION - RECREATION	\$2,080.00	\$4,650.00		-\$2,570.00	223.55%	
159	001-00-366-0-1150	Libra Philanthropies Foundatio	\$4,250.00	\$0.00		\$4,250.00	0.00%	
160	001-00-366-0-1300	RECREATION - REGISTRATION	\$2,080.00	\$4,990.00		-\$2,910.00	239.90%	
161	001-00-366-0-1400	RECREATION FIELD RENTALS	\$624.00	\$0.00		\$624.00	0.00%	
162	001-00-366-0-1500	RECREATION & PAL EVENT	\$0.00	\$0.00		\$0.00	0.00%	
163	001-00-366-0-1700	WELLNESS GRANT - FL BLUE	\$10,000.00	\$0.00		\$10,000.00	0.00%	
164	001-00-366-0-2510	FIRE DECONTAMINATION GRANT	\$13,012.00	\$0.00		\$13,012.00	0.00%	
165	001-00-366-0-2515	FL BAR INTERN GRANT	\$0.00	\$0.00		\$0.00	0.00%	
166	001-00-366-0-3501	CONTRIBUTION-ST JOHNS RIVER CE	\$0.00	\$0.00		\$0.00	0.00%	
167	001-00-366-0-6000	CONTRIBUTION - ANTIQUE FIRE TR	\$0.00	\$0.00		\$0.00	0.00%	
168	001-00-366-0-7601	CONTRIBUTIONS - SP EVENT JONES	\$2,002.00	\$0.00		\$2,002.00	0.00%	
169	001-00-366-0-8000	CONTRIBUTION - FIREWORKS	\$5,200.00	\$0.00		\$5,200.00	0.00%	
170	001-00-366-0-8001	CONTRIBUTION - MAYOR'S RECEPTI	\$7,280.00	\$0.00		\$7,280.00	0.00%	
171	001-00-366-0-8002	CONTRIBUTION - SPECIAL EVENTS	\$520.00	\$0.00		\$520.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
172	001-00-366-0-8500	CONTRIBUTION - FIRE PUBLIC EDU	\$520.00	\$3,010.00		-\$2,490.00	578.84%	
173	001-00-369-3-1000	REFUNDS & REIMBURSEMENTS	\$5,200.00	\$296.18		\$4,903.82	5.69%	
174	001-00-369-3-2000	FEMA REIMBURSEMENT	\$50,000.00	\$65,650.66		-\$15,650.66	131.30%	
175	001-00-369-3-3500	OPIOD SETTLEMENT TRUST FUND RE	\$0.00	\$13,838.09		-\$13,838.09	0.00%	
176	001-00-369-9-0500	MISC REVENUE	\$36,400.00	\$68,145.16		-\$31,745.16	187.21%	
177	001-00-369-9-1000	FDOT ISLAND RIGHT OF WAY MAINT	\$53,721.00	\$62,564.47		-\$8,843.47	116.46%	
178	001-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$1,560.00	\$2,074.16		-\$514.16	132.95%	
179	001-00-369-9-2000	INSURANCE CLAIMS - GENERAL	\$0.00	\$214,584.49		-\$214,584.49	0.00%	
180	001-00-369-9-3000	FDOT LIGHTING MAINTENANCE	\$41,661.00	\$0.00		\$41,661.00	0.00%	
181	001-00-369-9-3001	FDOT TRAFFIC SIGNAL MAINTENANC	\$76,242.00	\$0.00		\$76,242.00	0.00%	
182			-----	-----		-----	-----	
183		TOTAL	\$640,921.00	\$1,120,190.27		-\$479,269.27	175.00%	
184								
185		TRANSFERS IN						
186	001-00-381-0-1400	TRANSFER FROM UTILITY FUND-FRA	\$526,466.00	\$482,593.87		\$43,872.13	91.66%	
187	001-00-381-0-1500	TRANSFER FROM SANITATION FUND-	\$160,110.00	\$146,767.50		\$13,342.50	91.66%	
188	001-00-381-0-1900	TRANSFER FROM BETTER PLACE	\$166,122.00	\$33,540.00		\$132,581.70	20.19%	
189			-----	-----		-----	-----	
190		TOTAL	\$852,698.00	\$662,901.37		\$189,796.33	78.00%	
191								
192		REIMBURSEMENTS						
193	001-00-382-0-1000	CONTRIB FROM UTILITIES	\$1,482,666.00	\$1,359,110.50		\$123,555.50	91.66%	
194	001-00-382-0-2000	CONTRIB FROM GOLF	\$191.00	\$175.12		\$15.88	91.68%	
195	001-00-382-0-3000	CONTRIB FROM SANITATION	\$212,474.00	\$194,767.87		\$17,706.13	91.66%	
196	001-00-382-0-5001	ADMIN EXP REIMB-AIRPORT GRANTS	\$177,268.00	\$162,495.63		\$14,772.37	91.66%	
197	001-00-382-0-6000	CONTRIB FROM TAX INCREMENT	\$110,604.00	\$101,387.00		\$9,217.00	91.66%	
198	001-00-382-0-6001	REIMBURSEMENT FROM TAX INCREME	\$219,318.00	\$50,611.86		\$168,706.14	23.07%	
199	001-00-382-0-7000	CONTRIB FROM PENSION FUNDS	\$0.00	\$0.00		\$0.00	0.00%	
200			-----	-----		-----	-----	
201		TOTAL	\$2,202,521.00	\$1,868,547.98		\$333,973.02	85.00%	
202								
203		DEBT PROCEEDS						
204	001-00-384-0-1000	LOAN PROCEEDS	\$1,000,000.00	\$0.00		\$1,000,000.00	0.00%	
205	001-00-384-0-1001	LOAN PROCEEDS PD VEHICLES	\$0.00	\$0.00		\$0.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
206			-----	-----		-----	-----	
207		TOTAL	\$1,000,000.00	\$0.00		\$1,000,000.00	0.00%	
208								
209			-----	-----		-----	-----	
210		TOTAL OPERATING & OTHER REV	\$18,340,103.00	\$15,320,235.58		\$3,019,867.42	84.00%	
211			-----	-----		-----	-----	
212								
213		CASH BALANCE FORWARD						
214	001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	\$4,480,772.00	\$800,000.00		\$3,680,772.00	0.00%	
215	001-00-301-0-1001	EVIDENCE FUND BALANCE FORWARD	\$7,282.00	\$0.00		\$7,282.00	0.00%	
216	001-00-301-0-1002	LOT DEMOLITION/CLEANUP BALANCE	\$22,075.00	\$0.00		\$22,075.00	0.00%	
217	001-00-301-0-1006	INSURANCE CONTINGENCY BALANCE	\$624,444.00	\$0.00		\$624,444.00	0.00%	
218	001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWA	\$118,889.00	\$0.00		\$118,889.00	0.00%	
219	001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	\$61,271.00	\$0.00		\$61,271.00	0.00%	
220	001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWA	\$7,637.00	\$0.00		\$7,637.00	0.00%	
221	001-00-301-0-1013	FIRE PUBLIC EDUCATION BALANCE	\$24,937.00	\$0.00		\$24,937.00	0.00%	
222	001-00-301-0-1019	RED LIGHT CAMERA BALANCE FORWA	\$49,988.00	\$0.00		\$49,988.00	0.00%	
223	001-00-301-0-1021	LANDSCAPING CODE FEE BALANCE F	\$61,663.00	\$0.00		\$61,663.00	0.00%	
224	001-00-301-0-1022	I&E EVIDENCE BALANCE FORWARD	\$7,523.00	\$0.00		\$7,523.00	0.00%	
225	001-00-301-0-1023	PARKS BANK -DONATIONS	\$284.00	\$0.00		\$284.00	0.00%	
226	001-00-301-0-1024	FIRE CAPITAL REPLACEMENT BALAN	\$110,000.00	\$0.00		\$110,000.00	0.00%	
227			-----	-----		-----	-----	
228		TOTAL	\$5,576,765.00	\$800,000.00		\$4,776,765.00	0.00%	
229			-----	-----		-----	-----	
230	GENERAL FUND	TOTAL REV, TRANSFERS & CASH BAL	\$23,916,868.00	\$16,120,235.58		\$7,796,632.42	64.00%	
231			-----	-----		-----	-----	
232	GENERAL FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
233		CITY COMMISSION						
234								
235		PERSONNEL SERVICES						
236	001-01-511-1-1110	COMMISSIONERS SALARIES	\$119,711.00	\$107,137.35	0.00	\$12,573.65	89.49%	
237	001-01-511-1-1200	LEGISLATIVE ASST SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
238	001-01-511-1-1210	COMMISS ACCRUED PAYROLL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
239	001-01-511-1-2100	FICA TAX EXPENSE	\$9,192.00	\$8,027.67	0.00	\$1,164.33	87.33%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
240	001-01-511-1-2200	RETIREMENT EXPENSE	\$36,889.00	\$32,696.75	750.11	\$3,442.14	88.63%	
241	001-01-511-1-2300	HEALTH AND LIFE INSURANCE	\$17,376.00	\$7,424.12	0.00	\$9,951.88	42.72%	
242			-----	-----	-----	-----	-----	
243		TOTAL	\$183,168.00	\$155,285.89	750.11	\$27,132.00	85.00%	
244								
245		OPERATING EXPENSES						
246	001-01-511-3-3100	PROFESSIONAL SERVICES	\$88,646.00	\$82,619.06	5,000.00	\$1,026.44	93.20%	
247	001-01-511-3-4022	SCHOOLING/CONF-MAYOR	\$10,000.00	\$687.23	1,156.81	\$8,155.96	6.87%	
248	001-01-511-3-4023	SCHOOLING/CONF-Commissioner W	\$10,000.00	\$3,584.51	2,487.68	\$3,927.81	35.84%	
249	001-01-511-3-4024	SCHOOLING/CONF-COMM CAMPBELL	\$10,000.00	\$6,941.42	624.99	\$2,433.59	69.41%	
250	001-01-511-3-4025	SCHOOLING/CONF-COMM DAVIS	\$10,000.00	\$3,586.11	2,898.75	\$3,515.14	35.86%	
251	001-01-511-3-4026	SCHOOLING/CONF-COMM BOROM	\$10,000.00	\$3,689.09	636.02	\$5,674.89	36.89%	
252	001-01-511-3-4100	COMMUNICATIONS SERVICES	\$6,240.00	\$4,988.74	0.00	\$1,251.26	79.94%	
253	001-01-511-3-4800	ADVERTISING	\$14,000.00	\$10,734.71	772.73	\$2,492.56	76.67%	
254	001-01-511-3-4901	SPECIAL EVENTS & PROJECTS - Ma	\$12,602.00	\$2,600.00	0.00	\$10,002.00	20.63%	
255	001-01-511-3-4903	SPECIAL EVENTS & PROJECTS - Co	\$15,965.00	\$5,191.93	132.00	\$10,641.07	32.52%	
256	001-01-511-3-4904	SPECIAL EVENTS & PROJECTS - Co	\$8,700.00	\$4,900.00	1,500.00	\$2,300.00	56.32%	
257	001-01-511-3-4905	SPECIAL EVENTS & PROJECTS - Co	\$10,000.00	\$6,570.19	188.02	\$3,241.79	65.70%	
258	001-01-511-3-4906	SPECIAL EVENTS & PROJECTS - Co	\$13,997.00	\$6,266.20	0.00	\$7,730.80	44.76%	
259	001-01-511-3-4907	MAYOR'S RECEPTION	\$10,000.00	\$1,059.00	95.82	\$8,845.18	10.59%	
260	001-01-511-3-4910	NEFLC	\$5,000.00	\$205.00	315.00	\$4,480.00	4.10%	
261	001-01-511-3-4930	CITIZENS TRANSPORTATION	\$25,000.00	\$25,000.00	0.00	\$0.00	100.00%	
262	001-01-511-3-5100	OFFICE SUPPLIES	\$520.00	\$267.64	224.72	\$27.64	51.46%	
263	001-01-511-3-5260	UNIFORMS	\$520.00	\$269.15	50.00	\$200.85	51.75%	
264	001-01-511-3-5280	OPERATING SUPPLIES	\$3,213.00	\$2,308.38	72.20	\$832.42	71.84%	
265	001-01-511-3-5283	SBDC	\$8,099.00	\$0.00	0.00	\$8,098.50	0.00%	
266	001-01-511-3-5284	AWARDS/RECONGNITION	\$5,000.00	\$451.40	189.00	\$4,359.60	9.02%	
267	001-01-511-3-5286	YOUTH AMBASSADOR PROGRAM	\$520.00	\$147.00	0.00	\$373.00	28.26%	
268	001-01-511-3-5400	MEMBR,SUBSCRIPT,DUES	\$5,000.00	\$4,807.00	756.00	-\$563.00	96.14%	
269			-----	-----	-----	-----	-----	
270		TOTAL	\$283,021.00	\$176,873.76	17,099.74	\$89,047.50	62.00%	
271								
272		CAPITAL OUTLAY						
273	001-01-511-6-6400	CAPITAL OUTLAY	\$43,980.00	\$38,285.73	3,862.50	\$1,831.77	87.05%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
274			-----	-----	-----	-----	-----	
275		TOTAL	\$43,980.00	\$38,285.73	3,862.50	\$1,831.77	87.00%	
276			-----	-----	-----	-----	-----	
277								
278		COMMISSIONER INTERNS						
279	001-01-512-1-1200	REGULAR SALARIES	\$31,160.00	\$31,885.00	0.00	-\$725.00	102.32%	
280	001-01-512-1-2100	FICA TAX EXPENSE	\$1,909.00	\$2,439.23	0.00	-\$530.23	127.77%	
281			-----	-----	-----	-----	-----	
282		TOTAL	\$33,069.00	\$34,324.23	0.00	-\$1,255.23	104.00%	
283		DEPARTMENT TOTAL	\$543,238.00	\$404,769.61	21,712.35	\$116,756.04	75.00%	
284			-----	-----	-----	-----	-----	
285		CITY MANAGER'S OFFICE						
286								
287		PERSONNEL SERVICES						
288	001-20-512-1-1100	EXECUTIVE SALARIES	\$304,203.00	\$88,475.27	0.00	\$215,727.73	29.08%	
289	001-20-512-1-1200	REGULAR SALARIES	\$70,980.00	\$67,222.36	0.00	\$3,757.64	94.70%	
290	001-20-512-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
291	001-20-512-1-2100	FICA TAX EXPENSE	\$28,701.00	\$11,787.38	0.00	\$16,913.62	41.06%	
292	001-20-512-1-2200	RETIREMENT EXPENSE	\$115,181.00	\$44,389.39	0.00	\$70,791.61	38.53%	
293	001-20-512-1-2300	HEALTH AND LIFE INSURANCE	\$56,728.00	\$4,605.15	0.00	\$52,122.85	8.11%	
294			-----	-----	-----	-----	-----	
295		TOTAL	\$575,793.00	\$216,479.55	0.00	\$359,313.45	38.00%	
296								
297		OPERATING EXPENSES						
298	001-20-512-3-3100	PROFESSIONAL SERVICES	\$9,700.00	\$186.61	0.00	\$14,813.39	1.92%	
299	001-20-512-3-3120	PRE-EMPLOYMENT EXPENSE	\$99.00	\$383.32	0.00	-\$284.32	387.19%	
300	001-20-512-3-4021	SCHOOLING/CONF-CITY MANAGER	\$18,000.00	\$6,015.02	907.12	\$11,077.86	33.41%	
301	001-20-512-3-4100	COMMUNICATIONS SERVICES	\$2,296.00	\$1,364.72	0.00	\$931.28	59.43%	
302	001-20-512-3-4200	POSTAGE AND FREIGHT	\$832.00	\$95.91	0.00	\$736.09	11.52%	
303	001-20-512-3-4400	RENTALS AND LEASES	\$486.00	\$483.82	0.00	\$2.18	99.55%	
304	001-20-512-3-4630	VEHICLE MAINTENANCE	\$1,040.00	\$273.36	194.64	\$572.00	26.28%	
305	001-20-512-3-4700	PRINTING AND BINDING	\$600.00	\$44.10	0.00	\$555.90	7.35%	
306	001-20-512-3-5000	FINES & FEES	\$0.00	\$317.70	0.00	-\$317.70	0.00%	
307	001-20-512-3-5100	OFFICE SUPPLIES	\$1,200.00	\$1,100.23	0.00	\$99.77	91.68%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
308	001-20-512-3-5210	GAS AND LUBRICANTS	\$2,080.00	\$26.46	0.00	\$2,053.54	1.27%	
309	001-20-512-3-5260	UNIFORMS	\$600.00	\$0.00	0.00	\$600.00	0.00%	
310	001-20-512-3-5280	OPERATING SUPPLIES	\$8,300.00	\$4,277.01	952.20	-\$2,229.21	51.53%	
311	001-20-512-3-5400	MEMBR,SUBSCRIPT,DUES	\$5,200.00	\$209.99	0.00	\$4,990.01	4.03%	
312			-----	-----	-----	-----	-----	
313		TOTAL	\$50,433.00	\$14,778.25	2,053.96	\$33,600.79	29.00%	
314								
315		CAPITAL OUTLAY						
316	001-20-512-6-6400	CAPITAL OUTLAY	\$6,000.00	\$0.00	0.00	\$20,000.00	0.00%	
317			-----	-----	-----	-----	-----	
318		TOTAL	\$6,000.00	\$0.00	0.00	\$20,000.00	0.00%	
319			-----	-----	-----	-----	-----	
320		DEPARTMENT TOTAL	\$632,226.00	\$231,257.80	2,053.96	\$412,914.24	37.00%	
321			-----	-----	-----	-----	-----	
322		CITY CLERK'S OFFICE						
323								
324		PERSONNEL SERVICES						
325	001-21-512-1-1100	EXECUTIVE SALARIES	\$64,155.00	\$66,809.92	0.00	-\$2,654.92	104.13%	
326	001-21-512-1-1200	REGULAR SALARIES	\$81,674.00	\$35,290.59	0.00	\$46,383.41	43.20%	
327	001-21-512-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
328	001-21-512-1-1400	OVERTIME	\$0.00	\$1,226.40	0.00	-\$1,226.40	0.00%	
329	001-21-512-1-2100	FICA TAX EXPENSE	\$11,156.00	\$7,713.40	0.00	\$3,442.60	69.14%	
330	001-21-512-1-2200	RETIREMENT EXPENSE	\$44,770.00	\$28,573.10	0.00	\$16,196.90	63.82%	
331	001-21-512-1-2300	HEALTH AND LIFE INSURANCE	\$13,785.00	\$6,131.18	0.00	\$7,653.82	44.47%	
332			-----	-----	-----	-----	-----	
333		TOTAL	\$215,540.00	\$145,744.59	0.00	\$69,795.41	68.00%	
334								
335		OPERATING EXPENSES						
336	001-21-512-3-3100	PROFESSIONAL SERVICES	\$19,471.00	\$13,173.96	0.00	\$6,297.04	67.65%	
337	001-21-512-3-3120	PRE-EMPLOYMENT EXPENSE	\$376.00	\$299.06	0.00	\$76.94	79.53%	
338	001-21-512-3-3400	CONTRACTUAL SERVICES	\$10,533.00	\$9,541.51	0.00	\$991.49	90.58%	
339	001-21-512-3-3499	FEES-RECORDING/FILING	\$0.00	\$67.79	0.00	-\$67.79	0.00%	
340	001-21-512-3-4027	SCHOOLING/CONF-CITY CLERK	\$9,975.00	\$3,015.27	295.00	\$6,664.73	30.22%	
341	001-21-512-3-4100	COMMUNICATIONS SERVICES	\$520.00	\$578.95	0.00	-\$58.95	111.33%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
342	001-21-512-3-4200	POSTAGE AND FREIGHT	\$208.00	\$41.65	0.00	\$166.35	20.02%	
343	001-21-512-3-4400	RENTALS AND LEASES	\$3,610.00	\$2,764.79	220.89	\$624.32	76.58%	
344	001-21-512-3-4700	PRINTING AND BINDING	\$104.00	\$193.70	0.00	-\$89.70	186.25%	
345	001-21-512-3-4810	LEGAL ADVERTISING	\$6,609.00	\$2,348.07	2,651.93	\$1,609.00	35.52%	
346	001-21-512-3-5000	FINES & FEES	\$260.00	\$202.40	0.00	\$57.60	77.84%	
347	001-21-512-3-5100	OFFICE SUPPLIES	\$520.00	\$491.29	0.00	\$28.71	94.47%	
348	001-21-512-3-5260	UNIFORMS	\$208.00	\$90.90	0.00	\$117.10	43.70%	
349	001-21-512-3-5280	OPERATING SUPPLIES	\$7,115.00	\$437.77	229.98	\$6,447.25	6.15%	
350	001-21-512-3-5400	MEMBR,SUBSCRIPT,DUES	\$2,020.00	\$595.50	0.00	\$1,424.50	29.48%	
351			-----	-----	-----	-----	-----	
352		TOTAL	\$61,529.00	\$33,842.61	3,397.80	\$24,288.59	55.00%	
353								
354		CAPITAL OUTLAY						
355			-----	-----	-----	-----	-----	
356		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
357			-----	-----	-----	-----	-----	
358		DEPARTMENT TOTAL	\$277,069.00	\$179,587.20	3,397.80	\$94,084.00	65.00%	
359			-----	-----	-----	-----	-----	
360		FINANCE						
361								
362		PERSONNEL SERVICES						
363	001-22-513-1-1100	EXECUTIVE SALARIES	\$128,037.00	\$97,677.53	0.00	\$30,359.47	76.28%	
364	001-22-513-1-1200	REGULAR SALARIES	\$250,615.00	\$232,140.74	0.00	\$18,474.26	92.62%	
365	001-22-513-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
366	001-22-513-1-1400	OVERTIME	\$6,552.00	\$8,717.96	0.00	-\$2,165.96	133.05%	
367	001-22-513-1-2100	FICA TAX EXPENSE	\$10,296.00	\$25,111.86	0.00	-\$14,815.86	243.89%	
368	001-22-513-1-2200	RETIREMENT EXPENSE	\$118,258.00	\$101,895.51	0.00	\$16,362.49	86.16%	
369	001-22-513-1-2300	HEALTH AND LIFE INSURANCE	\$41,224.00	\$33,202.14	0.00	\$8,021.86	80.54%	
370			-----	-----	-----	-----	-----	
371		TOTAL	\$554,982.00	\$498,745.74	0.00	\$56,236.26	90.00%	
372								
373		OPERATING EXPENSES						
374	001-22-513-3-3100	PROFESSIONAL SERVICES	\$2,600.00	\$297.95	0.00	\$2,302.05	11.45%	
375	001-22-513-3-3120	PRE-EMPLOYMENT EXPENSE	\$156.00	\$657.38	0.00	-\$501.38	421.39%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
376	001-22-513-3-3200	ACCOUNTING AND AUDITING	\$24,617.00	\$16,724.34	0.00	\$7,892.66	67.93%	
377	001-22-513-3-4020	SCHOOLING, CONFERENCE, ETC	\$7,280.00	\$3,173.18	190.00	\$3,916.82	43.58%	
378	001-22-513-3-4100	COMMUNICATIONS SERVICES	\$624.00	\$409.83	0.00	\$214.17	65.67%	
379	001-22-513-3-4200	POSTAGE AND FREIGHT	\$780.00	\$1,818.98	0.00	-\$1,038.98	233.20%	
380	001-22-513-3-4400	RENTALS AND LEASES	\$1,132.00	\$1,010.46	91.86	\$29.68	89.26%	
381	001-22-513-3-4700	PRINTING AND BINDING	\$1,144.00	\$2,073.58	0.00	-\$929.58	181.25%	
382	001-22-513-3-5000	FINES & FEES	\$0.00	\$3,926.42	5.24	-\$3,931.66	0.00%	
383	001-22-513-3-5100	OFFICE SUPPLIES	\$1,820.00	\$1,065.14	0.00	\$754.86	58.52%	
384	001-22-513-3-5260	UNIFORMS	\$520.00	\$0.00	232.70	\$287.30	0.00%	
385	001-22-513-3-5280	OPERATING SUPPLIES	\$1,780.00	\$1,327.44	300.00	\$152.56	74.57%	
386	001-22-513-3-5400	MEMBR,SUBSCRIPT,DUES	\$520.00	\$250.00	0.00	\$270.00	48.07%	
387			-----	-----	-----	-----	-----	
388		TOTAL	\$42,973.00	\$32,734.70	819.80	\$9,418.50	76.00%	
389								
390		CAPITAL OUTLAY						
391			-----	-----	-----	-----	-----	
392		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
393			-----	-----	-----	-----	-----	
394		DEPARTMENT TOTAL	\$597,955.00	\$531,480.44	819.80	\$65,654.76	89.00%	
395			-----	-----	-----	-----	-----	
396		HUMAN RESOURCES						
397								
398		PERSONNEL SERVICES						
399	001-25-513-1-1100	EXECUTIVE SALARIES	\$82,173.00	\$74,560.65	0.00	\$7,612.35	90.73%	
400	001-25-513-1-1200	SALARY	\$42,525.00	\$43,484.67	0.00	-\$959.67	102.25%	
401	001-25-513-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
402	001-25-513-1-1400	OVERTIME	\$800.00	\$507.11	0.00	\$292.89	63.38%	
403	001-25-513-1-2100	FICA TAX EXPENSE	\$9,539.00	\$8,764.51	0.00	\$774.49	91.88%	
404	001-25-513-1-2200	RETIREMENT EXPENSE	\$38,282.00	\$36,308.39	0.00	\$1,973.61	94.84%	
405	001-25-513-1-2300	HEALTH AND LIFE INSURANCE	\$15,413.00	\$14,373.77	0.00	\$1,039.23	93.25%	
406			-----	-----	-----	-----	-----	
407		TOTAL	\$188,732.00	\$177,999.10	0.00	\$10,732.90	94.00%	
408								
409		OPERATING EXPENSES						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
410	001-25-513-3-3100	PROFESSIONAL SERVICES	\$19,500.00	\$18,461.14	0.00	\$4,038.86	94.67%	
411	001-25-513-3-3120	PRE-EMPLOYMENT EXPENSE	\$358.00	\$309.06	0.00	\$48.94	86.32%	
412	001-25-513-3-4020	SCHOOLING, CONFERENCE, ETC	\$2,010.00	\$987.66	0.00	\$3,022.34	49.13%	
413	001-25-513-3-4100	COMMUNICATIONS SERVICES	\$1,087.00	\$855.49	0.00	-\$68.49	78.70%	
414	001-25-513-3-4200	POSTAGE AND FREIGHT	\$208.00	\$201.49	0.00	\$6.51	96.87%	
415	001-25-513-3-4310	NATURAL GAS	\$0.00	\$0.00	0.00	\$0.00	0.00%	
416	001-25-513-3-4400	RENTALS AND LEASES	\$624.00	\$391.05	35.55	\$197.40	62.66%	
417	001-25-513-3-4700	PRINTING AND BINDING	\$1,112.00	\$983.87	0.00	-\$171.87	88.47%	
418	001-25-513-3-4800	ADVERTISING	\$8,500.00	\$8,248.21	228.35	\$23.44	97.03%	
419	001-25-513-3-5000	FEES & FINES	\$380.00	\$373.18	0.00	\$6.82	98.20%	
420	001-25-513-3-5100	OFFICE SUPPLIES	\$1,040.00	\$580.91	285.70	\$173.39	55.85%	
421	001-25-513-3-5260	UNIFORMS	\$104.00	\$0.00	0.00	\$104.00	0.00%	
422	001-25-513-3-5280	OPERATING SUPPLIES	\$9,235.00	\$3,070.66	524.99	\$1,239.35	33.25%	
423	001-25-513-3-5288	EMPLOYEE RECOGNITION SUPPLIES	\$520.00	\$286.06	89.98	\$143.96	55.01%	
424	001-25-513-3-5400	MEMBR,SUBSCRIPT,DUES	\$520.00	\$0.00	364.00	\$156.00	0.00%	
425	001-25-513-3-5500	WELLNESS PROGRAM	\$12,480.00	\$11,286.90	0.00	\$1,193.10	90.43%	
426			-----	-----	-----	-----	-----	
427		TOTAL	\$57,678.00	\$46,035.68	1,528.57	\$10,113.75	80.00%	
428								
429		CAPITAL OUTLAY						
430	001-25-513-6-6400	CAPITAL OUTLAY	\$21,101.00	\$0.00	0.00	\$31,100.56	0.00%	
431			-----	-----	-----	-----	-----	
432		TOTAL	\$21,101.00	\$0.00	0.00	\$31,100.56	0.00%	
433			-----	-----	-----	-----	-----	
434		DEPARTMENT TOTAL	\$267,511.00	\$224,034.78	1,528.57	\$51,947.21	84.00%	
435			-----	-----	-----	-----	-----	
436		FACILITIES MAINTENANCE						
437								
438		PERSONNEL SERVICES						
439	001-23-519-1-1100	EXECUTIVE SALARIES	\$127,082.00	\$126,305.28	0.00	\$776.72	99.38%	
440	001-23-519-1-1200	REGULAR SALARIES	\$122,577.00	\$100,862.06	0.00	\$21,714.94	82.28%	
441	001-23-519-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
442	001-23-519-1-1400	OVERTIME	\$6,552.00	\$10,577.37	0.00	-\$4,025.37	161.43%	
443	001-23-519-1-2100	FICA TAX EXPENSE	\$19,600.00	\$16,951.01	0.00	\$2,648.99	86.48%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
444	001-23-519-1-2200	RETIREMENT EXPENSE	\$78,657.00	\$72,856.74	0.00	\$5,800.26	92.62%	
445	001-23-519-1-2300	HEALTH AND LIFE INSURANCE	\$39,214.00	\$49,409.62	0.00	-\$10,195.62	125.99%	
446	001-23-519-1-2500	UNEMPLOYMENT COMP	\$0.00	\$237.81	0.00	-\$237.81	0.00%	
447			-----	-----	-----	-----	-----	
448		TOTAL	\$393,682.00	\$377,199.89	0.00	\$16,482.11	96.00%	
449								
450		OPERATING EXPENSES						
451	001-23-519-3-3100	PROFESSIONAL SERVICES	\$8,135.00	\$1,422.40	0.00	\$6,712.60	17.48%	
452	001-23-519-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040.00	\$309.06	0.00	\$730.94	29.71%	
453	001-23-519-3-4020	SCHOOLING, CONFERENCE, ETC	\$5,200.00	\$2,545.00	0.00	\$2,655.00	48.94%	
454	001-23-519-3-4100	COMMUNICATIONS SERVICES	\$1,308.00	\$1,663.33	0.00	-\$355.33	127.16%	
455	001-23-519-3-4400	RENTALS AND LEASES	\$1,560.00	\$441.43	40.13	\$1,078.44	28.29%	
456	001-23-519-3-4610	BUILDING MAINTENANCE	\$28,320.00	\$7,693.91	0.00	\$626.09	27.16%	
457	001-23-519-3-4620	EQUIPMENT MAINTENANCE	\$5,200.00	\$363.22	0.00	\$4,836.78	6.98%	
458	001-23-519-3-4630	VEHICLE MAINTENANCE	\$5,200.00	\$3,396.23	0.00	\$1,803.77	65.31%	
459	001-23-519-3-5100	OFFICE SUPPLIES	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
460	001-23-519-3-5210	GAS AND LUBRICANTS	\$6,760.00	\$3,864.96	0.00	\$2,895.04	57.17%	
461	001-23-519-3-5250	SMALL TOOLS	\$6,240.00	\$4,267.00	0.00	\$1,973.00	68.38%	
462	001-23-519-3-5260	UNIFORMS	\$2,080.00	\$1,481.19	0.00	\$598.81	71.21%	
463	001-23-519-3-5280	OPERATING SUPPLIES	\$8,240.00	\$6,027.78	328.63	\$1,883.59	73.15%	
464	001-23-519-3-5400	MEMBR,SUBSCRIPT,DUES	\$2,080.00	\$0.00	0.00	\$2,080.00	0.00%	
465			-----	-----	-----	-----	-----	
466		TOTAL	\$82,403.00	\$33,475.51	368.76	\$28,558.73	41.00%	
467								
468		CAPITAL OUTLAY						
469	001-23-519-6-6400	CAPITAL OUTLAY	\$45,000.00	\$44,999.56	0.00	\$0.44	99.99%	
470			-----	-----	-----	-----	-----	
471		TOTAL	\$45,000.00	\$44,999.56	0.00	\$0.44	100.00%	
472								
473		DEBT SERVICE						
474	001-23-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	\$12,788.00	\$0.00	0.00	\$12,788.00	0.00%	
475	001-23-517-7-7201	INTEREST PUBLIC WORKS BLDG	\$21,966.00	\$11,533.29	0.00	\$10,432.71	52.50%	
476			-----	-----	-----	-----	-----	
477		TOTAL	\$34,754.00	\$11,533.29	0.00	\$23,220.71	33.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
478								
479		TRANSFERS ADMINISTRATIVE						
480	001-23-519-9-9104	REIMB FLEET MAINTENANCE	\$18,990.00	\$17,407.50	0.00	\$1,582.50	91.66%	
481			-----	-----	-----	-----	-----	
482		TOTAL	\$18,990.00	\$17,407.50	0.00	\$1,582.50	92.00%	
483			-----	-----	-----	-----	-----	
484		DEPARTMENT TOTAL	\$574,829.00	\$484,615.75	368.76	\$69,844.49	84.00%	
485			-----	-----	-----	-----	-----	
486		INFORMATION TECHNOLOGY DEPT						
487								
488		PERSONNEL SERVICES						
489	001-17-516-1-1100	EXECUTIVE SALARIES	\$0.00	\$1,650.72	0.00	-\$1,650.72	0.00%	
490	001-17-516-1-2100	FICA TAX EXPENSE	\$0.00	\$126.28	0.00	-\$126.28	0.00%	
491	001-17-516-1-2200	RETIREMENT EXPENSE	\$0.00	\$506.78	0.00	-\$506.78	0.00%	
492			-----	-----	-----	-----	-----	
493		TOTAL	\$0.00	\$2,283.78	0.00	-\$2,283.78	0.00%	
494								
495		OPERATING EXPENSES						
496	001-17-516-3-3100	PROFESSIONAL SERVICES	\$175,724.00	\$137,108.00	25,312.00	\$13,304.00	78.02%	
497	001-17-516-3-4100	COMMUNICATIONS SERVICES	\$1,000.00	\$550.00	0.00	\$450.00	55.00%	
498	001-17-516-3-5241	SOFTWARE	\$32,745.00	\$4,865.40	0.00	\$27,879.18	14.85%	
499	001-17-516-3-5242	HARDWARE	\$37,384.00	\$36,465.49	918.24	\$0.00	97.54%	
500	001-17-516-3-5401	SOFTWARE SUBSCRIPT, LICENSES	\$135,782.00	\$109,458.15	19,624.21	\$6,699.77	80.61%	
501			-----	-----	-----	-----	-----	
502		TOTAL	\$382,634.00	\$288,447.04	45,854.45	\$48,332.95	75.00%	
503								
504		CAPITAL OUTLAY						
505			-----	-----	-----	-----	-----	
506		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
507								
508		DEBT SERVICE						
509			-----	-----	-----	-----	-----	
510		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
511			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
512		DEPARTMENT TOTAL	\$382,634.00	\$290,730.82	45,854.45	\$46,049.17	76.00%	
513			-----	-----	-----	-----	-----	
514		GENERAL ADMIN - CITY HALL						
515								
516		PERSONNEL						
517			-----	-----	-----	-----	-----	
518		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
519								
520		OPERATING EXPENSES						
521	001-04-513-3-3100	PROFESSIONAL SERVICES	\$3,000.00	\$1,233.34	0.00	\$1,766.66	41.11%	
522	001-04-513-3-4100	COMMUNICATIONS SERVICES	\$5,200.00	\$4,934.16	0.00	\$265.84	94.88%	
523	001-04-513-3-4200	POSTAGE AND FREIGHT	\$2,600.00	\$720.28	0.00	\$1,879.72	27.70%	
524	001-04-513-3-4320	ELECTRICITY	\$9,360.00	\$8,221.02	0.00	\$1,138.98	87.83%	
525	001-04-513-3-4400	RENTALS AND LEASES	\$2,915.00	\$659.45	1,620.00	\$635.55	22.62%	
526	001-04-513-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	\$500.00	0.00	-\$500.00	0.00%	
527	001-04-513-3-4610	CITY HALL BUILDING MAINTENANCE	\$25,000.00	\$24,407.37	1,380.45	-\$787.82	97.62%	
528	001-04-513-3-4615	ANNEX BUILDING EXP	\$25,000.00	\$12,882.85	0.00	\$12,117.15	51.53%	
529	001-04-513-3-4620	EQUIPMENT MAINTENANCE	\$4,160.00	\$843.76	300.00	\$3,016.24	20.28%	
530	001-04-513-3-4700	PRINTING AND BINDING	\$3,640.00	\$6,346.11	204.69	-\$2,910.80	174.34%	
531	001-04-513-3-5100	OFFICE SUPPLIES	\$5,200.00	\$3,945.18	1,232.96	\$21.86	75.86%	
532	001-04-513-3-5230	JANITORIAL SUPPLIES	\$4,560.00	\$1,330.89	0.00	\$3,229.11	29.18%	
533			-----	-----	-----	-----	-----	
534		TOTAL	\$90,635.00	\$66,024.41	4,738.10	\$19,872.49	73.00%	
535			-----	-----	-----	-----	-----	
536								
537		CAPITAL OUTLAY						
538	001-04-513-6-6445	CITY HALL BUILDING IMPROVEMENT	\$98,662.00	\$45,698.10	47,920.16	\$5,043.83	46.31%	
539	001-04-513-6-6450	ANNEX HALL BUILDING IMPROVEMEN	\$50,000.00	\$45,283.26	25.45	\$4,691.29	90.56%	
540			-----	-----	-----	-----	-----	
541		TOTAL	\$148,662.00	\$90,981.36	47,945.61	\$9,735.12	61.00%	
542			-----	-----	-----	-----	-----	
543		LEGAL COUNSEL						
544								
545		PERSONNEL SERVICES						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
546	001-04-514-1-1000	EXECUTIVE SALARIES	\$162,785.00	\$150,742.46	0.00	\$12,042.54	92.60%	
547	001-04-514-1-1200	SALARIES	\$0.00	\$2,221.50	0.00	-\$2,221.50	0.00%	
548	001-04-514-1-1210	LEGAL PAYROLL ACCRUAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
549	001-04-514-1-2100	FICA TAXES	\$12,453.00	\$11,431.44	0.00	\$1,021.56	91.79%	
550	001-04-514-1-2200	RETIREMENT-GENERAL	\$49,975.00	\$46,234.39	0.00	\$3,740.61	92.51%	
551	001-04-514-1-2300	HEALTH AND LIFE INSURANCE	\$7,951.00	\$7,339.80	0.00	\$611.20	92.31%	
552			-----	-----	-----	-----	-----	
553		TOTAL	\$233,164.00	\$217,969.59	0.00	\$15,194.41	93.00%	
554								
555		OPERATING EXPENSES						
556	001-04-514-3-3100	PROFESSIONAL SERVICES	\$4,160.00	\$7,637.34	0.00	-\$3,477.34	183.58%	
557	001-04-514-3-3110	FL BAR INTERN EXP	\$3,000.00	\$0.00	0.00	\$3,000.00	0.00%	
558	001-04-514-3-4020	SCHOOLING/CONF-CITY ATTORNEY	\$5,200.00	\$2,357.83	0.00	\$2,842.17	45.34%	
559	001-04-514-3-4200	POSTAGE & FREIGHT OUTGOING	\$0.00	\$3.73	0.00	-\$3.73	0.00%	
560	001-04-514-3-5000	FINES & FEES	\$0.00	\$691.92	0.00	-\$691.92	0.00%	
561	001-04-514-3-5260	UNIFORMS	\$208.00	\$0.00	0.00	\$208.00	0.00%	
562	001-04-514-3-5280	OPERATING SUPPLIES	\$1,040.00	\$1,120.42	0.00	-\$80.42	107.73%	
563	001-04-514-3-5400	Membership, subscription, dues	\$5,720.00	\$5,651.66	434.31	-\$365.97	98.80%	
564			-----	-----	-----	-----	-----	
565		TOTAL	\$19,328.00	\$17,462.90	434.31	\$1,430.79	90.00%	
566			-----	-----	-----	-----	-----	
567								
568		CAPITAL OUTLAY						
569			-----	-----	-----	-----	-----	
570		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
571			-----	-----	-----	-----	-----	
572								
573		DEBT SERVICE						
574	001-04-517-7-7101	PRINCIPAL-2020 ADMIN VEHICLE T	\$5,727.00	\$5,726.77	0.00	\$0.23	99.99%	
575	001-04-517-7-7201	INTEREST-2020 ADMIN VEHICLE TD	\$52.00	\$52.12	0.00	-\$0.12	100.23%	
576			-----	-----	-----	-----	-----	
577		TOTAL	\$5,779.00	\$5,778.89	0.00	\$0.11	100.00%	
578			-----	-----	-----	-----	-----	
579		OTHER GOVERNMENT SERVICES						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
580								
581		OPERATING EXPENSES						
582	001-04-519-3-3100	PROFESSIONAL SERVIES	\$37,895.00	\$21,535.57	640.00	\$15,719.43	56.82%	
583	001-04-519-3-3420	FIREWORKS - SPECIAL EVENTS	\$50,000.00	\$50,000.00	0.00	\$0.00	100.00%	
584	001-04-519-3-4500	LIABILITY INSURANCE	\$584,830.00	\$551,383.56	0.00	\$33,446.44	94.28%	
585	001-04-519-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	-12,903.50	0.00	\$12,903.50	0.00%	
586	001-04-519-3-4810	LEGAL ADVERTISING	\$1,040.00	\$4.00	0.00	\$1,036.00	0.38%	
587	001-04-519-3-4920	PROPERTY TAX	\$0.00	\$9,816.51	0.00	-\$9,816.51	0.00%	
588	001-04-519-3-4930	SPECIAL EVENTS	\$24,000.00	\$24,000.00	0.00	\$0.00	100.00%	
589	001-04-519-3-4951	BLUE CRAB EVENT	\$50,000.00	\$2,558.85	0.00	\$47,441.15	5.11%	
590			-----	-----	-----	-----	-----	
591		TOTAL	\$747,765.00	\$646,394.99	640.00	\$100,730.01	86.00%	
592								
593		CAPITAL OUTLAY						
594	001-04-519-6-6120	LAND PURCHASE	\$24,682.00	\$0.00	0.00	\$24,682.00	0.00%	
595			-----	-----	-----	-----	-----	
596		TOTAL	\$24,682.00	\$0.00	0.00	\$24,682.00	0.00%	
597								
598		GRANTS & AIDS						
599	001-04-519-1-2400	WORKERS COMP	\$201,846.00	\$254,380.70	0.00	-\$52,534.70	126.02%	
600			-----	-----	-----	-----	-----	
601		TOTAL	\$201,846.00	\$254,380.70	0.00	-\$52,534.70	126.00%	
602								
603		CAPITAL GRANTS						
604	001-04-519-8-8210	CHAMBER OF COMMERCE	\$5,000.00	\$5,000.00	0.00	\$0.00	100.00%	
605	001-04-519-8-8220	DEO STRATEGIC REVITALIZATION G	\$40,000.00	\$40,000.00	0.00	\$0.00	100.00%	
606			-----	-----	-----	-----	-----	
607		TOTAL	\$45,000.00	\$45,000.00	0.00	\$0.00	100.00%	
608			-----	-----	-----	-----	-----	
609		DEPARTMENT	\$1,516,861.00	\$1,343,992.84	53,758.02	\$119,110.23	89.00%	
610			-----	-----	-----	-----	-----	
611		PLANNING & ZONING DEPARTMENT						
612								
613		PERSONNEL SERVICES						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
614	001-02-524-1-1100	EXECUTIVE SALARIES	\$105,105.00	\$97,607.52	0.00	\$7,497.48	92.86%	
615	001-02-524-1-1200	REGULAR SALARIES	\$139,139.00	\$117,521.94	0.00	\$21,617.06	84.46%	
616	001-02-524-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
617	001-02-524-1-1400	OVERTIME	\$1,092.00	\$543.40	0.00	\$548.60	49.76%	
618	001-02-524-1-2100	FICA TAX EXPENSE	\$18,768.00	\$16,099.57	0.00	\$2,668.43	85.78%	
619	001-02-524-1-2200	RETIREMENT EXPENSE	\$75,318.00	\$66,036.96	0.00	\$9,281.04	87.67%	
620	001-02-524-1-2300	HEALTH AND LIFE INSURANCE	\$30,994.00	\$32,303.00	0.00	-\$1,309.00	104.22%	
621			-----	-----	-----	-----	-----	
622		TOTAL	\$370,416.00	\$330,112.39	0.00	\$40,303.61	89.00%	
623								
624		OPERATING EXPENSES						
625	001-02-524-3-3100	PROFESSIONAL SERVICES	\$15,650.00	\$3,444.44	11,760.00	\$445.56	22.00%	
626	001-02-524-3-3120	PRE-EMPLOYMENT EXPENSE	\$374.00	\$223.35	0.00	\$150.65	59.71%	
627	001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	\$8,156.00	\$4,351.30	1,323.24	\$2,481.46	53.35%	
628	001-02-524-3-4100	COMMUNICATIONS SERVICES	\$654.00	\$709.71	0.00	-\$55.71	108.51%	
629	001-02-524-3-4200	POSTAGE AND FREIGHT	\$1,560.00	\$1,255.38	0.00	\$304.62	80.47%	
630	001-02-524-3-4310	NATURAL GAS	\$1,600.00	\$643.01	0.00	\$956.99	40.18%	
631	001-02-524-3-4330	CREDIT CARD FEES	\$520.00	\$1,869.71	0.00	-\$1,349.71	359.55%	
632	001-02-524-3-4400	RENTALS AND LEASES	\$4,680.00	\$5,071.78	333.62	-\$725.40	108.37%	
633	001-02-524-3-4620	EQUIPMENT MAINTENANCE	\$1,560.00	\$0.00	0.00	\$1,560.00	0.00%	
634	001-02-524-3-4630	VEHICLE MAINTENANCE	\$780.00	\$0.00	0.00	\$780.00	0.00%	
635	001-02-524-3-4700	PRINTING AND BINDING	\$752.00	\$1,715.09	0.00	-\$963.09	228.07%	
636	001-02-524-3-4810	LEGAL ADVERTISING	\$14,560.00	\$13,709.10	790.90	\$60.00	94.15%	
637	001-02-524-3-5000	FEES & FINES	\$52.00	\$201.24	0.00	-\$149.24	387.00%	
638	001-02-524-3-5100	OFFICE SUPPLIES	\$1,560.00	\$563.33	0.00	\$996.67	36.11%	
639	001-02-524-3-5210	GAS AND LUBRICANTS	\$780.00	\$663.68	0.00	\$116.32	85.08%	
640	001-02-524-3-5260	UNIFORMS	\$312.00	\$0.00	121.85	\$190.15	0.00%	
641	001-02-524-3-5280	OPERATING SUPPLIES	\$5,720.00	\$6,436.70	0.00	-\$716.70	112.52%	
642	001-02-524-3-5400	MEMBR,SUBSCRIPT,DUES	\$12,288.00	\$657.51	171.07	\$11,459.42	5.35%	
643			-----	-----	-----	-----	-----	
644		TOTAL	\$71,558.00	\$41,515.33	14,500.68	\$15,541.99	58.00%	
645								
646		CAPITAL OUTLAY						
647			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
648		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
649								
650		GRANT						
651	001-02-524-8-6402	DEO COMMUNITY PLANNING TECH AS	\$75,000.00	\$75,000.00	0.00	\$0.00	100.00%	
652			-----	-----	-----	-----	-----	
653		TOTAL	\$75,000.00	\$75,000.00	0.00	\$0.00	100.00%	
654			-----	-----	-----	-----	-----	
655		DEPARTMENT TOTAL	\$516,974.00	\$446,627.72	14,500.68	\$55,845.60	86.00%	
656			-----	-----	-----	-----	-----	
657		POLICE DEPARTMENT						
658								
659		PERSONNEL SERVICES						
660	001-07-521-1-1100	EXECUTIVE SALARIES	\$420,147.00	\$412,177.20	0.00	\$7,969.80	98.10%	
661	001-07-521-1-1101	VOCA MATCH EXEC SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
662	001-07-521-1-1200	REGULAR SALARIES	\$1,751,389.00	\$1,688,261.15	0.00	\$63,127.85	96.39%	
663	001-07-521-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
664	001-07-521-1-1220	CLERICAL SALARIES	\$274,839.00	\$253,441.59	0.00	\$21,397.41	92.21%	
665	001-07-521-1-1221	VOCA SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
666	001-07-521-1-1300	OTHER SALARIES & WAGES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
667	001-07-521-1-1400	OVERTIME	\$242,000.00	\$225,976.79	0.00	\$16,023.21	93.37%	
668	001-07-521-1-2100	FICA TAX EXPENSE	\$206,196.00	\$191,848.30	0.00	\$14,347.70	93.04%	
669	001-07-521-1-2101	FICA TAX VOCA EXPENSE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
670	001-07-521-1-2102	FICA TAX VOCA MATCH EXPENSE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
671	001-07-521-1-2200	RETIREMENT-CLERICAL BENEFIT	\$84,375.00	\$76,738.71	0.00	\$7,636.29	90.94%	
672	001-07-521-1-2201	PENSION-POLICE BENEFIT	\$467,742.00	\$399,359.08	0.00	\$68,382.92	85.38%	
673	001-07-521-1-2202	RETIREMENT-VOCA CLERICAL BENEF	\$0.00	\$0.00	0.00	\$0.00	0.00%	
674	001-07-521-1-2203	RETIREMENT-VOCA MATCH BENEFIT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
675	001-07-521-1-2300	HEALTH AND LIFE INSURANCE	\$556,055.00	\$551,487.01	0.00	\$4,567.99	99.17%	
676	001-07-521-1-2401	WORKERS COMP VOCA	\$0.00	\$0.00	0.00	\$0.00	0.00%	
677	001-07-521-1-2402	WORKERS COMP VOCA MATCH	\$0.00	\$0.00	0.00	\$0.00	0.00%	
678	001-07-521-1-2500	UNEMPLOYMENT COMP	\$0.00	\$29.71	0.00	-\$29.71	0.00%	
679	001-07-521-1-2601	WORKERS COMP VOCA CONTRA	\$0.00	\$0.00	0.00	\$0.00	0.00%	
680	001-07-521-1-2602	WORKERS COMP VOCA MATCH CONTRA	\$0.00	\$0.00	0.00	\$0.00	0.00%	
681			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
682		TOTAL	\$4,002,743.00	\$3,799,319.54	0.00	\$203,423.46	95.00%	
683								
684		OPERATING EXPENSES						
685	001-07-521-3-3100	PROFESSIONAL SERVICES	\$121,240.00	\$119,361.46	716.52	\$1,162.02	98.45%	
686	001-07-521-3-3120	PRE-EMPLOYMENT EXPENSE	\$4,000.00	\$3,489.39	0.00	\$510.61	87.23%	
687	001-07-521-3-3500	CONFIDENTIAL INFORMANTS - I&E	\$6,000.00	\$779.07	0.00	\$5,220.93	12.98%	
688	001-07-521-3-4020	SCHOOLING, CONFERENCE, ETC	\$16,200.00	\$13,838.51	2,322.84	\$38.65	85.42%	
689	001-07-521-3-4030	TRAINING & SCHOOLING	\$0.00	\$0.00	0.00	\$0.00	0.00%	
690	001-07-521-3-4100	COMMUNICATIONS SERVICES	\$35,520.00	\$30,787.01	0.00	\$4,732.99	86.67%	
691	001-07-521-3-4200	OUTGOING POSTAGE/FREIGHT	\$1,450.00	\$681.95	0.00	\$768.05	47.03%	
692	001-07-521-3-4320	ELECTRICITY	\$11,500.00	\$11,017.69	0.00	\$482.31	95.80%	
693	001-07-521-3-4330	CREDIT CARD FEES	\$50.00	\$0.00	0.00	\$50.00	0.00%	
694	001-07-521-3-4380	ANIMAL CONTROL	\$10,000.00	\$10,000.00	0.00	\$0.00	100.00%	
695	001-07-521-3-4390	K-9 CARE	\$4,400.00	\$4,029.84	0.00	\$370.16	91.58%	
696	001-07-521-3-4400	RENTALS AND LEASES	\$6,209.00	\$4,714.60	279.00	\$1,206.40	75.93%	
697	001-07-521-3-4500	LIABILITY, AUTO, PROPERTY INSU	\$0.00	\$2,731.00	0.00	-\$2,731.00	0.00%	
698	001-07-521-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	\$34,419.50	0.00	-\$34,419.50	0.00%	
699	001-07-521-3-4610	BUILDING MAINTENANCE	\$29,000.00	\$29,078.02	0.00	-\$78.02	100.26%	
700	001-07-521-3-4620	EQUIPMENT MAINTENANCE	\$8,230.00	\$8,180.43	0.00	\$49.57	99.39%	
701	001-07-521-3-4630	VEHICLE MAINTENANCE	\$63,000.00	\$57,456.60	1,081.68	\$4,461.72	91.20%	
702	001-07-521-3-4640	RADIO MAINTENANCE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
703	001-07-521-3-4650	RANGE MAINTENANCE	\$1,031.00	\$951.36	0.00	\$48.64	92.30%	
704	001-07-521-3-4680	STORM CLEANUP/REPAIR	\$0.00	\$1,318.54	0.00	-\$1,318.54	0.00%	
705	001-07-521-3-4700	PRINTING AND BINDING	\$2,100.00	\$2,456.14	0.00	-\$356.14	116.95%	
706	001-07-521-3-4950	POLICE ATHLETIC LEAGUE	\$15,000.00	\$15,000.00	0.00	\$0.00	100.00%	
707	001-07-521-3-5000	FINES & FEES	\$0.00	\$305.81	0.00	-\$305.81	0.00%	
708	001-07-521-3-5100	OFFICE SUPPLIES	\$1,500.00	\$933.67	46.06	\$520.27	62.24%	
709	001-07-521-3-5210	GAS AND LUBRICANTS	\$119,500.00	\$120,397.68	0.00	-\$897.68	100.75%	
710	001-07-521-3-5230	JANITORIAL SUPPLIES	\$2,000.00	\$1,756.41	0.00	\$243.59	87.82%	
711	001-07-521-3-5260	UNIFORMS	\$23,490.00	\$12,558.80	6,227.62	\$4,703.58	53.46%	
712	001-07-521-3-5280	OPERATING SUPPLIES	\$82,547.00	\$63,113.03	4,075.18	\$15,398.31	76.45%	
713	001-07-521-3-5281	SPECIAL POLICE TRUST EXPENSE	\$10,000.00	\$3,700.56	3,803.71	\$2,495.73	37.00%	
714	001-07-521-3-5282	EVIDENCE FUND EXPENSE	\$22,672.00	\$7,918.91	13,400.10	\$1,352.99	34.92%	
715	001-07-521-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,725.00	\$1,335.00	0.00	\$390.00	77.39%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
716			-----	-----	-----	-----	-----	
717		TOTAL	\$598,364.00	\$562,310.98	31,952.71	\$4,099.83	94.00%	
718								
719		CAPITAL OUTLAY						
720	001-07-521-6-6400	CAPITAL OUTLAY	\$135,000.00	\$119,440.57	0.00	\$15,559.43	88.47%	
721	001-07-521-6-6401	VEHICLE PURCHASES	\$353,985.00	\$349,513.29	0.00	\$4,471.71	98.73%	
722			-----	-----	-----	-----	-----	
723		TOTAL	\$488,985.00	\$468,953.86	0.00	\$20,031.14	96.00%	
724								
725		GRANTS & AIDS						
726	001-07-521-8-8320	BULLET PROOF GRANT-50% CITY	\$4,388.00	\$682.56	0.00	\$3,705.44	15.55%	
727	001-07-521-8-8370	BULLET PROOF GRANT	\$4,388.00	\$682.56	0.00	\$3,705.44	15.55%	
728	001-07-521-8-8516	Rural Violent Crime Reduction	\$0.00	\$0.00	0.00	\$0.00	0.00%	
729	001-07-521-8-8517	SAFE GRANT Equipment	\$0.00	\$0.00	0.00	\$0.00	0.00%	
730	001-07-521-8-8531	2023 JAGC	\$21,000.00	\$0.00	0.00	\$21,000.00	0.00%	
731	001-07-521-8-8532	FDLE GRANT POLICE CARS	\$250,000.00	\$250,000.00	0.00	\$0.00	100.00%	
732	001-07-521-8-8540	2024 JAG D 6N045 Street Crimes	\$6,275.00	\$5,926.00	0.00	\$349.00	94.43%	
733	001-07-521-8-8541	2024 JAG C 6N204	\$22,406.00	\$22,310.27	0.00	\$95.73	99.57%	
734			-----	-----	-----	-----	-----	
735		TOTAL	\$308,457.00	\$279,601.39	0.00	\$28,855.61	91.00%	
736								
737		DEBT SERVICE						
738	001-07-517-7-7101	PRINCIPAL-2019 BB&T POLICE VEH	\$0.00	\$0.00	0.00	\$0.00	0.00%	
739	001-07-517-7-7106	PRINCIPAL-2020 POLICE CARS TD	\$105,653.00	\$105,653.02	0.00	-\$0.02	100.00%	
740	001-07-517-7-7107	LEASE-POLICE CARS	\$84,000.00	\$84,000.00	0.00	\$0.00	100.00%	
741	001-07-517-7-7108	PRINCIPAL- AMERIS LOAN #281 20	\$96,867.00	\$85,290.35	0.00	\$11,576.65	88.04%	
742	001-07-517-7-7201	INTEREST-2019 BB&T POLICE VEHI	\$0.00	\$0.00	0.00	\$0.00	0.00%	
743	001-07-517-7-7206	INTEREST-2020 POLICE CARS TD e	\$961.00	\$961.44	0.00	-\$0.44	100.04%	
744	001-07-517-7-7207	INTEREST-BB&T POL VEH 2021	\$2,448.00	\$1,447.82	0.00	\$1,000.18	59.14%	
745	001-07-517-7-7208	INTEREST - AMERIS LOAN #281 20	\$21,941.00	\$22,006.17	0.00	-\$65.17	100.29%	
746			-----	-----	-----	-----	-----	
747		TOTAL	\$311,870.00	\$299,358.80	0.00	\$12,511.20	96.00%	
748			-----	-----	-----	-----	-----	
749		DEPARTMENT TOTAL	\$5,710,419.00	\$5,409,544.57	31,952.71	\$268,921.24	95.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
750			-----	-----	-----	-----	-----	
751		CODE ENFORCEMENT						
752								
753		PERSONNEL SERVICES						
754	001-19-521-1-1200	REGULAR SALARIES	\$165,451.00	\$148,194.21	0.00	\$17,256.79	89.56%	
755	001-19-521-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
756	001-19-521-1-1400	OVERTIME	\$1,310.00	\$1,015.98	0.00	\$294.02	77.55%	
757	001-19-521-1-2100	FICA TAX EXPENSE	\$12,757.00	\$11,113.11	0.00	\$1,643.89	87.11%	
758	001-19-521-1-2200	RETIREMENT EXPENSE	\$48,184.00	\$44,297.71	0.00	\$3,886.29	91.93%	
759	001-19-521-1-2300	HEALTH AND LIFE INSURANCE	\$58,863.00	\$30,069.93	0.00	\$28,793.07	51.08%	
760			-----	-----	-----	-----	-----	
761		TOTAL	\$286,565.00	\$234,690.94	0.00	\$51,874.06	82.00%	
762								
763		OPERATING EXPENSES						
764	001-19-521-3-3100	PROFESSIONAL SERVICES	\$17,308.00	\$10,944.44	4,500.00	\$1,863.56	63.23%	
765	001-19-521-3-3110	Professional Services Orange D	\$4,400.00	\$5,860.00	0.00	-\$1,460.00	133.18%	
766	001-19-521-3-3120	PRE-EMPLOYMENT EXPENSE	\$408.00	\$384.06	0.00	\$23.94	94.13%	
767	001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC.	\$6,800.00	\$6,784.51	0.00	\$15.49	99.77%	
768	001-19-521-3-4100	COMMUNICATIONS SERVICES	\$1,000.00	\$1,004.61	0.00	-\$4.61	100.46%	
769	001-19-521-3-4200	POSTAGE AND FREIGHT	\$1,700.00	\$2,002.35	0.00	-\$302.35	117.78%	
770	001-19-521-3-4400	RENTALS AND LEASES	\$1,040.00	\$130.35	11.85	\$897.80	12.53%	
771	001-19-521-3-4630	VEHICLE MAINTENANCE	\$2,080.00	\$572.30	0.00	\$1,507.70	27.51%	
772	001-19-521-3-4700	PRINTING AND BINDING	\$1,104.00	\$946.43	0.00	\$157.57	85.72%	
773	001-19-521-3-4810	LEGAL ADS	\$2,000.00	\$637.04	562.96	\$800.00	31.85%	
774	001-19-521-3-5000	FINES & FEES	\$62.00	\$69.30	0.00	-\$7.30	111.77%	
775	001-19-521-3-5100	OFFICE SUPPLIES	\$416.00	\$236.94	145.47	\$33.59	56.95%	
776	001-19-521-3-5120	ABATEMENT, LOT CLEANUP, DEMO	\$16,935.00	\$0.00	0.00	\$16,935.00	0.00%	
777	001-19-521-3-5210	GAS AND LUBRICANTS	\$936.00	\$80.83	0.00	\$855.17	8.63%	
778	001-19-521-3-5230	FILINGS AND MISC LEGAL FEES	\$9,948.00	\$2,087.80	896.75	\$6,963.45	20.98%	
779	001-19-521-3-5260	UNIFORMS	\$500.00	\$198.00	0.00	\$302.00	39.60%	
780	001-19-521-3-5280	OPERATING SUPPLIES	\$520.00	\$478.26	10.35	\$31.39	91.97%	
781			-----	-----	-----	-----	-----	
782		TOTAL	\$67,157.00	\$32,417.22	6,127.38	\$28,612.40	48.00%	
783								

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
784		CAPITAL OUTLAY						
785	001-19-521-6-6450	CAPITAL IMPROVEMENT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
786			-----	-----	-----	-----	-----	
787		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
788			-----	-----	-----	-----	-----	
789		DEPARTMENT TOTAL	\$353,722.00	\$267,108.16	6,127.38	\$80,486.46	76.00%	
790			-----	-----	-----	-----	-----	
791		FIRE DEPARTMENT						
792								
793		PERSONNEL SERVICES						
794	001-08-522-1-1100	EXECUTIVE SALARIES	\$317,252.00	\$204,888.12	0.00	\$112,363.88	64.58%	
795	001-08-522-1-1200	REGULAR SALARIES	\$1,334,864.00	\$1,411,076.34	0.00	-\$76,212.34	105.70%	
796	001-08-522-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
797	001-08-522-1-1220	CLERICAL SALARIES	\$76,575.00	\$61,234.23	0.00	\$15,340.77	79.96%	
798	001-08-522-1-1300	OTHER SALARIES & WAGES	\$0.00	\$480.00	0.00	-\$480.00	0.00%	
799	001-08-522-1-1400	OVERTIME	\$150,000.00	\$130,208.94	0.00	\$19,791.06	86.80%	
800	001-08-522-1-2100	FICA TAX EXPENSE	\$143,720.00	\$132,987.81	0.00	\$10,732.19	92.53%	
801	001-08-522-1-2200	CLERICAL RETIREMENT	\$23,509.00	\$18,902.64	0.00	\$4,606.36	80.40%	
802	001-08-522-1-2201	FIRE PENSION	\$531,981.00	\$552,996.69	0.00	-\$21,015.69	103.95%	
803	001-08-522-1-2300	HEALTH AND LIFE INSURANCE	\$291,982.00	\$335,475.93	0.00	-\$43,493.93	114.89%	
804			-----	-----	-----	-----	-----	
805		TOTAL	\$2,869,883.00	\$2,848,250.70	0.00	\$21,632.30	99.00%	
806								
807		OPERATING EXPENSES						
808	001-08-522-3-3100	PROFESSIONAL SERVICES	\$30,000.00	\$2,076.44	50.00	\$27,873.56	6.92%	
809	001-08-522-3-3120	PRE-EMPLOYMENT EXPENSE	\$20,200.00	\$470.52	19,514.00	\$215.48	2.32%	
810	001-08-522-3-3410	CONTRACTUAL SERVICES	\$16,500.00	\$14,660.46	0.00	\$1,839.54	88.85%	
811	001-08-522-3-4020	SCHOOLING, CONFERENCE, ETC	\$25,000.00	\$22,890.34	989.00	\$1,120.66	91.56%	
812	001-08-522-3-4100	COMMUNICATION SERVICES	\$15,000.00	\$10,603.10	0.00	\$4,396.90	70.68%	
813	001-08-522-3-4200	POSTAGE AND FREIGHT	\$500.00	\$141.35	22.90	\$335.75	28.27%	
814	001-08-522-3-4310	NATURAL GAS	\$2,800.00	\$2,162.68	0.00	\$637.32	77.23%	
815	001-08-522-3-4320	ELECTRICITY	\$18,000.00	\$13,940.45	0.00	\$4,059.55	77.44%	
816	001-08-522-3-4330	CREDIT CARD FEES	\$100.00	\$0.00	0.00	\$100.00	0.00%	
817	001-08-522-3-4400	RENTALS AND LEASES	\$2,500.00	\$1,945.46	91.86	\$462.68	77.81%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
818	001-08-522-3-4500	LIABILITY INSURANCE	\$0.00	\$2,731.00	0.00	-\$2,731.00	0.00%	
819	001-08-522-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	\$93,957.54	15,871.30	-\$109,828.84	0.00%	
820	001-08-522-3-4610	BUILDING MAINTENANCE	\$30,000.00	\$22,559.00	2,319.95	\$5,121.05	75.19%	
821	001-08-522-3-4620	EQUIPMENT MAINTENANCE	\$23,055.00	\$18,527.12	2,078.45	\$949.44	80.36%	
822	001-08-522-3-4630	VEHICLE MAINTENANCE	\$86,839.00	\$77,573.51	1,191.76	\$234.73	89.32%	
823	001-08-522-3-4640	RADIO MAINTENANCE	\$2,300.00	\$2,156.00	59.00	\$85.00	93.73%	
824	001-08-522-3-4680	STORM CLEANUP/REPAIR	\$1,000.00	\$652.54	0.00	\$347.46	65.25%	
825	001-08-522-3-4700	PRINTING AND BINDING	\$500.00	\$935.99	0.00	-\$435.99	187.19%	
826	001-08-522-3-5000	FINES & FEES	\$300.00	\$564.39	0.00	-\$264.39	188.13%	
827	001-08-522-3-5100	OFFICE SUPPLIES	\$3,000.00	\$2,980.55	0.00	\$19.45	99.35%	
828	001-08-522-3-5140	FIRE CODE ENFORCEMENT	\$8,000.00	\$5,910.97	0.00	\$2,089.03	73.88%	
829	001-08-522-3-5210	GAS AND LUBRICANTS	\$32,000.00	\$28,280.40	0.00	\$3,719.60	88.37%	
830	001-08-522-3-5230	JANITORIAL SUPPLIES	\$3,861.00	\$2,760.96	992.56	\$107.48	71.50%	
831	001-08-522-3-5250	SMALL TOOLS	\$8,500.00	\$8,068.86	0.00	\$431.14	94.92%	
832	001-08-522-3-5260	UNIFORMS	\$54,400.00	\$51,227.10	1,500.00	\$1,672.90	94.16%	
833	001-08-522-3-5270	PUBLIC SAFETY SCHOLARSHIP FIRE	\$4,084.00	\$4,083.99	0.00	\$3,000.00	100.00%	
834	001-08-522-3-5280	OPERATING SUPPLIES	\$34,800.00	\$31,667.97	707.59	\$1,724.44	90.99%	
835	001-08-522-3-5290	FIRE PUB ED EXPENSE	\$3,000.00	\$2,280.21	0.00	\$719.79	76.00%	
836	001-08-522-3-5400	MEMBR, SUBSCRIPT, DUES	\$3,000.00	\$2,770.81	0.00	\$229.19	92.36%	
837			-----	-----	-----	-----	-----	
838		TOTAL	\$429,239.00	\$428,579.71	45,388.37	-\$51,768.08	100.00%	
839								
840		CAPITAL OUTLAY						
841	001-08-522-6-6400	CAPITAL OUTLAY	\$315,901.00	\$271,863.05	40,100.00	\$10,976.73	86.05%	
842	001-08-522-6-6401	VEHICLE PURCHASE	\$51,861.00	\$51,768.36	92.86	\$0.00	99.82%	
843	001-08-522-6-6421	FIREHOUSE SUBS - GRANT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
844	001-08-522-6-6422	USAR Grant	\$0.00	\$0.00	0.00	\$0.00	0.00%	
845	001-08-522-6-6460	FIRE CAPITAL REPLACEMENT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
846	001-08-522-6-6470	CITY MATCH FIRE - DECONTAMINAT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
847	001-08-522-6-6480	City Match DEM HMGP 4486-106-R	\$31,962.00	\$9,382.06	15,681.15	\$6,898.49	29.35%	
848	001-08-522-8-1000	FIRE GRANT - DECONTAMINATION	\$0.00	\$0.00	0.00	\$0.00	0.00%	
849	001-08-522-8-2400	Fed DEM HMGP 4486-106-R wind r	\$287,655.00	\$4,768.00	282,887.30	\$0.00	1.65%	
850	001-08-572-6-6423	FIRE GRANT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
851			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
852		TOTAL	\$687,379.00	\$337,781.47	338,761.31	\$17,875.22	49.00%	
853								
854		DEBT SERVICE						
855	001-08-517-7-7102	PRINCIPAL-2016 USBANCORP LEASE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
856	001-08-517-7-7202	INTEREST-2016 USBANCORP LEASE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
857			-----	-----	-----	-----	-----	
858		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
859			-----	-----	-----	-----	-----	
860		DEPARTMENT TOTAL	\$3,986,501.00	\$3,614,611.88	384,149.68	-\$12,260.56	91.00%	
861			-----	-----	-----	-----	-----	
862		STREETS						
863								
864		PERSONNEL SERVICES						
865	001-09-541-1-1100	EXECUTIVE SALARIES	\$61,152.00	\$58,794.20	0.00	\$2,357.80	96.14%	
866	001-09-541-1-1200	REGULAR SALARIES	\$255,919.00	\$230,220.56	0.00	\$25,698.44	89.95%	
867	001-09-541-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
868	001-09-541-1-1400	OVERTIME	\$21,840.00	\$16,373.81	0.00	\$5,466.19	74.97%	
869	001-09-541-1-2100	FICA TAX EXPENSE	\$25,927.00	\$22,904.82	0.00	\$3,022.18	88.34%	
870	001-09-541-1-2200	RETIREMENT EXPENSE	\$104,046.00	\$89,977.30	0.00	\$14,068.70	86.47%	
871	001-09-541-1-2300	HEALTH AND LIFE INSURANCE	\$50,816.00	\$49,826.42	0.00	\$989.58	98.05%	
872			-----	-----	-----	-----	-----	
873		TOTAL	\$519,700.00	\$468,097.11	0.00	\$51,602.89	90.00%	
874								
875		OPERATING EXPENSES						
876	001-09-541-3-3100	PROFESSIONAL SERVICES	\$26,000.00	\$21,703.16	3,640.74	\$656.10	83.47%	
877	001-09-541-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040.00	\$422.23	0.00	\$617.77	40.59%	
878	001-09-541-3-3430	TREE MAINTENANCE & PLANTING	\$1,200.00	\$326.70	349.90	\$523.40	27.22%	
879	001-09-541-3-3440	TREE REMOVAL	\$34,000.00	\$29,600.00	1,600.00	\$4,800.00	87.05%	
880	001-09-541-3-3460	RAILROAD SIGNAL MAINTENANCE	\$11,880.00	\$8,605.75	0.00	\$1,274.25	72.43%	
881	001-09-541-3-4020	SCHOOLING, CONFERENCE, ETC	\$6,240.00	\$1,827.10	0.00	\$4,412.90	29.28%	
882	001-09-541-3-4100	COMMUNICATIONS SERVICES	\$3,744.00	\$2,564.44	0.00	\$1,179.56	68.49%	
883	001-09-541-3-4320	ELECTRICITY	\$202,561.00	\$203,869.65	0.00	-\$1,308.65	100.64%	
884	001-09-541-3-4400	RENTALS & LEASES	\$8,800.00	\$441.43	40.13	\$8,318.44	5.01%	
885	001-09-541-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	\$12,037.19	0.00	-\$12,037.19	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
886	001-09-541-3-4610	BUILDING MAINTENANCE	\$4,160.00	\$2,888.01	0.00	\$1,271.99	69.42%	
887	001-09-541-3-4620	EQUIPMENT MAINTENANCE	\$26,200.00	\$26,187.61	0.00	\$12.39	99.95%	
888	001-09-541-3-4630	VEHICLE MAINTENANCE	\$42,000.00	\$38,585.63	1,955.89	\$1,458.48	91.87%	
889	001-09-541-3-4660	TRAFFIC LIGHT REPAIR	\$78,242.00	\$70,775.60	0.00	\$5,466.40	90.45%	
890	001-09-541-3-4661	STREET LIGHT REPAIR	\$12,596.00	\$0.00	0.00	\$14,596.00	0.00%	
891	001-09-541-3-4662	STREET SIGNS	\$38,800.00	\$34,574.01	390.00	\$3,835.99	89.10%	
892	001-09-541-3-4670	STORMWATER MAINTENANCE	\$61,200.00	\$57,745.23	1,090.00	\$2,364.77	94.35%	
893	001-09-541-3-5000	FINES & FEES	\$0.00	\$796.77	0.00	-\$796.77	0.00%	
894	001-09-541-3-5100	OFFICE SUPPLIES	\$1,040.00	\$737.81	0.00	\$302.19	70.94%	
895	001-09-541-3-5210	GAS AND LUBRICANTS	\$41,600.00	\$24,429.33	0.00	\$17,170.67	58.72%	
896	001-09-541-3-5230	JANITORIAL SUPPLIES	\$1,040.00	\$1,115.27	0.00	-\$75.27	107.23%	
897	001-09-541-3-5250	SMALL TOOLS	\$10,400.00	\$4,239.81	4,559.89	\$1,600.30	40.76%	
898	001-09-541-3-5260	UNIFORMS	\$3,640.00	\$4,579.86	0.00	-\$939.86	125.82%	
899	001-09-541-3-5270	CHEMICALS AND FERTILIZERS	\$3,200.00	\$45.69	0.00	\$3,154.31	1.42%	
900	001-09-541-3-5280	OPERATING SUPPLIES	\$22,000.00	\$16,400.25	1,253.75	\$3,146.00	74.54%	
901	001-09-541-3-5283	INMATE OPERATING SUPPLIES	\$10,400.00	\$3,178.35	5,358.10	\$1,863.55	30.56%	
902	001-09-541-3-5330	PAVING ROAD REPAIRS	\$57,954.00	\$43,936.00	6,960.00	\$28,258.00	75.81%	
903	001-09-541-3-5340	SIDEWALK REPAIRS	\$71,240.00	\$69,074.00	0.00	\$2,166.00	96.95%	
904	001-09-541-3-5400	Memberships, Subscriptions, Du	\$1,560.00	\$417.67	0.00	\$1,142.33	26.77%	
905			-----	-----	-----	-----	-----	
906		TOTAL	\$782,737.00	\$681,104.55	27,198.40	\$94,434.05	87.00%	
907								
908		CAPITAL OUTLAY						
909	001-09-541-6-6400	CAPITAL OUTLAY	\$50,000.00	\$48,501.16	0.00	\$1,498.84	97.00%	
910	001-09-541-6-6401	Vehicle purchase	\$0.00	\$0.00	0.00	\$0.00	0.00%	
911	001-09-541-6-6431	PAVING ROAD RENOVATIONS	\$885,525.00	\$0.00	0.00	\$885,525.00	0.00%	
912	001-09-541-6-6453	RIVER ST RETAINING WALL	\$128,338.00	\$88,810.71	39,527.20	\$0.00	69.20%	
913			-----	-----	-----	-----	-----	
914		TOTAL	\$1,063,863.00	\$137,311.87	39,527.20	\$887,023.84	13.00%	
915								
916		DEBT SERVICE						
917	001-09-517-7-7132	PRINCIPAL-N TIF ROAD RECONSTR	\$12,352.00	\$12,133.23	0.00	\$218.77	98.22%	
918	001-09-517-7-7133	PRINCIPAL- AMERIS LOAN #281 LI	\$38,742.00	\$34,111.89	0.00	\$4,630.11	88.04%	
919	001-09-517-7-7134	PRINCIPAL PUBLIC WORKS BLDG	\$12,788.00	\$0.00	0.00	\$12,788.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
920	001-09-517-7-7135	PRNCIPAL - ROAD PAVING LOAN	\$37,636.00	\$0.00	0.00	\$37,636.00	0.00%	
921	001-09-517-7-7232	INTEREST-N TIF ROAD RECONSTR	\$6,541.00	\$7,196.90	0.00	-\$655.90	110.02%	
922	001-09-517-7-7233	INTEREST - AMERIS LOAN #281 LI	\$8,775.00	\$8,801.39	0.00	-\$26.39	100.30%	
923	001-09-517-7-7234	INTEREST PUBLIC WORKS BLDG	\$21,902.00	\$11,533.29	0.00	\$10,368.71	52.65%	
924	001-09-517-7-7235	INTEREST - ROAD PAVING LOAN	\$28,976.00	\$0.00	0.00	\$28,976.00	0.00%	
925			-----	-----	-----	-----	-----	
926		TOTAL	\$167,712.00	\$73,776.70	0.00	\$93,935.30	44.00%	
927			-----	-----	-----	-----	-----	
928								
929		TRANSFERS						
930	001-09-541-9-9104	REIMB FLEET MAINTENANCE	\$18,990.00	\$17,407.50	0.00	\$1,582.50	91.66%	
931			-----	-----	-----	-----	-----	
932		TOTAL	\$18,990.00	\$17,407.50	0.00	\$1,582.50	92.00%	
933		DEPARTMENT TOTAL	\$2,553,002.00	\$1,377,697.73	66,725.60	\$1,128,578.58	54.00%	
934			-----	-----	-----	-----	-----	
935		CEMETERY						
936								
937		PERSONNEL SERVICES						
938			-----	-----	-----	-----	-----	
939		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
940								
941		OPERATING EXPENSES						
942	001-14-569-3-3100	PROFESSIONAL SERVICES	\$10,972.00	\$3,778.86	50.00	\$7,143.14	34.44%	
943	001-14-569-3-3440	TREE REMOVAL	\$11,200.00	\$2,700.00	0.00	\$8,500.00	24.10%	
944	001-14-569-3-4100	COMMUNICATIONS SERVICES	\$2,385.00	\$2,165.40	0.00	\$219.60	90.79%	
945	001-14-569-3-4320	ELECTRICITY	\$4,160.00	\$4,351.04	0.00	-\$191.04	104.59%	
946	001-14-569-3-4330	CREDIT CARD FEES	\$1,040.00	\$292.40	0.00	\$747.60	28.11%	
947	001-14-569-3-4610	BUILDING MAINTENANCE	\$10,400.00	\$3,874.67	2,271.47	\$4,253.86	37.25%	
948	001-14-569-3-4650	GROUPS MAINTENANCE	\$84,250.00	\$50,900.00	29,250.00	\$4,100.00	60.41%	
949	001-14-569-3-5100	OFFICE SUPPLIES	\$1,040.00	\$110.56	0.00	\$929.44	10.63%	
950	001-14-569-3-5230	JANITORIAL SUPPLIES	\$520.00	\$124.93	0.00	\$395.07	24.02%	
951	001-14-569-3-5250	SMALL TOOLS	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
952	001-14-569-3-5270	CHEMICALS & FERTILIZER	\$5,200.00	\$0.00	0.00	\$5,200.00	0.00%	
953	001-14-569-3-5280	OPERATING SUPPLIES	\$3,120.00	\$1,867.93	0.00	\$1,252.07	59.86%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
954			-----	-----	-----	-----	-----	
955		TOTAL	\$135,327.00	\$70,165.79	31,571.47	\$33,589.74	52.00%	
956								
957			-----	-----	-----	-----	-----	
958		CAPITAL OUTLAY						
959			-----	-----	-----	-----	-----	
960		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
961			-----	-----	-----	-----	-----	
962		DEPARTMENT TOTAL	\$135,327.00	\$70,165.79	31,571.47	\$33,589.74	52.00%	
963			-----	-----	-----	-----	-----	
964		CULTURAL SERVICES						
965								
966		PERSONNEL SERVICES						
967	001-03-573-1-1200	REGULAR SALARIES	\$56,043.00	\$41,454.36	0.00	\$14,588.64	73.96%	
968	001-03-573-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
969	001-03-573-1-1400	OVERTIME	\$1,638.00	\$2,256.20	0.00	-\$618.20	137.74%	
970	001-03-573-1-2100	FICA TAX EXPENSE	\$4,413.00	\$3,259.79	0.00	\$1,153.21	73.86%	
971	001-03-573-1-2200	RETIREMENT EXPENSE	\$17,708.00	\$13,375.52	0.00	\$4,332.48	75.53%	
972	001-03-573-1-2300	HEALTH AND LIFE INSURANCE	\$15,532.00	\$12,874.68	0.00	\$2,657.32	82.89%	
973			-----	-----	-----	-----	-----	
974		TOTAL	\$95,334.00	\$73,220.55	0.00	\$22,113.45	77.00%	
975								
976		OPERATING EXPENSES						
977	001-03-573-3-3100	PROFESSIONAL SERVICES	\$4,960.00	\$918.34	0.00	\$4,041.66	18.51%	
978	001-03-573-3-3120	PRE-EMPLOYMENT EXPENSE	\$200.00	\$54.53	0.00	\$145.47	27.26%	
979	001-03-573-3-4020	SCHOOLING CONFERENCES	\$1,500.00	\$62.68	0.00	\$1,437.32	4.17%	
980	001-03-573-3-4100	COMMUNICATION SERVICES	\$3,210.00	\$832.44	0.00	\$2,377.56	25.93%	
981	001-03-573-3-4400	RENTALS AND LEASES	\$936.00	\$366.19	33.29	\$536.52	39.12%	
982	001-03-573-3-4610	MAINTENANCE-BRONSON HOUSE	\$4,000.00	-\$592.04	750.00	\$5,842.04	-14.80%	
983	001-03-573-3-4611	MAINTENANCE-PUTNAM CO HIST SOC	\$2,600.00	\$0.00	0.00	\$2,600.00	0.00%	
984	001-03-573-3-4612	MAINTENANCE-ST JOHNS RIVER CEN	\$1,240.00	\$95.20	0.00	\$1,144.80	7.67%	
985	001-03-573-3-4613	MAINTENANCE-LARIMER ARTS CENTE	\$5,200.00	\$2,390.80	34.08	\$2,775.12	45.97%	
986	001-03-573-3-4614	MAINTENANCE-TILGHMAN HOUSE	\$416.00	\$335.11	0.00	\$80.89	80.55%	
987	001-03-573-3-4615	MAINTENANCE-TRAIN DEPOT	\$16,200.00	\$8,236.48	0.00	\$7,963.52	50.84%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
988	001-03-573-3-4616	MAINTENANCE-WATERWORKS	\$2,200.00	\$0.00	27.94	\$5,172.06	0.00%	
989	001-03-573-3-4617	HAMMOCK HALL-MAINTENANCE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
990	001-03-573-3-4618	MAINTENANCE-WILLARD COOPER BUI	\$25,000.00	\$24,374.74	136.56	\$15,488.70	97.49%	
991	001-03-573-3-4619	MAINTENANCE TERMINAL BUILDING	\$1,000.00	\$445.00	0.00	\$555.00	44.50%	
992	001-03-573-3-4800	ADVERTISING	\$520.00	\$0.00	0.00	\$520.00	0.00%	
993	001-03-573-3-4910	SPECIAL EVENT- RIVERFRONT	\$31,800.00	\$28,707.95	0.00	\$3,092.05	90.27%	
994	001-03-573-3-4911	FIELD TRIPS-ST JOHNS RIVER CEN	\$520.00	\$0.00	0.00	\$520.00	0.00%	
995	001-03-573-3-5000	FINES & FEES	\$104.00	\$0.00	0.00	\$104.00	0.00%	
996	001-03-573-3-5222	MERCHANDISE-ST JOHNS RIVER CEN	\$1,560.00	\$0.00	0.00	\$1,560.00	0.00%	
997	001-03-573-3-5230	JANITORIAL SUPPLIES	\$1,040.00	\$535.04	0.00	\$504.96	51.44%	
998	001-03-573-3-5260	UNIFORMS	\$208.00	\$0.00	0.00	\$208.00	0.00%	
999	001-03-573-3-5280	OPERATING-BRONSON HOUSE	\$9,360.00	\$9,478.39	0.00	-\$118.39	101.26%	
1000	001-03-573-3-5281	OPERATING-PUTNAM CO HIST SOCIE	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1001	001-03-573-3-5282	OPERATING-ST JOHNS RIVER CENTE	\$3,360.00	\$7,523.67	41.65	-\$4,205.32	223.91%	
1002	001-03-573-3-5283	OPERATING-LARIMER ARTS CENTER	\$520.00	\$200.00	0.00	\$320.00	38.46%	
1003	001-03-573-3-5286	OPERATING-WATERWORKS	\$5,200.00	\$6,308.94	0.00	-\$1,108.94	121.32%	
1004	001-03-573-3-5289	OPERATING-TERMINAL BUILDING	\$2,080.00	\$1,877.03	0.00	\$202.97	90.24%	
1005	001-03-573-3-5290	HOLIDAY EVENT - Jingle Jam	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1006			-----	-----	-----	-----	-----	
1007		TOTAL	\$125,454.00	\$92,150.49	1,023.52	\$52,279.99	73.00%	
1008								
1009		CAPITAL OUTLAY						
1010	001-03-573-6-6400	CAPITAL OUTLAY	\$74,000.00	\$0.00	0.00	\$30,000.00	0.00%	
1011			-----	-----	-----	-----	-----	
1012		TOTAL	\$74,000.00	\$0.00	0.00	\$30,000.00	0.00%	
1013			-----	-----	-----	-----	-----	
1014		DEPARTMENT TOTAL	\$294,788.00	\$165,371.04	1,023.52	\$104,393.44	56.00%	
1015			-----	-----	-----	-----	-----	
1016		RECREATION						
1017								
1018		PERSONNEL SERVICES						
1019	001-06-572-1-1100	EXECUTIVE SALARIES	\$72,618.00	\$67,693.42	0.00	\$4,924.58	93.21%	
1020	001-06-572-1-1200	REGULAR SALARIES	\$122,123.00	\$58,974.54	0.00	\$63,148.46	48.29%	
1021	001-06-572-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1022	001-06-572-1-1400	OVERTIME	\$1,638.00	\$2,281.95	0.00	-\$643.95	139.31%	
1023	001-06-572-1-2100	FICA EXPENSE	\$15,023.00	\$9,298.44	0.00	\$5,724.56	61.89%	
1024	001-06-572-1-2200	RETIREMENT EXPENSE	\$60,288.00	\$37,148.12	0.00	\$23,139.88	61.61%	
1025	001-06-572-1-2300	HEALTH AND LIFE INSURANCE	\$48,813.00	\$48,187.62	0.00	\$625.38	98.71%	
1026			-----	-----	-----	-----	-----	
1027		TOTAL	\$320,503.00	\$223,584.09	0.00	\$96,918.91	70.00%	
1028								
1029		OPERATING EXPENSES						
1030	001-06-572-3-3100	PROFESSIONAL SERVICES	\$2,060.00	\$748.80	300.00	\$1,011.20	36.34%	
1031	001-06-572-3-3120	PRE-EMPLOYMENT EXPENSE	\$500.00	\$157.41	0.00	\$342.59	31.48%	
1032	001-06-572-3-4020	SCHOOLING/CONFERENCES	\$3,500.00	\$125.36	0.00	\$3,374.64	3.58%	
1033	001-06-572-3-4100	COMMUNICATIONS SERVICES	\$2,508.00	\$836.66	0.00	\$1,671.34	33.35%	
1034	001-06-572-3-4310	NATURAL GAS	\$1,768.00	\$0.00	0.00	\$1,768.00	0.00%	
1035	001-06-572-3-4320	ELECTRICITY	\$3,120.00	\$0.00	0.00	\$3,120.00	0.00%	
1036	001-06-572-3-4322	ELECTRICITY-FRED GREEN PARK	\$1,560.00	\$1,427.98	0.00	\$132.02	91.53%	
1037	001-06-572-3-4325	ELECTRICITY-FORRESTER FIELD	\$520.00	\$369.74	0.00	\$150.26	71.10%	
1038	001-06-572-3-4326	ELECTRICITY-SHAW BUCK RECREATI	\$520.00	\$285.02	0.00	\$234.98	54.81%	
1039	001-06-572-3-4329	ELECTRICITY-BOOKER PARK	\$1,248.00	\$814.22	0.00	\$433.78	65.24%	
1040	001-06-572-3-4330	CREDIT CARD FEES-REC	\$312.00	\$295.65	0.00	\$16.35	94.75%	
1041	001-06-572-3-4400	RENTALS AND LEASES	\$832.00	\$366.30	33.30	\$432.40	44.02%	
1042	001-06-572-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1043	001-06-572-3-4610	BUILDING MAINTENANCE	\$2,500.00	\$1,754.08	0.00	\$745.92	70.16%	
1044	001-06-572-3-4620	EQUIPMENT MAINTENANCE	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
1045	001-06-572-3-4630	VEHICLE MAINTENANCE	\$2,080.00	\$872.47	0.00	\$1,207.53	41.94%	
1046	001-06-572-3-4651	MAINTENANCE-FRED GREEN PARK	\$17,294.00	\$11,503.25	1,046.35	\$4,744.40	66.51%	
1047	001-06-572-3-4653	MAINTENANCE-BOOKER PARK	\$17,294.00	\$12,133.59	1,614.91	\$3,545.50	70.16%	
1048	001-06-572-3-4654	MAINTENANCE-FORRESTER FIELD	\$15,460.00	\$11,503.25	1,046.35	\$2,910.40	74.40%	
1049	001-06-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	\$17,294.00	\$11,503.25	1,046.35	\$4,744.40	66.51%	
1050	001-06-572-3-4700	PRINTING AND BINDING	\$1,500.00	\$299.64	0.00	\$1,200.36	19.97%	
1051	001-06-572-3-5000	FEES & FINES	\$104.00	\$270.25	0.00	-\$166.25	259.85%	
1052	001-06-572-3-5100	OFFICE SUPPLIES	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1053	001-06-572-3-5210	GAS AND LUBRICANTS	\$3,640.00	\$2,083.79	0.00	\$1,556.21	57.24%	
1054	001-06-572-3-5230	JANITORIAL SUPPLIES	\$624.00	\$446.85	0.00	\$177.15	71.61%	
1055	001-06-572-3-5260	UNIFORMS	\$520.00	\$0.00	0.00	\$520.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1056	001-06-572-3-5270	CHEMICALS & FERTILIZER	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
1057	001-06-572-3-5280	OPERATING SUPPLIES	\$12,838.00	\$5,512.68	458.25	\$6,867.07	42.94%	
1058	001-06-572-3-5281	PROGRAMS	\$10,400.00	\$2,648.07	247.50	\$7,504.43	25.46%	
1059			-----	-----	-----	-----	-----	
1060		TOTAL	\$122,596.00	\$65,958.31	5,793.01	\$50,844.68	54.00%	
1061								
1062		CAPITAL OUTLAY						
1063	001-06-572-6-6450	CAPITAL IMPROVEMENT	\$64,500.00	\$0.00	0.00	\$64,500.00	0.00%	
1064	001-06-572-8-5200	Libra Philanthropies Foundatio	\$4,250.00	\$1,271.17	0.00	\$2,978.83	29.90%	
1065			-----	-----	-----	-----	-----	
1066		TOTAL	\$68,750.00	\$1,271.17	0.00	\$67,478.83	2.00%	
1067			-----	-----	-----	-----	-----	
1068		DEPARTMENT TOTAL	\$511,849.00	\$290,813.57	5,793.01	\$215,242.42	57.00%	
1069			-----	-----	-----	-----	-----	
1070		PARKS						
1071								
1072		PERSONNEL SERVICES						
1073	001-15-572-1-1200	REGULAR SALARIES	\$97,105.00	\$57,151.07	0.00	\$47,953.93	58.85%	
1074	001-15-572-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1075	001-15-572-1-1400	OVERTIME	\$6,552.00	\$2,237.14	0.00	\$4,314.86	34.14%	
1076	001-15-572-1-2100	FICA TAX EXPENSE	\$8,542.00	\$4,525.91	0.00	\$4,016.09	52.98%	
1077	001-15-572-1-2200	RETIREMENT EXPENSE	\$34,279.00	\$18,029.39	0.00	\$16,249.61	52.59%	
1078	001-15-572-1-2300	HEALTH AND LIFE INSURANCE	\$12,895.00	\$3,707.10	0.00	\$9,187.90	28.74%	
1079			-----	-----	-----	-----	-----	
1080		TOTAL	\$159,373.00	\$85,650.61	0.00	\$81,722.39	54.00%	
1081								
1082		OPERATING EXPENSES						
1083	001-15-572-3-3100	PROFESSIONAL SERVICES	\$9,440.00	\$5,555.32	2,985.74	\$23,898.94	58.84%	
1084	001-15-572-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040.00	\$149.53	0.00	\$890.47	14.37%	
1085	001-15-572-3-3440	TREE REMOVAL	\$8,600.00	\$8,415.00	0.00	\$7,185.00	97.84%	
1086	001-15-572-3-4020	TRAINING, SCHOOLING, ETC	\$3,120.00	\$125.36	0.00	\$2,994.64	4.01%	
1087	001-15-572-3-4100	COMMUNICATIONS SERVICES	\$1,456.00	\$1,729.01	0.00	-\$273.01	118.75%	
1088	001-15-572-3-4310	NATURAL GAS	\$208.00	\$179.33	0.00	\$28.67	86.21%	
1089	001-15-572-3-4315	WATER, SEWER, TRASH	\$0.00	\$35.34	0.00	-\$35.34	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1090	001-15-572-3-4321	DOWNTOWN/RIVERFRONT ELECTRICIT	\$10,400.00	\$10,647.32	0.00	-\$247.32	102.37%	
1091	001-15-572-3-4323	ELECTRICITY-HANK BRYAN PARK	\$5,200.00	\$1,013.03	100.00	\$4,086.97	19.48%	
1092	001-15-572-3-4400	RENTALS AND LEASES	\$3,120.00	\$0.00	0.00	\$3,120.00	0.00%	
1093	001-15-572-3-4610	BUILDING MAINTENANCE	\$1,560.00	\$476.80	0.00	\$1,083.20	30.56%	
1094	001-15-572-3-4620	EQUIPMENT MAINTENANCE	\$10,400.00	\$1,507.62	0.00	\$8,892.38	14.49%	
1095	001-15-572-3-4630	VEHICLE MAINTENANCE	\$5,200.00	\$533.93	2,315.00	\$2,351.07	10.26%	
1096	001-15-572-3-4651	MAINTENANCE-FRED GREEN PARK	\$10,000.00	\$42.72	47.88	\$9,909.40	0.42%	
1097	001-15-572-3-4652	MAINTENANCE-HANK BRYAN PARK	\$11,500.00	\$6,782.24	2,996.90	\$1,720.86	58.97%	
1098	001-15-572-3-4653	MAINTENANCE-BOOKER PARK	\$10,000.00	\$383.89	0.00	\$9,616.11	3.83%	
1099	001-15-572-3-4654	MAINTENANCE-FORRESTER FIELD	\$6,240.00	\$47.88	0.00	\$6,192.12	0.76%	
1100	001-15-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	\$13,600.00	\$3,876.84	0.00	\$9,723.16	28.50%	
1101	001-15-572-3-4656	MAINTENANCE-WESTOVER PARK	\$2,640.00	\$0.00	0.00	\$2,640.00	0.00%	
1102	001-15-572-3-4657	MAINTENANCE-PLAYGROUND 12TH &	\$6,240.00	\$882.10	0.00	\$5,357.90	14.13%	
1103	001-15-572-3-4658	MAINTENANCE - RIVERFRONT	\$65,199.00	\$28,531.16	900.00	\$35,767.46	43.76%	
1104	001-15-572-3-4659	MAINTENANCE-EDGE MOORE & HUSSON	\$6,240.00	\$0.00	0.00	\$6,240.00	0.00%	
1105	001-15-572-3-4662	DOWNTOWN MAINTENANCE & LIGHTIN	\$10,400.00	\$59.95	0.00	\$10,340.05	0.57%	
1106	001-15-572-3-4663	MAINTENANCE-BIKE TRAIL	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1107	001-15-572-3-5100	OFFICE SUPPLIES	\$1,040.00	\$749.58	0.00	\$290.42	72.07%	
1108	001-15-572-3-5210	GAS AND LUBRICANTS	\$3,120.00	\$0.00	0.00	\$3,120.00	0.00%	
1109	001-15-572-3-5230	JANITORIAL SUPPLIES	\$1,040.00	\$904.80	0.00	\$135.20	87.00%	
1110	001-15-572-3-5250	SMALL TOOLS	\$10,218.00	\$3,762.89	0.00	\$6,455.11	36.82%	
1111	001-15-572-3-5260	UNIFORMS	\$2,080.00	\$0.00	0.00	\$2,080.00	0.00%	
1112	001-15-572-3-5270	CHEMICALS & FERTILIZER	\$200.00	\$0.00	0.00	\$5,200.00	0.00%	
1113	001-15-572-3-5280	OPERATING SUPPLIES	\$45,400.00	\$4,702.61	723.50	\$4,973.89	10.35%	
1114	001-15-572-3-5283	INMATE OPERATING SUPPLIES	\$3,120.00	\$3,110.39	0.00	\$9.61	99.69%	
1115	001-15-572-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
1116			-----	-----	-----	-----	-----	
1117		TOTAL	\$269,581.00	\$84,204.64	10,069.02	\$175,306.96	31.00%	
1118								
1119		CAPITAL OUTLAY						
1120	001-15-572-6-6310	PARK IMPROVEMENT EXPENSE	\$344,000.00	\$0.00	343,852.73	\$147.27	0.00%	
1121	001-15-572-6-6400	CAPITAL OUTLAY	\$64,000.00	\$48,165.40	0.00	\$15,834.60	75.25%	
1122	001-15-572-6-6403	SPLASH PAD	\$226,000.00	\$0.00	2,000.00	\$224,000.00	0.00%	
1123	001-15-572-6-6450	CAPITAL IMPROVEMENTS	\$27,560.00	\$12,952.27	0.00	\$14,607.73	46.99%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1124			-----	-----	-----	-----	-----	
1125		TOTAL	\$661,560.00	\$61,117.67	345,852.73	\$254,589.60	9.00%	
1126								
1127		DEBT SERVICE						
1128	001-15-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	\$12,788.00	\$0.00	0.00	\$12,788.00	0.00%	
1129	001-15-517-7-7201	INTEREST PUBLIC WORKS BLDG	\$21,966.00	\$11,533.29	0.00	\$10,432.71	52.50%	
1130			-----	-----	-----	-----	-----	
1131		TOTAL	\$34,754.00	\$11,533.29	0.00	\$23,220.71	33.00%	
1132								
1133		TRANSFERS						
1134	001-15-572-9-9104	REIMB FLEET MAINTENCE	\$18,990.00	\$17,407.50	0.00	\$1,582.50	91.66%	
1135			-----	-----	-----	-----	-----	
1136		TOTAL	\$18,990.00	\$17,407.50	0.00	\$1,582.50	92.00%	
1137			-----	-----	-----	-----	-----	
1138		DEPARTMENT TOTAL	\$1,144,258.00	\$259,913.71	355,921.75	\$536,422.16	23.00%	
1139			-----	-----	-----	-----	-----	
1140		PRICE MARTIN CENTER						
1141								
1142		OPERATING EXPENSES						
1143	001-26-579-3-4100	COMMUNICATIONS SERVICES	\$832.00	\$1,038.63	0.00	-\$206.63	124.83%	
1144	001-26-579-3-4310	NATURAL GAS	\$832.00	\$675.80	0.00	\$156.20	81.22%	
1145	001-26-579-3-4320	ELECTRICITY	\$12,480.00	\$14,330.00	0.00	-\$1,850.00	114.82%	
1146	001-26-579-3-4610	BUILDING MAINTENANCE	\$10,400.00	\$3,213.15	1,110.25	\$6,076.60	30.89%	
1147	001-26-579-3-4620	EQUIPMENT MAINTENANCE	\$3,120.00	\$1,197.00	400.00	\$1,523.00	38.36%	
1148	001-26-579-3-4650	GROUPS MAINTENANCE	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1149	001-26-579-3-4680	STORM CLEANUP	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1150	001-26-579-3-5230	JANITORIAL SUPPLIES	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1151	001-26-579-3-5280	OPERATING SUPPLIES	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1152			-----	-----	-----	-----	-----	
1153		TOTAL	\$29,744.00	\$20,454.58	1,510.25	\$7,779.17	69.00%	
1154								
1155		CAPITAL OUTLAY						
1156	001-26-579-6-6400	CAPITAL OUTLAY	\$5,000.00	\$2,500.00	0.00	\$2,500.00	50.00%	
1157			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1158		TOTAL	\$5,000.00	\$2,500.00	0.00	\$2,500.00	50.00%	
1159			-----	-----	-----	-----	-----	
1160		DEPARTMENT TOTAL	\$34,744.00	\$22,954.58	1,510.25	\$10,279.17	66.00%	
1161			-----	-----	-----	-----	-----	
1162		WATER TAXIS						
1163								
1164		OPERATING EXPENSES						
1165	001-27-549-3-4500	LIABILITY INSURANCE	\$36,110.00	\$42,921.61	0.00	-\$6,811.61	118.86%	
1166	001-27-549-3-4610	TAXI TERMINAL BUILDING EXPENSE	\$17,266.00	\$17,084.27	182.11	\$0.00	98.94%	
1167	001-27-549-3-4630	RIVERBOAT MAINTENANCE	\$32,480.00	\$29,270.22	3,195.49	\$14.29	90.11%	
1168	001-27-549-3-4680	STORM CLEANUP/REPAIR	\$0.00	\$1,392.11	0.00	-\$1,392.11	0.00%	
1169	001-27-549-3-5000	FINES & FEES	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1170			-----	-----	-----	-----	-----	
1171		TOTAL	\$86,376.00	\$90,668.21	3,377.60	-\$7,669.43	105.00%	
1172								
1173		CAPITAL OUTLAY						
1174			-----	-----	-----	-----	-----	
1175		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1176			-----	-----	-----	-----	-----	
1177		DEPARTMENT TOTAL	\$86,376.00	\$90,668.21	3,377.60	-\$7,669.43	105.00%	
1178			-----	-----	-----	-----	-----	
1179		JENKINS GYMNASIUM						
1180								
1181		PERSONNEL SERVICES						
1182			-----	-----	-----	-----	-----	
1183		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1184								
1185		OPERATING EXPENSES						
1186	001-40-572-3-3100	PROFESSIONAL SERVICES	\$8,892.00	\$7,832.59	0.00	\$1,059.89	88.08%	
1187	001-40-572-3-4100	COMMUNICATION SERVICES	\$650.00	\$3,096.56	0.00	-\$2,446.56	476.39%	
1188	001-40-572-3-4320	ELECTRICITY	\$20,800.00	\$20,074.91	0.00	\$725.09	96.51%	
1189	001-40-572-3-4500	LIABILITY INSURANCE	\$12,547.00	\$11,723.81	0.00	\$823.19	93.43%	
1190	001-40-572-3-4610	BUILDING MAINTENANCE	\$25,000.00	\$11,083.56	4,955.00	\$8,961.44	44.33%	
1191	001-40-572-3-4650	GROUNDS MAINTENANCE	\$5,200.00	\$3,028.84	0.00	\$2,171.16	58.24%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1192	001-40-572-3-5230	JANITORIAL SUPPLIES	\$2,292.00	\$1,887.72	12.48	\$391.80	82.36%	
1193	001-40-572-3-5280	OPERATING SUPPLIES	\$14,000.00	\$4,286.88	2,245.89	\$7,467.23	30.62%	
1194			-----	-----	-----	-----	-----	
1195		TOTAL	\$89,381.00	\$63,014.87	7,213.37	\$19,153.24	71.00%	
1196								
1197		CAPITAL OUTLAY						
1198	001-40-572-6-6400	CAPITAL OUTLAY	\$23,000.00	\$0.00	0.00	\$15,000.00	0.00%	
1199			-----	-----	-----	-----	-----	
1200		TOTAL	\$23,000.00	\$0.00	0.00	\$15,000.00	0.00%	
1201			-----	-----	-----	-----	-----	
1202		DEPARTMENT TOTAL	\$112,381.00	\$63,014.87	7,213.37	\$34,153.24	56.00%	
1203			-----	-----	-----	-----	-----	
1204		TRANSFERS						
1205								
1206	001-81-581-9-9130	TRANSFER TO TIF	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1207	001-81-581-9-9140	TRANSFER TO GOLF FUND	\$38,647.00	\$35,426.38	0.00	\$3,220.62	91.66%	
1208	001-81-581-9-9150	TRANSFER TO BETTER PLACE FUND	\$186,202.00	\$46,550.49	0.00	\$139,651.51	24.99%	
1209	001-81-581-9-9160	TRANSFER TO AIRPORT FUND	\$284,340.00	\$260,645.00	0.00	\$23,695.00	91.66%	
1210	001-81-581-9-9180	TRANSFER TO ARPA	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1211			-----	-----	-----	-----	-----	
1212		DEPARTMENT TOTAL	\$509,189.00	\$342,621.87	0.00	\$166,567.13	67.00%	
1213								
1214		CONTINGENCIES						
1215								
1216			-----	-----	-----	-----	-----	
1217		DEPARTMENT TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1218								
1219			-----	-----	-----	-----	-----	
1220		TOTAL EXPENDITURES	\$20,741,853.00	\$16,111,582.94	1,039,360.73	\$3,590,909.33	78.00%	
1221			-----	-----	-----	-----	-----	
1222		RESERVES						
1223								
1224	001-83-581-9-9900	OPERATING CASH RESERVE	\$2,151,003.00	\$0.00	0.00	\$2,151,003.00	0.00%	
1225	001-83-581-9-9901	EVIDENCE FUND RESERVE	\$7,282.00	\$0.00	0.00	\$7,282.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1226	001-83-581-9-9902	LOT DEMOLITION/CLEANUP RESERVE	\$22,075.00	\$0.00	0.00	\$22,075.00	0.00%	
1227	001-83-581-9-9909	SPECIAL CEMETERY RESERVE	\$118,889.00	\$0.00	0.00	\$118,889.00	0.00%	
1228	001-83-581-9-9910	SPECIAL POLICE RESERVE	\$61,271.00	\$0.00	0.00	\$61,271.00	0.00%	
1229	001-83-581-9-9912	HAND GUN CLASSES RESERVE	\$7,637.00	\$0.00	0.00	\$7,637.00	0.00%	
1230	001-83-581-9-9913	FIRE PUBLIC EDUCATION RESERVE	\$24,937.00	\$0.00	0.00	\$24,937.00	0.00%	
1231	001-83-581-9-9921	LANDSCAPING CODE FEE RESERVE	\$61,663.00	\$0.00	0.00	\$61,663.00	0.00%	
1232	001-83-581-9-9922	INSURANCE RESERVE BUDGET ACCOU	\$624,444.00	\$0.00	0.00	\$624,444.00	0.00%	
1233	001-83-581-9-9923	PARKS BANK ACCT- DONATIONS	\$284.00	\$0.00	0.00	\$284.00	0.00%	
1234	001-83-581-9-9924	POLICE I&E ACCOUNT	\$7,523.00	\$0.00	0.00	\$7,523.00	0.00%	
1235	001-83-581-9-9925	FIRE CAPITAL REPLACEMENT RESER	\$88,000.00	\$0.00	0.00	\$88,000.00	0.00%	
1236			-----	-----	-----	-----	-----	
1237		DEPARTMENT TOTAL	\$3,175,008.00	\$0.00	0.00	\$3,175,008.00	0.00%	
1238								
1239			-----	-----	-----	-----	-----	
1240		TOTAL EXPENDITURES, TRANSFERS,						
1241	GENERAL FUND	CONTINGENCIES & RESERVES	\$23,916,861.00	\$16,111,582.94	1,039,360.73	\$6,765,917.33	67.00%	
1242								
1243	AIRPORT FUND							
1244								
1245	AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1246		FEDERAL GRANTS						
1247	005-00-389-2-8109	FAA West Taxilanes & Apron Fed	\$17,000.00	\$0.00		\$17,000.00	0.00%	
1248	005-00-389-2-8110	Fed FAA Taxiway "E"cho	\$227,234.00	\$90,816.76		\$136,417.24	39.96%	
1249	005-00-389-2-8932	FAA AIRPORT AGIS SURVEY & MAPP	\$137,025.00	\$104,807.25		\$32,217.75	76.48%	
1250			-----	-----		-----	-----	
1251		TOTAL	\$381,259.00	\$195,624.01		\$185,634.99	51.00%	
1252								
1253		STATE GRANTS						
1254	005-00-389-3-7500	FDOT MASTER PLAN APD49	\$285,000.00	\$71,264.08		\$213,735.92	25.00%	
1255	005-00-389-3-8000	RCO LEASE (BEACON GRANT)	\$0.00	\$627.00		-\$627.00	0.00%	
1256	005-00-389-3-8906	FDOT GRANT OBSTRUCTION/TREE RE	\$0.00	\$25,314.03		-\$25,314.03	0.00%	
1257	005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	\$0.00	\$82,256.05		-\$82,256.05	0.00%	
1258	005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	\$0.00	\$0.00		\$0.00	0.00%	
1259	005-00-389-3-8922	FDOT West Taxilanes & Apron st	\$15,621.00	\$82,643.42		-\$67,022.42	529.05%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1260	005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	\$539,479.00	\$324,813.45		\$214,665.55	60.20%	
1261	005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	\$8,600.00	\$0.00		\$8,600.00	0.00%	
1262	005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	\$99,000.00	\$0.00		\$99,000.00	0.00%	
1263	005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	\$100,000.00	\$0.00		\$100,000.00	0.00%	
1264	005-00-389-3-8927	FDOT Access Control & Gate Imp	\$104,846.00	\$101,192.50		\$3,653.66	96.51%	
1265	005-00-389-3-8928	FDOT CORPORATE	\$262,500.00	\$18,768.75		\$243,731.25	7.15%	
1266	005-00-389-3-8929	FDOT Emergency Generators	\$248,000.00	\$59,995.00		\$188,005.00	24.19%	
1267	005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	\$19,676.00	\$10,090.75		\$9,585.50	51.28%	
1268	005-00-389-3-8931	FDOT AIRPORT AGIS SURVEY & MAP	\$15,225.00	\$11,645.25		\$3,579.75	76.48%	
1269	005-00-389-3-8932	FDOT Airport RW 9/27 E END APP	\$500,000.00	\$0.00		\$500,000.00	0.00%	
1270	005-00-389-3-8933	FDOT WILDLIFE HAZARD TRENCH F	\$600,000.00	\$0.00		\$600,000.00	0.00%	
1271			-----	-----		-----	-----	
1272		TOTAL	\$2,797,947.00	\$788,610.28		\$2,009,337.13	28.00%	
1273								
1274			-----	-----		-----	-----	
1275		TOTAL GRANTS	\$3,179,206.00	\$984,234.29		\$2,194,972.12	31.00%	
1276			-----	-----		-----	-----	
1277								
1278		OPERATING REVENUES						
1279	005-00-344-1-1010	100 LL AVIATION FUEL	\$630,000.00	\$386,446.12		\$243,553.88	61.34%	
1280	005-00-344-1-1020	JET A AVIATION FUEL	\$400,000.00	\$180,979.43		\$219,020.57	45.24%	
1281	005-00-344-1-1030	DONATIONS-FLY-IN EVENT	\$20,000.00	\$0.00		\$20,000.00	0.00%	
1282	005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	\$4,000.00	\$7,016.54		-\$3,016.54	175.41%	
1283	005-00-344-1-1400	VENDING	\$800.00	\$0.00		\$800.00	0.00%	
1284	005-00-344-1-1700	AVIATION LUBRICANTS	\$2,000.00	\$1,357.25		\$642.75	67.86%	
1285	005-00-344-1-1800	MERCHANDISE SALES	\$1,000.00	\$1,769.17		-\$769.17	176.91%	
1286	005-00-362-0-1000	HANGAR RENTALS	\$392,524.00	\$332,328.01		\$60,195.99	84.66%	
1287	005-00-362-0-1100	HANGAR MAINT FEE	\$19,200.00	\$19,964.59		-\$764.59	103.98%	
1288	005-00-362-0-2000	LAND LEASE	\$4,000.00	\$4,675.00		-\$675.00	116.87%	
1289	005-00-362-0-3000	BUILDING RENTAL	\$20,000.00	\$13,587.70		\$6,412.30	67.93%	
1290			-----	-----		-----	-----	
1291		TOTAL	\$1,493,524.00	\$948,123.81		\$545,400.19	63.00%	
1292								
1293		OTHER REVENUES						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1294	005-00-364-0-1001	LOSS ON SALE/DISPOSAL OF ASSET	\$0.00	\$60,825.00		-\$60,825.00	0.00%	
1295	005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	\$2,250.00	\$0.00		\$2,250.00	0.00%	
1296	005-00-365-0-1001	SURPLUS LAND-SALE	\$0.00	\$0.00		\$0.00	0.00%	
1297	005-00-369-9-1000	MISCELLANEOUS REVENUES	\$3,500.00	\$5,463.00		-\$1,963.00	156.08%	
1298	005-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$300.00	\$572.32		-\$272.32	190.77%	
1299	005-00-369-9-2000	REFUNDS/REIMBURSEMENTS	\$0.00	\$872.74		-\$872.74	0.00%	
1300	005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	\$0.00	\$4,235.00		-\$4,235.00	0.00%	
1301			-----	-----		-----	-----	
1302		TOTAL	\$6,050.00	\$71,968.06		-\$65,918.06	1190.00%	
1303								
1304		TRANSFERS						
1305	005-00-381-0-0000	TRANSFER FROM GENERAL	\$284,340.00	\$260,645.00		\$23,695.00	91.66%	
1306			-----	-----		-----	-----	
1307		TOTAL	\$284,340.00	\$260,645.00		\$23,695.00	92.00%	
1308								
1309		LOAN PROCEEDS						
1310			-----	-----		-----	-----	
1311		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
1312								
1313			-----	-----		-----	-----	
1314		TOTAL REVENUES	\$4,963,120.00	\$2,264,971.16		\$2,698,149.25	46.00%	
1315			-----	-----		-----	-----	
1316								
1317		CASH BALANCE FORWARD						
1318	005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	\$38,155.00	\$0.00		\$38,155.00	0.00%	
1319	005-00-302-0-0000	SURPLUS LAND BALANCE FORWARD	\$169,000.00	\$0.00		\$169,000.00	0.00%	
1320			-----	-----		-----	-----	
1321		TOTAL	\$207,155.00	\$0.00		\$207,155.00	0.00%	
1322			-----	-----		-----	-----	
1323		TOTAL REV, TRFS & CASH BALANCE	\$5,170,275.00	\$2,264,971.16		\$2,905,304.25	44.00%	
1324			-----	-----		-----	-----	
1325								
1326	AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1327		PERSONNEL SERVICES						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1328	005-05-542-1-1100	EXECUTIVE SALARIES	\$101,010.00	\$91,185.04	0.00	\$9,824.96	90.27%	
1329	005-05-542-1-1200	REGULAR SALARIES	\$173,750.00	\$169,251.60	0.00	\$4,498.40	97.41%	
1330	005-05-542-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1331	005-05-542-1-1400	OVERTIME	\$7,644.00	\$10,896.36	0.00	-\$3,252.36	142.54%	
1332	005-05-542-1-2100	FICA TAX EXPENSE	\$21,604.00	\$20,205.11	0.00	\$1,398.89	93.52%	
1333	005-05-542-1-2200	RETIREMENT EXPENSE	\$86,698.00	\$67,053.58	0.00	\$19,644.42	77.34%	
1334	005-05-542-1-2300	HEALTH AND LIFE INSURANCE	\$18,463.00	\$27,675.98	0.00	-\$9,212.98	149.89%	
1335	005-05-542-1-2400	WORKERS COMP	\$7,784.00	\$9,811.82	0.00	-\$2,027.82	126.05%	
1336			-----	-----	-----	-----	-----	
1337		TOTAL	\$416,953.00	\$396,079.49	0.00	\$20,873.51	95.00%	
1338								
1339		OPERATING EXPENSES						
1340	005-05-542-3-3100	PROFESSIONAL SERVICES	\$29,500.00	\$10,037.34	20.00	\$19,442.66	34.02%	
1341	005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,000.00	\$299.05	0.00	\$700.95	29.90%	
1342	005-05-542-3-3200	ACCOUNTING AND AUDITING	\$5,287.00	\$3,590.73	0.00	\$1,696.27	67.91%	
1343	005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	\$5,000.00	\$1,324.20	1,311.50	\$2,364.30	26.48%	
1344	005-05-542-3-4100	COMMUNICATIONS SERVICES	\$16,000.00	\$3,078.06	0.00	\$12,921.94	19.23%	
1345	005-05-542-3-4200	POSTAGE AND FREIGHT	\$300.00	\$0.00	0.00	\$300.00	0.00%	
1346	005-05-542-3-4310	NATURAL GAS	\$1,000.00	\$889.18	0.00	\$110.82	88.91%	
1347	005-05-542-3-4315	UTILITIES-WATER	\$8,000.00	\$6,469.24	0.00	\$1,530.76	80.86%	
1348	005-05-542-3-4320	ELECTRICITY	\$20,000.00	\$27,497.59	0.00	-\$7,497.59	137.48%	
1349	005-05-542-3-4330	CREDIT CARD FEES	\$30,000.00	\$26,885.35	0.00	\$3,114.65	89.61%	
1350	005-05-542-3-4400	RENTALS AND LEASES	\$11,700.00	\$391.05	35.55	\$11,273.40	3.34%	
1351	005-05-542-3-4500	LIABILITY INSURANCE	\$84,083.00	\$91,339.24	0.00	-\$7,256.24	108.62%	
1352	005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0.00	\$17,163.50	0.00	-\$17,163.50	0.00%	
1353	005-05-542-3-4610	BUILDING MAINTENANCE	\$36,717.00	\$25,072.63	345.00	\$9,532.37	68.28%	
1354	005-05-542-3-4615	HANGAR MAINTENANCE	\$30,000.00	\$18,169.23	0.00	\$11,830.77	60.56%	
1355	005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	\$48,958.00	\$38,699.56	1,806.00	\$4,142.29	79.04%	
1356	005-05-542-3-4630	VEHICLE MAINTENANCE	\$5,000.00	\$985.68	15.00	\$3,999.32	19.71%	
1357	005-05-542-3-4650	GROUNDS LANDSCAPING	\$57,750.00	\$45,319.02	8,591.34	\$2,089.64	78.47%	
1358	005-05-542-3-4800	ADVERTISING	\$5,000.00	\$0.00	0.00	\$5,000.00	0.00%	
1359	005-05-542-3-4810	LEGAL ADVERTISING	\$1,000.00	\$282.48	317.52	\$400.00	28.24%	
1360	005-05-542-3-4900	FLY-IN EVENT-EXPENSES	\$20,000.00	\$0.00	0.00	\$20,000.00	0.00%	
1361	005-05-542-3-5000	FEES & FINES	\$0.00	\$231.24	0.00	-\$231.24	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1362	005-05-542-3-5100	OFFICE SUPPLIES	\$2,082.00	\$1,454.61	552.42	\$45.39	69.85%	
1363	005-05-542-3-5170	100LL FUEL	\$491,684.00	\$247,803.59	21,615.68	\$222,264.73	50.39%	
1364	005-05-542-3-5180	JET A FUEL	\$264,000.00	\$88,096.63	400.00	\$175,503.37	33.36%	
1365	005-05-542-3-5210	GAS AND LUBRICANTS	\$2,500.00	\$1,901.58	0.00	\$598.42	76.06%	
1366	005-05-542-3-5220	GENERAL MERCHANDISE	\$5,000.00	\$1,311.25	0.00	\$3,688.75	26.22%	
1367	005-05-542-3-5230	JANITORIAL SUPPLIES	\$2,500.00	\$1,376.02	0.00	\$1,123.98	55.04%	
1368	005-05-542-3-5260	UNIFORMS	\$500.00	\$0.00	189.00	\$311.00	0.00%	
1369	005-05-542-3-5280	OPERATING SUPPLIES	\$9,013.00	\$5,736.98	68.92	\$3,207.32	63.65%	
1370	005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	\$6,800.00	\$1,638.50	0.00	\$5,161.50	24.09%	
1371			-----	-----	-----	-----	-----	
1372		TOTAL	\$1,200,374.00	\$667,043.53	35,267.93	\$490,206.03	56.00%	
1373								
1374		CAPITAL OUTLAY						
1375	005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	\$15,621.00	\$0.00	0.00	\$15,621.00	0.00%	
1376	005-05-542-6-6346	FAA West Taxilanes & Apron Cit	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1377	005-05-542-6-6450	CAPITAL IMPROVEMENTS	\$14,953.00	\$0.00	0.00	\$14,952.85	0.00%	
1378	005-05-542-8-6303	FDOT Taxiway "E"CHO	\$19,676.00	\$10,090.75	0.00	\$9,585.50	51.28%	
1379	005-05-542-8-6307	FDOT FUEL TRUCK PTGA G2340	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1380	005-05-542-8-6308	FAA West Taxilanes & Apron Fed	\$17,000.00	\$0.00	0.00	\$17,000.00	0.00%	
1381	005-05-542-8-6310	Fed FAA Taxiway "E"cho	\$227,234.00	\$90,816.75	0.00	\$136,417.25	39.96%	
1382	005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	\$539,479.00	\$360,414.24	102,093.70	\$76,971.06	66.80%	
1383	005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	\$8,600.00	\$0.00	0.00	\$8,600.00	0.00%	
1384	005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	\$99,000.00	\$0.00	98,945.42	\$54.58	0.00%	
1385	005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	\$100,000.00	\$0.00	0.00	\$100,000.00	0.00%	
1386	005-05-542-8-6316	FDOT Access Control & Gate Imp	\$104,846.00	\$101,192.50	0.00	\$3,653.66	96.51%	
1387	005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAR	\$262,500.00	\$26,936.25	73,438.75	\$162,125.00	10.26%	
1388	005-05-542-8-6318	FDOT Emergency Generators	\$248,000.00	\$59,995.00	0.00	\$188,005.00	24.19%	
1389	005-05-542-8-6319	FAA AIRPORT AGIS SURVEY & MAPP	\$137,025.00	\$105,907.50	31,117.50	\$0.00	77.29%	
1390	005-05-542-8-6320	FDOT AIRPORT AGIS SURVEY & MAP	\$15,225.00	\$11,767.50	1,207.50	\$2,250.00	77.29%	
1391	005-05-542-8-6321	FDOT AIRPORT MASTER PLAN	\$285,000.00	\$87,886.58	197,113.42	\$0.00	30.83%	
1392	005-05-542-8-6322	FDOT Airport RW 9/27 E END APP	\$500,000.00	\$0.00	0.00	\$500,000.00	0.00%	
1393	005-05-542-8-6323	FDOT WILDLIFE HAZARD TRENCH F	\$600,000.00	\$0.00	0.00	\$600,000.00	0.00%	
1394			-----	-----	-----	-----	-----	
1395		TOTAL	\$3,194,159.00	\$855,007.07	503,916.29	\$1,835,235.90	27.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1396								
1397		DEBT SERVICE						
1398	005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	\$5,493.00	\$5,493.01	0.00	-\$0.01	100.00%	
1399	005-05-517-7-7141	PRINCIPAL - GENERAL FUND LOAN	\$50,000.00	\$0.00	0.00	\$50,000.00	0.00%	
1400	005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	\$50.00	\$49.98	0.00	\$0.02	99.96%	
1401			-----	-----	-----	-----	-----	
1402		TOTAL	\$55,543.00	\$5,542.99	0.00	\$50,000.01	10.00%	
1403								
1404			-----	-----	-----	-----	-----	
1405		TOTAL EXPENDITURES	\$4,867,029.00	\$1,923,673.08	539,184.22	\$2,396,315.45	40.00%	
1406			-----	-----	-----	-----	-----	
1407								
1408		TRANSFERS, CONT, RESERVES						
1409	005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	\$177,268.00	\$162,495.63	0.00	\$14,772.37	91.66%	
1410	005-05-542-9-9900	CONTINGENCY/RESERVE	\$125,978.00	\$0.00	4,000.00	\$129,865.66	0.00%	
1411			-----	-----	-----	-----	-----	
1412		TOTAL	\$303,246.00	\$162,495.63	4,000.00	\$144,638.03	54.00%	
1413			-----	-----	-----	-----	-----	
1414		TOTAL EXPENDITURES, TRANSFERS,						
1415	AIRPORT FUND	CONTINGENCIES & RESERVES	\$5,170,275.00	\$2,086,168.71	543,184.22	\$2,540,953.48	40.00%	
1416			-----	-----	-----	-----	-----	
1417								
1418	WATER FUND							
1419	WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1420		GRANTS						
1421	041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	\$334,000.00	\$0.00		\$334,000.00	0.00%	
1422	041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER R	\$382,000.00	\$178,618.41		\$203,381.59	46.75%	
1423	041-00-389-5-2000	Fed CDBG DEO Madison to 11th	\$748,674.00	\$507.08		\$748,166.92	0.06%	
1424	041-00-389-5-3920	Fed DEO RIF St. Johns Ave Mose	\$0.00	\$322,715.69		-\$322,715.69	0.00%	
1425	041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	\$1,625,000.00	\$459,218.60		\$1,165,781.40	28.25%	
1426	041-00-389-6-3100	FDEP Potable Water state North	\$2,100,000.00	\$5,791.92		\$2,094,208.08	0.27%	
1427	041-00-389-6-3200	FDEP Sewer Lining state	\$1,000,000.00	\$0.00		\$1,000,000.00	0.00%	
1428	041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	\$1,324,600.00	\$1,045,795.06		\$278,804.94	78.95%	
1429	041-00-389-7-1009	SJRWMD #35891 Madison to 11th	\$500,000.00	\$391,123.76		\$108,876.24	78.22%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1430	041-00-334-3-5000	DEO Lift Station 16 Expansion	\$340,196.00	\$20,458.92		\$319,737.08	6.01%	
1431	041-00-334-3-5100	FDEP AND AND GRIT SG067	\$0.00	\$0.00		\$0.00	0.00%	
1432			-----	-----		-----	-----	
1433		TOTAL	\$8,354,470.00	\$2,424,229.44		\$5,930,240.56	29.00%	
1434								
1435		CHARGES FOR SERVICES						
1436	041-00-343-6-1000	WATER SALES	\$4,350,557.00	\$4,020,623.40		\$329,933.60	92.41%	
1437	041-00-343-6-1010	WATER TAPS & RENEWALS	\$51,676.00	\$19,500.00		\$32,176.00	37.73%	
1438	041-00-343-6-1040	PENALTIES	\$76,929.00	\$65,504.75		\$11,424.25	85.14%	
1439	041-00-343-6-1050	WATER RENEWALS-BILLED	\$0.00	\$0.00		\$0.00	0.00%	
1440	041-00-343-6-2000	BROKEN METERS/LOCKS	\$2,612.00	\$1,359.95		\$1,252.05	52.06%	
1441	041-00-343-6-3000	WASTEWATER SERVICE REVENUE	\$3,854,971.00	\$3,603,146.10		\$251,824.90	93.46%	
1442	041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	\$50,965.00	\$22,500.00		\$28,465.00	44.14%	
1443	041-00-343-6-3020	SEPTIC DUMPING (WWTP)	\$216,550.00	\$168,465.00		\$48,085.00	77.79%	
1444	041-00-343-6-4000	WATER IMPACT FEES	\$251,326.00	\$236,175.00		\$15,151.00	93.97%	
1445	041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW CON	\$264,495.00	\$244,952.00		\$19,543.00	92.61%	
1446			-----	-----		-----	-----	
1447		TOTAL	\$9,120,081.00	\$8,382,226.20		\$737,854.80	92.00%	
1448								
1449		OTHER REVENUES						
1450	041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	\$843.00	\$3,563.12		-\$2,720.12	422.67%	
1451	041-00-361-1-1100	INTEREST DW 540250	\$103.00	\$478.11		-\$375.11	464.18%	
1452	041-00-362-0-1000	COMMUNICATION TOWER LEASE	\$28,942.00	\$22,993.24		\$5,948.76	79.44%	
1453	041-00-362-0-1005	TATER FARMS LAND LEASE	\$33,050.00	\$24,750.00		\$8,300.00	74.88%	
1454	041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	\$8,012.00	\$0.00		\$8,012.00	0.00%	
1455	041-00-369-9-1000	OTHER REVENUE	\$8,122.00	\$62.54		\$8,059.46	0.77%	
1456	041-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$869.00	\$1,092.36		-\$223.36	125.70%	
1457	041-00-384-0-1000	LOAN PROCEEDS	\$0.00	\$0.00		\$0.00	0.00%	
1458	041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DW5	\$593,000.00	\$0.00		\$593,000.00	0.00%	
1459	041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon Fi	\$1,317,802.00	\$0.00		\$1,317,802.00	0.00%	
1460	041-00-384-0-1005	SRF 54022 DOWNTOWN POTABLE	\$23,219.00	\$0.00		\$23,219.40	0.00%	
1461	041-00-385-0-1200	GAIN ON SALE OF ASSETS	\$0.00	\$0.00		\$0.00	0.00%	
1462			-----	-----		-----	-----	
1463		TOTAL	\$2,013,962.00	\$52,939.37		\$1,961,023.03	3.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1464			-----	-----		-----	-----	
1465								
1466			-----	-----		-----	-----	
1467		TOTAL OPERATING REVENUES	\$19,488,513.00	\$10,859,395.01		\$8,629,118.39	56.00%	
1468			-----	-----		-----	-----	
1469								
1470		TRANSFERS IN						
1471	041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTA	\$93,148.00	\$0.00		\$93,148.00	0.00%	
1472	041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTABL	\$28,080.00	\$0.00		\$28,080.00	0.00%	
1473			-----	-----		-----	-----	
1474		TOTAL	\$121,228.00	\$0.00		\$121,228.00	0.00%	
1475								
1476		CASH BALANCE FOWARD						
1477	041-00-301-0-0100	CASH BALANCE FOWARD	\$4,022,639.00	\$433,558.00		\$3,589,081.00	10.77%	
1478	041-00-301-0-0101	WATER IMPACT FEES BALANCE FORW	\$77,223.00	\$0.00		\$77,223.00	0.00%	
1479	041-00-301-0-0102	WASTEWATER IMPACT FEES BALANCE	\$156,217.00	\$0.00		\$156,217.00	0.00%	
1480	041-00-301-1-0000	UTILITY CAPITAL REPLACEMENT BA	\$2,158,440.00	\$0.00		\$2,158,440.00	0.00%	
1481	041-00-301-1-7000	FRUFC REBATE-CAP PROJECTS ONLY	\$8,095.00	\$0.00		\$8,095.00	0.00%	
1482			-----	-----		-----	-----	
1483		TOTAL	\$6,422,614.00	\$433,558.00		\$5,989,056.00	7.00%	
1484			-----	-----		-----	-----	
1485	WATER FUND	TOTAL REV, TRF & CASH BALANCES	\$26,032,355.00	\$11,292,953.01		\$14,739,402.39	43.00%	
1486			-----	-----		-----	-----	
1487	WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1488		WATER PLANT						
1489								
1490		PERSONNEL SERVICES						
1491	041-11-533-1-1100	EXECUTIVE SALARIES	\$121,486.00	\$8,800.00	0.00	\$112,686.00	7.24%	
1492	041-11-533-1-1200	REGULAR SALARIES	\$279,553.00	\$290,221.57	0.00	-\$10,668.57	103.81%	
1493	041-11-533-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1494	041-11-533-1-1400	OVERTIME	\$49,140.00	\$31,987.78	0.00	\$17,152.22	65.09%	
1495	041-11-533-1-2100	FICA TAX EXPENSE	\$34,439.00	\$24,919.52	0.00	\$9,519.48	72.35%	
1496	041-11-533-1-2200	RETIREMENT EXPENSE	\$138,205.00	\$80,512.42	0.00	\$57,692.58	58.25%	
1497	041-11-533-1-2300	HEALTH AND LIFE INSURANCE	\$135,777.00	\$51,456.50	0.00	\$84,320.50	37.89%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1498			-----	-----	-----	-----	-----	
1499		TOTAL	\$758,600.00	\$487,897.79	0.00	\$270,702.21	64.00%	
1500								
1501		OPERATING EXPENSES						
1502	041-11-533-3-3100	PROFESSIONAL SERVICES	\$62,400.00	\$50,410.17	0.00	\$11,989.83	80.78%	
1503	041-11-533-3-3110	LAB/TESTING	\$30,000.00	\$14,069.43	189.00	\$15,741.57	46.89%	
1504	041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	\$912.00	\$663.60	0.00	\$248.40	72.76%	
1505	041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	\$8,000.00	\$5,243.95	2,373.80	\$382.25	65.54%	
1506	041-11-533-3-4100	COMMUNICATIONS SERVICES	\$5,200.00	\$5,040.67	0.00	\$159.33	96.93%	
1507	041-11-533-3-4200	POSTAGE AND FREIGHT	\$208.00	\$0.00	0.00	\$208.00	0.00%	
1508	041-11-533-3-4320	ELECTRICITY	\$170,000.00	\$146,888.72	0.00	\$23,111.28	86.40%	
1509	041-11-533-3-4400	RENTALS AND LEASES	\$1,040.00	\$391.05	35.55	\$613.40	37.60%	
1510	041-11-533-3-4500	LIABILITY INSURANCE	\$1,307.00	\$1,065.80	0.00	\$241.20	81.54%	
1511	041-11-533-3-4610	BUILDING MAINTENANCE	\$25,000.00	\$14,510.59	158.12	\$10,331.29	58.04%	
1512	041-11-533-3-4620	EQUIPMENT MAINTENANCE	\$75,000.00	\$57,342.90	6,187.18	\$11,469.92	76.45%	
1513	041-11-533-3-4630	VEHICLE MAINTENANCE	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
1514	041-11-533-3-4680	STORM REPAIR/CLEANUP	\$0.00	\$137.08	0.00	-\$137.08	0.00%	
1515	041-11-533-3-5000	FINES & FEES	\$520.00	\$143.17	0.00	\$376.83	27.53%	
1516	041-11-533-3-5100	OFFICE SUPPLIES	\$1,500.00	\$1,087.62	0.00	\$412.38	72.50%	
1517	041-11-533-3-5210	GAS AND LUBRICANTS	\$2,500.00	\$3,195.45	0.00	-\$695.45	127.81%	
1518	041-11-533-3-5230	JANITORIAL SUPPLIES	\$1,560.00	\$545.07	0.00	\$1,014.93	34.94%	
1519	041-11-533-3-5250	SMALL TOOLS	\$4,000.00	\$3,191.21	249.99	\$558.80	79.78%	
1520	041-11-533-3-5260	UNIFORMS	\$5,500.00	\$5,181.47	0.00	\$318.53	94.20%	
1521	041-11-533-3-5270	CHEMICALS AND FERTILIZERS	\$249,400.00	\$97,262.17	10,725.00	\$141,412.83	38.99%	
1522	041-11-533-3-5280	OPERATING SUPPLIES	\$15,600.00	\$14,446.93	127.16	\$1,025.91	92.60%	
1523	041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,040.00	\$456.33	0.00	\$583.67	43.87%	
1524			-----	-----	-----	-----	-----	
1525		TOTAL	\$661,727.00	\$421,273.38	20,045.80	\$220,407.82	64.00%	
1526								
1527		CAPITAL OUTLAY						
1528	041-11-533-6-6330	SRF DW54025 Carbon Filters	\$1,317,802.00	\$370,808.16	941,560.13	\$5,433.71	28.13%	
1529	041-11-533-6-6380	WELL UPGRADES	\$55,000.00	\$0.00	0.00	\$55,000.00	0.00%	
1530	041-11-533-6-6400	CAPITAL OUTLAY	\$500,000.00	\$321,705.15	33,843.79	\$144,451.06	64.34%	
1531			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1532		TOTAL	\$1,872,802.00	\$692,513.31	975,403.92	\$204,884.77	37.00%	
1533			-----	-----	-----	-----	-----	
1534		DEPARTMENT TOTAL	\$3,293,129.00	\$1,601,684.48	995,449.72	\$695,994.80	49.00%	
1535			-----	-----	-----	-----	-----	
1536		SEWER/WASTEWATER PLANT						
1537								
1538		PERSONNEL SERVICES						
1539	041-12-535-1-1100	EXECUTIVE SALARIES	\$161,796.00	\$95,983.18	0.00	\$65,812.82	59.32%	
1540	041-12-535-1-1200	REGULAR SALARIES	\$432,368.00	\$457,251.43	0.00	-\$24,883.43	105.75%	
1541	041-12-535-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1542	041-12-535-1-1220	CLERICAL SALARY	\$49,467.00	\$46,004.54	0.00	\$3,462.46	93.00%	
1543	041-12-535-1-1400	OVERTIME	\$54,600.00	\$31,644.32	0.00	\$22,955.68	57.95%	
1544	041-12-535-1-2100	FICA TAX EXPENSE	\$53,415.00	\$46,988.26	0.00	\$6,426.74	87.96%	
1545	041-12-535-1-2200	RETIREMENT EXPENSE	\$197,594.00	\$149,654.62	0.00	\$47,939.38	75.73%	
1546	041-12-535-1-2300	HEALTH AND LIFE INSURANCE	\$139,594.00	\$167,326.50	0.00	-\$27,732.50	119.86%	
1547			-----	-----	-----	-----	-----	
1548		TOTAL	\$1,088,834.00	\$994,852.85	0.00	\$93,981.15	91.00%	
1549								
1550		OPERATING EXPENSES						
1551	041-12-535-3-3100	PROFESSIONAL SERVICES	\$9,600.00	\$3,392.60	0.00	\$6,207.40	35.33%	
1552	041-12-535-3-3110	LAB/TESTING	\$61,000.00	\$54,789.66	0.00	\$6,210.34	89.81%	
1553	041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,560.00	\$0.00	0.00	\$1,560.00	0.00%	
1554	041-12-535-3-3440	TREE REMOVAL	\$1,560.00	\$0.00	0.00	\$1,560.00	0.00%	
1555	041-12-535-3-3460	RAILROAD CROSSING MAINTENANCE	\$676.00	\$235.61	0.00	\$440.39	34.85%	
1556	041-12-535-3-4000	TRAVEL	\$1,248.00	\$371.26	1,037.27	-\$160.53	29.74%	
1557	041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	\$6,760.00	\$4,029.47	259.37	\$2,471.16	59.60%	
1558	041-12-535-3-4100	COMMUNICATIONS SERVICES	\$10,296.00	\$9,067.54	0.00	\$1,228.46	88.06%	
1559	041-12-535-3-4200	POSTAGE AND FREIGHT	\$1,144.00	\$176.55	0.00	\$967.45	15.43%	
1560	041-12-535-3-4310	NATURAL GAS	\$6,240.00	\$4,718.73	0.00	\$1,521.27	75.62%	
1561	041-12-535-3-4320	ELECTRICITY	\$250,000.00	\$249,925.12	0.00	\$74.88	99.97%	
1562	041-12-535-3-4330	CREDIT CARD FEES	\$1,040.00	\$227.86	0.00	\$812.14	21.90%	
1563	041-12-535-3-4400	RENTALS AND LEASES	\$46,800.00	\$30,227.71	35.55	\$16,536.74	64.58%	
1564	041-12-535-3-4500	LIABILITY INSURANCE	\$1,438.00	\$1,065.80	0.00	\$372.20	74.11%	
1565	041-12-535-3-4610	BUILDING MAINTENANCE	\$4,160.00	\$1,487.00	0.00	\$2,673.00	35.74%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1566	041-12-535-3-4620	EQUIPMENT MAINTENANCE	\$165,000.00	\$144,828.43	8,829.83	\$11,341.74	87.77%	
1567	041-12-535-3-4630	VEHICLE MAINTENANCE	\$3,328.00	\$2,213.77	385.00	\$729.23	66.51%	
1568	041-12-535-3-4680	STORM CLEANUP/REPAIR	\$0.00	\$236.38	0.00	-\$236.38	0.00%	
1569	041-12-535-3-4700	PRINTING AND BINDING	\$234.00	\$197.74	0.00	\$36.26	84.50%	
1570	041-12-535-3-5000	FINES & FEES	\$0.00	\$197.35	0.00	-\$197.35	0.00%	
1571	041-12-535-3-5100	OFFICE SUPPLIES	\$5,144.00	\$3,704.94	0.00	\$1,439.06	72.02%	
1572	041-12-535-3-5210	GAS AND LUBRICANTS	\$16,640.00	\$12,113.55	0.00	\$4,526.45	72.79%	
1573	041-12-535-3-5230	JANITORIAL SUPPLIES	\$624.00	\$519.66	0.00	\$104.34	83.27%	
1574	041-12-535-3-5250	SMALL TOOLS	\$6,760.00	\$6,210.13	410.00	\$139.87	91.86%	
1575	041-12-535-3-5260	UNIFORMS	\$9,568.00	\$7,996.54	527.00	\$1,044.46	83.57%	
1576	041-12-535-3-5270	CHEMICALS	\$90,480.00	\$63,295.17	7,200.00	\$19,984.83	69.95%	
1577	041-12-535-3-5280	OPERATING SUPPLIES	\$15,600.00	\$13,177.04	0.00	\$2,422.96	84.46%	
1578	041-12-535-3-5290	BIOSOLIDS DISPOSAL	\$56,160.00	\$69,345.96	0.00	-\$13,185.96	123.47%	
1579	041-12-535-3-5400	MEMBR,SUBSCRIPT,DUES	\$572.00	\$208.83	0.00	\$363.17	36.50%	
1580			-----	-----	-----	-----	-----	
1581		TOTAL	\$773,632.00	\$683,960.40	18,684.02	\$70,987.58	88.00%	
1582								
1583		CAPITAL OUTLAY						
1584	041-12-535-6-6301	DEO Lift Station 16 Expansion	\$1,784,804.00	\$32,042.14	1,382,179.99	\$370,581.87	1.79%	
1585	041-12-535-6-6357	FEMA HMGP 4283-66 LIFT STATION	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1586	041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	\$1,324,600.00	\$1,045,795.06	153,276.27	\$125,528.67	78.95%	
1587	041-12-535-6-6450	CAPITAL IMPROVEMENTS	\$1,155,000.00	\$244,149.05	440,547.05	\$470,303.90	21.13%	
1588			-----	-----	-----	-----	-----	
1589		TOTAL	\$4,264,404.00	\$1,321,986.25	1,976,003.31	\$966,414.44	31.00%	
1590			-----	-----	-----	-----	-----	
1591		GRANTS						
1592	041-12-535-8-6401	DEO Lift Station 16 Expansion	\$340,196.00	\$20,458.92	319,736.20	\$0.88	6.01%	
1593	041-12-535-8-6402	FDEP Sand and Grit SG067	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1594			-----	-----	-----	-----	-----	
1595		TOTAL	\$340,196.00	\$20,458.92	319,736.20	\$0.88	6.00%	
1596			-----	-----	-----	-----	-----	
1597		DEPARTMENT TOTAL	\$6,467,066.00	\$3,021,258.42	2,314,423.53	\$1,131,384.05	47.00%	
1598			-----	-----	-----	-----	-----	
1599		WATER/SEWER DISTRIBUTION						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1600								
1601		PERSONNEL SERVICES						
1602	041-13-536-1-1100	EXECUTIVE SALARIES	\$93,713.00	\$69,147.54	0.00	\$24,565.46	73.78%	
1603	041-13-536-1-1200	REGULAR SALARIES	\$394,254.00	\$354,133.75	0.00	\$40,120.25	89.82%	
1604	041-13-536-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1605	041-13-536-1-1220	CLERICAL SALARY	\$36,966.00	\$31,571.10	0.00	\$5,394.90	85.40%	
1606	041-13-536-1-1400	OVERTIME	\$54,600.00	\$49,406.33	0.00	\$5,193.67	90.48%	
1607	041-13-536-1-2100	FICA TAX EXPENSE	\$44,334.00	\$36,882.60	0.00	\$7,451.40	83.19%	
1608	041-13-536-1-2200	RETIREMENT EXPENSE	\$177,916.00	\$121,607.17	0.00	\$56,308.83	68.35%	
1609	041-13-536-1-2300	HEALTH AND LIFE INSURANCE	\$161,318.00	\$130,650.07	0.00	\$30,667.93	80.98%	
1610			-----	-----	-----	-----	-----	
1611		TOTAL	\$963,101.00	\$793,398.56	0.00	\$169,702.44	82.00%	
1612								
1613		OPERATING EXPENSES						
1614	041-13-536-3-3100	PROFESSIONAL SERVICES	\$33,965.00	\$33,850.14	130.00	-\$15.14	99.66%	
1615	041-13-536-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040.00	\$105.00	0.00	\$935.00	10.09%	
1616	041-13-536-3-4020	SCHOOLING, CONFERENCE, ETC	\$10,400.00	\$6,544.73	723.37	\$3,131.90	62.93%	
1617	041-13-536-3-4100	COMMUNICATIONS SERVICES	\$7,904.00	\$5,065.42	0.00	\$2,838.58	64.08%	
1618	041-13-536-3-4200	POSTAGE AND FREIGHT	\$104.00	\$0.00	0.00	\$104.00	0.00%	
1619	041-13-536-3-4310	NATURAL GAS	\$520.00	\$642.16	0.00	-\$122.16	123.49%	
1620	041-13-536-3-4320	ELECTRICITY	\$2,704.00	\$2,397.88	0.00	\$306.12	88.67%	
1621	041-13-536-3-4400	RENTALS AND LEASES	\$2,080.00	\$441.43	40.13	\$1,598.44	21.22%	
1622	041-13-536-3-4610	BUILDING MAINTENANCE	\$5,200.00	\$2,358.59	0.00	\$2,841.41	45.35%	
1623	041-13-536-3-4620	EQUIPMENT MAINTENANCE	\$20,800.00	\$12,454.62	100.00	\$8,245.38	59.87%	
1624	041-13-536-3-4630	VEHICLE MAINTENANCE	\$20,800.00	\$8,851.14	666.61	\$11,282.25	42.55%	
1625	041-13-536-3-4700	PRINTING AND BINDING	\$1,040.00	\$166.10	0.00	\$873.90	15.97%	
1626	041-13-536-3-4900	LEGAL ADVERTISING	\$520.00	\$0.00	0.00	\$520.00	0.00%	
1627	041-13-536-3-5100	OFFICE SUPPLIES	\$1,040.00	\$1,000.21	0.00	\$39.79	96.17%	
1628	041-13-536-3-5210	GAS AND LUBRICANTS	\$41,600.00	\$23,831.13	0.00	\$17,768.87	57.28%	
1629	041-13-536-3-5230	JANITORIAL SUPPLIES	\$2,080.00	\$1,301.23	0.00	\$778.77	62.55%	
1630	041-13-536-3-5250	SMALL TOOLS	\$5,200.00	\$3,612.63	910.64	\$676.73	69.47%	
1631	041-13-536-3-5260	UNIFORMS	\$4,160.00	\$3,478.07	0.00	\$681.93	83.60%	
1632	041-13-536-3-5280	OPERATING SUPPLIES	\$30,800.00	\$19,896.78	7,821.40	\$3,081.82	64.59%	
1633	041-13-536-3-5330	ROAD REPAIRS	\$60,000.00	\$52,171.10	0.00	\$7,828.90	86.95%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1634			-----	-----	-----	-----	-----	
1635		TOTAL	\$251,957.00	\$178,168.36	10,392.15	\$63,396.49	71.00%	
1636								
1637		CAPITAL OUTLAY						
1638	041-13-536-6-6300	METERS AND METER REPAIR	\$31,236.00	\$26,824.89	3,500.00	\$911.11	85.87%	
1639	041-13-536-6-6320	WASTEWATER MATERIALS	\$18,220.00	\$12,599.41	3,600.00	\$2,020.59	69.15%	
1640	041-13-536-6-6330	PIPE AND FITTINGS	\$89,655.00	\$88,434.79	0.00	\$1,220.21	98.63%	
1641	041-13-536-6-6340	CONCRETE, FILL	\$15,600.00	\$15,600.00	0.00	\$0.00	100.00%	
1642	041-13-536-6-6372	CDBG MIT SANITARY WASTEWATER R	\$382,000.00	\$193,548.41	166,384.00	\$22,067.59	50.66%	
1643	041-13-536-6-6400	CAPITAL OUTLAY	\$62,800.00	\$43,413.30	4,964.00	\$14,422.70	69.12%	
1644	041-13-536-6-6450	CAPITAL IMPROVEMENTS	\$326,246.00	\$319,597.00	6,434.46	\$214.54	97.96%	
1645	041-13-536-6-6458	SRF 2019 DW54022 PALATKA HEIGH	\$593,000.00	\$313,926.69	0.00	\$279,073.31	52.93%	
1646	041-13-536-6-6464	SRF DW54022 Downtown Potable	\$23,219.00	\$23,219.40	0.00	\$0.00	100.00%	
1647	041-13-536-6-6467	CITY MATCH DEO MADISON 5TH TO	\$146,400.00	\$78,124.50	30,619.80	\$37,655.70	53.36%	
1648	041-13-536-6-6473	SRF DEO RIF St. Johns Ave Mose	\$213,620.00	\$88,821.36	0.00	\$124,798.64	41.57%	
1649	041-13-536-6-6474	PUBLIC WORKS BUILDING	\$0.00	\$78,937.16	0.00	-\$78,937.16	0.00%	
1650	041-13-536-8-6465	DEO RIF MOSELY TO RR	\$0.00	-\$0.10	0.00	\$0.10	0.00%	
1651	041-13-536-8-6466	FDEP LPA0354 Sewer Main and Ma	\$1,625,000.00	\$442,331.54	475,301.67	\$707,366.79	27.22%	
1652	041-13-536-8-6467	Fed CDBG DEO Madison 5th to 11	\$748,674.00	\$5,507.08	51,000.00	\$692,166.92	0.73%	
1653	041-13-536-8-6468	FDEP Potable Water state North	\$2,100,000.00	\$7,589.04	141,272.75	\$1,951,138.21	0.36%	
1654	041-13-536-8-6469	FDEP Sewer Lining state	\$1,000,000.00	\$0.00	0.00	\$1,000,000.00	0.00%	
1655	041-13-536-8-6471	SJRWMD 35891 MADISON TO 11TH S	\$500,000.00	\$391,123.76	0.00	\$108,876.24	78.22%	
1656			-----	-----	-----	-----	-----	
1657		TOTAL	\$7,875,670.00	\$2,129,598.23	883,076.68	\$4,862,995.49	27.00%	
1658			-----	-----	-----	-----	-----	
1659		DEPARTMENT TOTAL	\$9,090,728.00	\$3,101,165.15	893,468.83	\$5,096,094.42	34.00%	
1660			-----	-----	-----	-----	-----	
1661		WATER ADMINISTRATION						
1662								
1663		PERSONNEL SERVICES						
1664	041-29-536-1-1200	REGULAR SALARIES	\$173,744.00	\$41,217.88	0.00	\$132,526.12	23.72%	
1665	041-29-536-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1666	041-29-536-1-1220	SALARIES CLERICAL	\$0.00	\$56,017.60	0.00	-\$56,017.60	0.00%	
1667	041-29-536-1-1300	OTHER SALARIES	\$0.00	\$67,128.76	0.00	-\$67,128.76	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1668	041-29-536-1-1400	OVERTIME-WATER ADMIN	\$0.00	\$3,050.47	0.00	-\$3,050.47	0.00%	
1669	041-29-536-1-2100	FICA TAX EXPENSE	\$13,291.00	\$12,668.56	0.00	\$622.44	95.31%	
1670	041-29-536-1-2200	RETIREMENT EXPENSE	\$53,339.00	\$51,201.89	0.00	\$2,137.11	95.99%	
1671	041-29-536-1-2300	HEALTH AND LIFE INSURANCE	\$35,787.00	\$41,334.06	0.00	-\$5,547.06	115.50%	
1672	041-29-536-1-2400	WORKERS COMP	\$36,612.00	\$46,151.93	0.00	-\$9,539.93	126.05%	
1673			-----	-----	-----	-----	-----	
1674		TOTAL	\$312,773.00	\$318,771.15	0.00	-\$5,998.15	102.00%	
1675								
1676		OPERATING EXPENSES						
1677	041-29-536-3-3100	PROFESSIONAL SERVICES	\$47,631.00	\$13,135.00	9,045.00	\$25,451.00	27.57%	
1678	041-29-536-3-3120	PRE-EMPLOYMENT EXPENSE	\$0.00	\$353.57	0.00	-\$353.57	0.00%	
1679	041-29-536-3-3200	ACCOUNTING AND AUDITING	\$30,738.00	\$20,878.70	0.00	\$9,859.30	67.92%	
1680	041-29-536-3-4020	SCHOOLING, CONFERENCE, ETC	\$6,240.00	\$629.68	0.00	\$5,610.32	10.09%	
1681	041-29-536-3-4100	COMMUNICATIONS SERVICES	\$1,040.00	\$1,141.03	0.00	-\$101.03	109.71%	
1682	041-29-536-3-4200	POSTAGE AND FREIGHT	\$104.00	\$0.69	0.00	\$103.31	0.66%	
1683	041-29-536-3-4330	CREDIT CARD FEES	\$104.00	\$0.00	0.00	\$104.00	0.00%	
1684	041-29-536-3-4400	RENTALS AND LEASES	\$520.00	\$250.14	22.74	\$247.12	48.10%	
1685	041-29-536-3-4500	LIABILITY INSURANCE	\$346,321.00	\$301,621.54	0.00	\$44,699.46	87.09%	
1686	041-29-536-3-4620	EQUIPMENT MAINTENANCE	\$46,800.00	\$0.00	0.00	\$46,800.00	0.00%	
1687	041-29-536-3-5100	OFFICE SUPPLIES	\$208.00	\$197.23	0.00	\$10.77	94.82%	
1688	041-29-536-3-5280	OPERATING SUPPLIES	\$4,680.00	\$189.99	0.00	\$4,490.01	4.05%	
1689			-----	-----	-----	-----	-----	
1690		TOTAL	\$484,386.00	\$338,397.57	9,067.74	\$136,920.69	70.00%	
1691								
1692		CAPITAL OUTLAY						
1693	041-29-536-6-6474	PUBLIC WORKS BUILDING	\$0.00	\$23,308.23	0.00	-\$23,308.23	0.00%	
1694			-----	-----	-----	-----	-----	
1695		TOTAL	\$0.00	\$23,308.23	0.00	-\$23,308.23	0.00%	
1696								
1697		DEBT SERVICE						
1698	041-13-517-7-7100	PRINCIPAL PUBLIC WORKS BUILDIN	\$23,375.00	\$0.00	0.00	\$23,375.00	0.00%	
1699	041-13-517-7-7200	INTEREST PUBLIC WORKS BLDG	\$40,151.00	\$21,075.23	0.00	\$19,075.77	52.48%	
1700	041-29-517-7-7120	PRINCIPAL DW541901	\$284,953.00	\$254,994.85	0.00	\$29,958.15	89.48%	
1701	041-29-517-7-7130	PRINCIPAL SERIES 2010A	\$233,113.00	\$233,113.36	0.00	-\$0.36	100.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1702	041-29-517-7-7140	PRINCIPAL SRF 2108 DW54022	\$517,904.00	\$0.00	0.00	\$517,904.00	0.00%	
1703	041-29-517-7-7160	PRINCIPAL WW 540230 SRF 2019	\$24,772.00	\$24,772.20	0.00	-\$0.20	100.00%	
1704	041-29-517-7-7180	PRINCIPAL DW54025 SRF Carbon F	\$174,634.00	\$0.00	0.00	\$174,634.00	0.00%	
1705	041-29-517-7-7190	PRINCIPAL PUBLIC WORKS BLDG	\$6,887.00	\$0.00	0.00	\$6,887.00	0.00%	
1706	041-29-517-7-7220	INTEREST-DW541901	\$11,850.00	\$29,958.15	0.00	-\$18,108.15	252.81%	
1707	041-29-517-7-7230	INTEREST-SERIES 2010A	\$132,465.00	\$132,465.03	0.00	-\$0.03	100.00%	
1708	041-29-517-7-7290	INTEREST PUBLIC WORKS BLDG	\$10,292.00	\$89,196.33	0.00	-\$78,904.33	866.65%	
1709			-----	-----	-----	-----	-----	
1710		TOTAL	\$1,460,396.00	\$785,575.15	0.00	\$674,820.85	54.00%	
1711			-----	-----	-----	-----	-----	
1712		DEPARTMENT TOTAL	\$2,257,555.00	\$1,466,052.10	9,067.74	\$782,435.16	65.00%	
1713			-----	-----	-----	-----	-----	
1714								
1715			-----	-----	-----	-----	-----	
1716		TOTAL EXPENDITURES	\$11,348,283.00	\$4,567,217.25	902,536.57	\$5,878,529.58	40.00%	
1717			-----	-----	-----	-----	-----	
1718								
1719		TRANSFERS						
1720	041-13-536-9-9104	REIMB FLEET MAINTENCE	\$54,258.00	\$49,736.39	0.00	\$4,521.61	91.66%	
1721	041-29-536-9-9100	UTILITY CAPITAL REPLACEMENT CO	\$895,798.00	\$0.00	0.00	\$895,798.00	0.00%	
1722	041-29-536-9-9101	REIMB GENERAL FUND-ADMIN EXP	\$1,482,666.00	\$1,359,110.50	0.00	\$123,555.50	91.66%	
1723	041-29-536-9-9103	REIMB GAS AUTHORITY	\$241,690.00	\$205,620.53	0.00	\$36,069.47	85.07%	
1724	041-29-536-9-9110	TRANSFER TO GENERAL FUND-FRANC	\$526,466.00	\$482,593.87	0.00	\$43,872.13	91.66%	
1725			-----	-----	-----	-----	-----	
1726		TOTAL	\$3,200,878.00	\$2,097,061.29	0.00	\$1,103,816.71	66.00%	
1727								
1728		CONTINGENCIES & RESERVES						
1729	041-29-536-9-9901	CONTINGENCY/RESERVE	\$1,723,000.00	\$0.00	0.00	\$1,723,000.00	0.00%	
1730			-----	-----	-----	-----	-----	
1731		TOTAL	\$1,723,000.00	\$0.00	0.00	\$1,723,000.00	0.00%	
1732			-----	-----	-----	-----	-----	
1733		TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	\$26,032,356.00	\$11,287,221.44	4,212,409.82	\$10,532,725.14	43.00%	
1734	WATER FUND							
1735			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1736	GOLF COURSE							
1737								
1738	GOLF COURSE REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1739		OPERATING REVENUES						
1740	042-00-347-2-2510	MISC REVENUE/SERVICE CHARGES	\$569.00	\$0.00		\$569.00	0.00%	
1741			-----	-----		-----	-----	
1742		TOTAL	\$569.00	\$0.00		\$569.00	0.00%	
1743								
1744		GRANTS						
1745			-----	-----		-----	-----	
1746		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
1747								
1748								
1749		OTHER REVENUES						
1750	042-00-369-9-1000	REFUNDS/REIMBURSEMENTS	\$1,950.00	\$1,918.74		\$31.26	98.39%	
1751	042-00-369-9-1002	RESTAURANT LEASE	\$56,035.00	\$49,390.00		\$6,645.00	88.14%	
1752	042-00-369-9-1003	UTILITY REIMBURSEMENT-RESTAURA	\$27,456.00	\$18,439.32		\$9,016.68	67.15%	
1753	042-00-369-9-1004	PROFIT SHARING FRANCHISE AGREE	\$49,920.00	\$0.00		\$49,920.00	0.00%	
1754	042-00-369-9-2000	INSURANCE CLAIMS - GOLF	\$0.00	\$55,500.00		-\$55,500.00	0.00%	
1755			-----	-----		-----	-----	
1756		TOTAL	\$135,361.00	\$125,248.06		\$10,112.94	93.00%	
1757								
1758		TRANSFERS IN						
1759	042-00-389-9-0001	TRANSFER FROM GENERAL FUND	\$38,647.00	\$35,426.49		\$3,220.51	91.66%	
1760			-----	-----		-----	-----	
1761		TOTAL	\$38,647.00	\$35,426.49		\$3,220.51	92.00%	
1762								
1763		LOAN PROCEEDS						
1764			-----	-----		-----	-----	
1765		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
1766								
1767			-----	-----		-----	-----	
1768		TOTAL OPERATING & OTHER REV	\$174,577.00	\$160,674.55		\$13,902.45	92.00%	
1769			-----	-----		-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1770								
1771		CASH BALANCE FORWARD						
1772			-----	-----		-----	-----	
1773		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
1774			-----	-----		-----	-----	
1775		TOTAL REV, TRF & CASH BALANCES	\$174,577.00	\$160,674.55		\$13,902.45	92.00%	
1776			-----	-----		-----	-----	
1777	GOLF COURSE EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1778		MAINTENANCE						
1779		PERSONNEL SERVICES						
1780			-----	-----	-----	-----	-----	
1781		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1782								
1783		OPERATING EXPENSES						
1784	042-16-572-3-3440	TREE REMOVAL	\$7,800.00	\$4,600.00	0.00	\$3,200.00	58.97%	
1785	042-16-572-3-4400	RENTAL AND LEASES	\$0.00	\$2,513.24	0.00	-\$2,513.24	0.00%	
1786	042-16-572-3-4410	OPERATING LEASES	\$13,000.00	\$0.00	0.00	\$13,000.00	0.00%	
1787	042-16-572-3-4650	IRRIGATION SUPPLIES	\$7,800.00	\$9,822.34	4,999.00	-\$7,021.34	190.01%	
1788			-----	-----	-----	-----	-----	
1789		TOTAL	\$28,600.00	\$16,935.58	4,999.00	\$6,665.42	77.00%	
1790								
1791		CAPITAL OUTLAY						
1792			-----	-----	-----	-----	-----	
1793		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1794			-----	-----	-----	-----	-----	
1795		DEPARTMENT TOTAL	\$28,600.00	\$16,935.58	4,999.00	\$6,665.42	77.00%	
1796			-----	-----	-----	-----	-----	
1797		CLUB HOUSE						
1798		PERSONNEL SERVICES						
1799			-----	-----	-----	-----	-----	
1800		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1801								
1802		OPERATING EXPENSES						
1803	042-24-572-3-3100	PROFESSIONAL SERVICES	\$0.00	\$0.00	0.00	\$0.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1804	042-24-572-3-3200	ACCOUNTING AND AUDITING	\$7,500.00	\$7,500.00	0.00	\$0.00	100.00%	
1805	042-24-572-3-4100	COMMUNICATIONS SERVICES	\$3,640.00	\$1,167.75	0.00	\$2,472.25	32.08%	
1806	042-24-572-3-4310	NATURAL GAS	\$3,120.00	\$0.00	0.00	\$3,120.00	0.00%	
1807	042-24-572-3-4320	ELECTRICITY	\$26,000.00	\$18,395.98	0.00	\$7,604.02	70.75%	
1808	042-24-572-3-4400	RENTALS AND LEASES	\$63,300.00	\$102,547.57	5,588.38	-\$44,835.95	170.83%	
1809	042-24-572-3-4500	LIABILITY INSURANCE	\$9,802.00	\$8,526.40	0.00	\$1,275.60	86.98%	
1810	042-24-572-3-4610	BUILDING MAINTENANCE	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
1811	042-24-572-3-4630	CART MAINTENANCE	\$5,200.00	\$0.00	0.00	\$5,200.00	0.00%	
1812	042-24-572-3-5000	FINES & FEES	\$0.00	\$650.40	0.00	-\$650.40	0.00%	
1813	042-24-572-3-5280	OPERATING SUPPLIES	\$520.00	\$273.00	0.00	\$247.00	52.50%	
1814	042-24-572-3-5400	MEMBR,SUBSCRIPT,DUES	\$665.00	\$0.00	0.00	\$665.00	0.00%	
1815			-----	-----	-----	-----	-----	
1816		TOTAL	\$120,787.00	\$139,061.10	5,588.38	-\$23,862.48	120.00%	
1817								
1818		CAPITAL OUTLAY						
1819	042-24-572-6-6450	CONTRACT CAPITAL IMPROVEMENTS	\$25,000.00	\$25,858.95	0.00	-\$858.95	103.43%	
1820			-----	-----	-----	-----	-----	
1821		TOTAL	\$25,000.00	\$25,858.95	0.00	-\$858.95	103.00%	
1822								
1823		DEBT SERVICE						
1824			-----	-----	-----	-----	-----	
1825		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1826			-----	-----	-----	-----	-----	
1827								
1828		TRANSFERS						
1829	042-24-572-9-9100	REIMB GENERAL FUND-ADMIN EXP	\$191.00	\$175.12	0.00	\$15.88	91.68%	
1830			-----	-----	-----	-----	-----	
1831		TOTAL	\$191.00	\$175.12	0.00	\$15.88	92.00%	
1832			-----	-----	-----	-----	-----	
1833		DEPARTMENT TOTAL	\$145,978.00	\$165,095.17	5,588.38	-\$24,705.55	117.00%	
1834			-----	-----	-----	-----	-----	
1835								
1836			-----	-----	-----	-----	-----	
1837		TOTAL EXPENDITURES	\$174,578.00	\$182,030.75	10,587.38	-\$18,040.13	110.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1838			-----	-----	-----	-----	-----	
1839								
1840		TRFS, CONTINGENCIES, RESERVES						
1841			-----	-----	-----	-----	-----	
1842		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1843			-----	-----	-----	-----	-----	
1844		TOTAL EXPENDITURES, TRANSFERS,						
1845	GOLF FUND	CONTINGENCIES & RESERVES	\$174,578.00	\$182,030.75	10,587.38	-\$18,040.13	110.00%	
1846			-----	-----	-----	-----	-----	
1847	SANITATION FUND							
1848								
1849	SANITATION FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1850		CHARGES FOR SERVICES						
1851	043-00-343-4-1000	GARBAGE FEES-RESIDENTIAL	\$3,467,684.00	\$3,167,583.91		\$300,100.09	91.34%	
1852	043-00-343-4-1040	PENALTIES-SANITATION	\$19,864.00	\$15,399.03		\$4,464.97	77.52%	
1853	043-00-343-4-1500	CONTAINER USAGE FEES	\$3,680.00	\$4,705.00		-\$1,025.00	127.85%	
1854	043-00-343-4-2500	DUMPSTER DROP OFF FEE	\$16,203.00	\$24,400.00		-\$8,197.00	150.58%	
1855	043-00-343-4-4150	EXTRA GARBAGE	\$11,960.00	\$11,851.91		\$108.09	99.09%	
1856			-----	-----		-----	-----	
1857		TOTAL	\$3,519,391.00	\$3,223,939.85		\$295,451.15	92.00%	
1858								
1859		OTHER REVENUES						
1860	043-00-364-0-4900	SURPLUS EQUIPMENT-SANITATION	\$9,095.00	\$0.00		\$9,095.00	0.00%	
1861	043-00-369-9-1000	MISC REVENUE	\$6,240.00	\$0.00		\$6,240.00	0.00%	
1862	043-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$609.00	\$580.56		\$28.44	95.33%	
1863	043-00-382-0-1000	CONTRIBUTION FROM GENERAL FUND	\$56,971.00	\$52,223.38		\$4,747.62	91.66%	
1864	043-00-382-0-2000	CONTRIBUTIONS FROM UTILITIES	\$54,258.00	\$49,736.50		\$4,521.50	91.66%	
1865	043-00-389-2-8107	FEMA FED Hurricane Ian	\$0.00	\$0.00		\$0.00	0.00%	
1866			-----	-----		-----	-----	
1867		TOTAL	\$127,173.00	\$102,540.44		\$24,632.56	81.00%	
1868			-----	-----		-----	-----	
1869		DEBT PROCEEDS						
1870	043-00-384-0-1000	LOAN PROCEEDS	\$0.00	\$0.00		\$0.00	0.00%	
1871	043-00-384-1-0000	LOAN PROCEEDS	\$0.00	\$0.00		\$0.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1872			-----	-----		-----	-----	
1873		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
1874			-----	-----		-----	-----	
1875								
1876			-----	-----		-----	-----	
1877		TOTAL REVENUES	\$3,646,564.00	\$3,326,480.29		\$320,083.71	91.00%	
1878			-----	-----		-----	-----	
1879								
1880		CASH BALANCE FORWARD						
1881	043-00-302-0-0000	CASH BALANCE FORWARD	\$360,357.00	\$0.00		\$360,357.00	0.00%	
1882			-----	-----		-----	-----	
1883		TOTAL	\$360,357.00	\$0.00		\$360,357.00	0.00%	
1884			-----	-----		-----	-----	
1885	SANITATION FUND	TOTAL REV, TRF & CASH BALANCES	\$4,006,921.00	\$3,326,480.29		\$680,440.71	83.00%	
1886			-----	-----		-----	-----	
1887	SANITATION FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
1888		MAINTENANCE						
1889								
1890		PERSONNEL SERVICES						
1891	043-28-534-1-1200	REGULAR SALARIES	\$153,534.00	\$154,688.81	0.00	-\$1,154.81	100.75%	
1892	043-28-534-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1893	043-28-534-1-1400	OVERTIME	\$7,800.00	\$12,146.27	0.00	-\$4,346.27	155.72%	
1894	043-28-534-1-2100	FICA TAX EXPENSE	\$12,342.00	\$12,502.46	0.00	-\$160.46	101.30%	
1895	043-28-534-1-2200	RETIREMENT EXPENSE	\$49,530.00	\$51,087.45	0.00	-\$1,557.45	103.14%	
1896	043-28-534-1-2300	HEALTH AND LIFE INSURANCE	\$14,877.00	\$21,987.36	0.00	-\$7,110.36	147.79%	
1897			-----	-----	-----	-----	-----	
1898		TOTAL	\$238,083.00	\$252,412.35	0.00	-\$14,329.35	106.00%	
1899								
1900		OPERATING EXPENSES						
1901	043-28-534-3-3100	PROFESSIONAL SERVICES	\$228.00	\$243.64	0.00	-\$16.12	107.08%	
1902	043-28-534-3-3120	PRE-EMPLOYMENT EXPENSE	\$187.00	\$0.00	0.00	\$187.00	0.00%	
1903	043-28-534-3-3200	ACCOUNTING AND AUDITING	\$6,000.00	\$4,076.60	0.00	\$1,923.40	67.94%	
1904	043-28-534-3-4100	COMMUNICATIONS SERVICES	\$1,040.00	\$523.31	0.00	\$516.69	50.31%	
1905	043-28-534-3-4320	ELECTRICITY	\$0.00	\$1,899.03	0.00	-\$1,899.03	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1906	043-28-534-3-4610	BUILDING MAINTENANCE	\$7,326.00	\$7,326.25	0.00	\$0.00	100.00%	
1907	043-28-534-3-4620	EQUIPMENT MAINTENANCE	\$3,500.00	\$120.56	0.00	\$3,379.44	3.44%	
1908	043-28-534-3-4630	VEHICLE MAINTENANCE	\$2,080.00	\$273.83	0.00	\$1,806.17	13.16%	
1909	043-28-534-3-5100	OFFICE SUPPLIES	\$1,040.00	\$0.00	0.00	\$1,040.00	0.00%	
1910	043-28-534-3-5230	JANITORIAL SUPPLIES	\$2,080.00	\$1,050.35	477.72	\$551.93	50.49%	
1911	043-28-534-3-5250	SMALL TOOLS	\$7,646.00	\$7,072.38	0.00	\$573.85	92.49%	
1912	043-28-534-3-5260	UNIFORMS	\$2,080.00	\$1,890.32	0.00	\$189.68	90.88%	
1913	043-28-534-3-5280	OPERATING SUPPLIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1914			-----	-----	-----	-----	-----	
1915		TOTAL	\$33,207.00	\$24,476.27	477.72	\$8,253.01	74.00%	
1916								
1917		CAPITAL OUTLAY						
1918			-----	-----	-----	-----	-----	
1919		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1920			-----	-----	-----	-----	-----	
1921		DEPARTMENT TOTAL	\$271,290.00	\$276,888.62	477.72	-\$6,076.34	102.00%	
1922			-----	-----	-----	-----	-----	
1923		SANITATION						
1924								
1925		PERSONNEL SERVICES						
1926	043-10-534-1-1100	EXECUTIVE SALARIES	\$116,361.00	\$83,747.22	0.00	\$32,613.78	71.97%	
1927	043-10-534-1-1200	REGULAR SALARIES	\$625,911.00	\$486,951.59	0.00	\$138,959.41	77.79%	
1928	043-10-534-1-1210	ACCRUED SALARIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
1929	043-10-534-1-1220	SALARIES CLERICAL	\$0.00	\$7,359.84	0.00	-\$7,359.84	0.00%	
1930	043-10-534-1-1400	OVERTIME	\$65,520.00	\$91,196.83	0.00	-\$25,676.83	139.18%	
1931	043-10-534-1-2100	FICA TAX EXPENSE	\$61,796.00	\$50,383.49	0.00	\$11,412.51	81.53%	
1932	043-10-534-1-2200	RETIREMENT EXPENSE	\$247,992.00	\$182,581.68	0.00	\$65,410.32	73.62%	
1933	043-10-534-1-2300	HEALTH AND LIFE INSURANCE	\$129,297.00	\$107,955.80	0.00	\$21,341.20	83.49%	
1934	043-10-534-1-2400	WORKERS COMP	\$42,094.00	\$53,056.55	0.00	-\$10,962.55	126.04%	
1935			-----	-----	-----	-----	-----	
1936		TOTAL	\$1,288,971.00	\$1,063,233.00	0.00	\$225,738.00	82.00%	
1937								
1938		OPERATING EXPENSES						
1939	043-10-534-3-3100	PROFESSIONAL SERVICES	\$29,975.00	\$28,684.44	530.60	\$759.96	95.69%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1940	043-10-534-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,585.00	\$1,579.57	0.00	\$5.43	99.65%	
1941	043-10-534-3-3200	ACCOUNTING AND AUDITING	\$4,884.00	\$3,318.63	0.00	\$1,565.37	67.94%	
1942	043-10-534-3-3470	PUTNAM COUNTY TIPPING FEE	\$260,000.00	\$206,203.20	0.00	\$53,796.80	79.30%	
1943	043-10-534-3-4020	SCHOOLING, CONFERENCE, ETC	\$4,240.00	\$4,185.60	0.00	\$2,054.40	98.71%	
1944	043-10-534-3-4100	COMMUNICATIONS SERVICES	\$7,280.00	\$2,191.79	0.00	\$5,088.21	30.10%	
1945	043-10-534-3-4200	POSTAGE AND FREIGHT	\$26.00	\$0.00	0.00	\$26.00	0.00%	
1946	043-10-534-3-4310	NATURAL GAS	\$1,040.00	\$780.45	0.00	\$259.55	75.04%	
1947	043-10-534-3-4320	ELECTRICITY	\$6,240.00	\$5,734.32	0.00	\$505.68	91.89%	
1948	043-10-534-3-4400	RENTALS AND LEASES	\$18,500.00	\$18,289.53	165.13	\$7,545.34	98.86%	
1949	043-10-534-3-4500	LIABILITY INSURANCE	\$91,798.00	\$84,198.24	0.00	\$7,599.76	91.72%	
1950	043-10-534-3-4610	BUILDING MAINTENANCE	\$15,600.00	\$12,434.80	1,083.21	\$2,081.99	79.71%	
1951	043-10-534-3-4620	EQUIPMENT MAINTENANCE	\$1,060.00	\$920.66	96.92	\$8,542.42	86.85%	
1952	043-10-534-3-4630	VEHICLE MAINTENANCE	\$271,257.00	\$210,561.20	29,700.88	\$20,994.92	77.62%	
1953	043-10-534-3-4700	PRINTING AND BINDING	\$3,640.00	\$166.09	0.00	\$3,473.91	4.56%	
1954	043-10-534-3-4800	ADVERTISEMENTS	\$2,400.00	\$0.00	0.00	\$2,400.00	0.00%	
1955	043-10-534-3-5000	FEES & FINES	\$2,080.00	\$1,013.73	0.00	\$1,066.27	48.73%	
1956	043-10-534-3-5100	OFFICE SUPPLIES	\$1,040.00	\$1,035.39	0.00	\$4.61	99.55%	
1957	043-10-534-3-5210	GAS AND LUBRICANTS	\$156,000.00	\$130,147.06	0.00	\$25,852.94	83.42%	
1958	043-10-534-3-5230	JANITORIAL SUPPLIES	\$1,040.00	\$1,293.13	0.00	-\$253.13	124.33%	
1959	043-10-534-3-5250	SMALL TOOLS	\$5,000.00	\$1,920.92	0.00	\$3,079.08	38.41%	
1960	043-10-534-3-5260	UNIFORMS	\$9,360.00	\$7,818.45	0.00	\$1,541.55	83.53%	
1961	043-10-534-3-5280	OPERATING SUPPLIES	\$90,480.00	\$69,120.79	2,148.28	\$1,210.93	76.39%	
1962	043-10-534-3-5285	CUSTOMER REPAIRS	\$4,160.00	\$0.00	0.00	\$4,160.00	0.00%	
1963	043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	\$104,000.00	\$47,464.00	0.00	\$56,536.00	45.63%	
1964		-----	-----	-----	-----	-----	-----	
1965		TOTAL	\$1,092,685.00	\$839,061.99	33,725.02	\$209,897.99	77.00%	
1966								
1967		CAPITAL OUTLAY						
1968	043-10-534-6-6400	CAPITAL OUTLAY	\$5,000.00	\$0.00	0.00	\$15,000.00	0.00%	
1969	043-10-534-6-6401	VEHICLE PURCHASE	\$85,000.00	\$83,679.35	0.00	\$1,320.65	98.44%	
1970	043-10-534-6-6474	PUBLIC WORKS BUILDING	\$0.00	\$78,937.16	0.00	-\$78,937.16	0.00%	
1971		-----	-----	-----	-----	-----	-----	
1972		TOTAL	\$90,000.00	\$162,616.51	0.00	-\$62,616.51	181.00%	
1973								

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
1974		DEBT SERVICE						
1975	043-10-517-7-7100	PRINCIPAL- AMERIS LOAN #281 SA	\$104,394.00	\$91,918.04	0.00	\$12,475.96	88.04%	
1976	043-10-517-7-7112	PRINCIPAL-2016 USBANCORP LEASE	\$36,296.00	\$0.00	0.00	\$36,296.00	0.00%	
1977	043-10-517-7-7113	PRINCIPAL-BB&T CLAMSHELL-SERVI	\$37,884.00	\$11,407.00	0.00	\$26,477.00	30.11%	
1978	043-10-517-7-7114	PRINCIPAL-FRONT LOADER	\$49,886.00	\$48,839.67	0.00	\$1,046.33	97.90%	
1979	043-10-517-7-7115	PRINCIPAL PUBLIC WORKS BLDG	\$23,375.00	\$0.00	0.00	\$23,375.00	0.00%	
1980	043-10-517-7-7200	INTEREST- AMERIS LOAN #281 SAN	\$23,646.00	\$23,716.22	0.00	-\$70.22	100.29%	
1981	043-10-517-7-7212	INTEREST-2016 USBANCORP LEASE	\$936.00	\$0.00	0.00	\$936.00	0.00%	
1982	043-10-517-7-7213	INTEREST-BB&T CLAMSHELL-SERVIC	\$1,014.00	\$187.07	0.00	\$826.93	18.44%	
1983	043-10-517-7-7214	INTEREST-FRONT LOADER	\$1,378.00	\$444.44	0.00	\$933.56	32.25%	
1984	043-10-517-7-7215	INTEREST PUBLIC WORKS BLDG	\$40,151.00	\$21,075.23	0.00	\$19,075.77	52.48%	
1985			-----	-----	-----	-----	-----	
1986		TOTAL	\$318,960.00	\$197,587.67	0.00	\$121,372.33	62.00%	
1987			-----	-----	-----	-----	-----	
1988		DEPARTMENT TOTAL	\$2,790,616.00	\$2,262,499.17	33,725.02	\$494,391.81	81.00%	
1989			-----	-----	-----	-----	-----	
1990								
1991			-----	-----	-----	-----	-----	
1992		TOTAL EXPENDITURES	\$3,061,906.00	\$2,539,387.79	34,202.74	\$488,315.47	83.00%	
1993			-----	-----	-----	-----	-----	
1994								
1995		TRANSFERS						
1996	043-10-534-9-9101	REIMB GENERAL FUND-ADMIN EXP	\$212,474.00	\$194,767.87	0.00	\$17,706.13	91.66%	
1997	043-10-534-9-9110	TRANSFER TO GENERAL FUND-FRANC	\$160,110.00	\$146,767.50	0.00	\$13,342.50	91.66%	
1998			-----	-----	-----	-----	-----	
1999		TOTAL	\$372,584.00	\$341,535.37	0.00	\$31,048.63	92.00%	
2000								
2001		CONTINGENCIES & RESERVES						
2002	043-10-534-9-9900	CONTINGENCY/RESERVE	\$124,437.00	\$0.00	0.00	\$124,437.00	0.00%	
2003	043-10-534-9-9901	CAPITAL REPLACEMENT CONTINGENC	\$447,995.00	\$0.00	0.00	\$447,995.00	0.00%	
2004			-----	-----	-----	-----	-----	
2005		TOTAL	\$572,432.00	\$0.00	0.00	\$572,432.00	0.00%	
2006			-----	-----	-----	-----	-----	
2007		TOTAL EXPENDITURES, TRANSFERS,						

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2008	SANITATION FUND	CONTINGENCIES & RESERVES	\$4,006,922.00	\$2,880,923.16	34,202.74	\$1,091,796.10	72.00%	
2009			-----	-----	-----	-----	-----	
2010	TIF							
2011								
2012	TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
2013		PROPERTY TAXES						
2014	030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$402,603.00	\$377,907.85		\$24,695.15	93.86%	
2015	030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$276,766.00	\$276,763.83		\$2.17	99.99%	
2016	030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$129,505.00	\$122,470.08		\$7,034.92	94.56%	
2017	030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$89,027.00	\$89,027.03		-\$0.03	100.00%	
2018	030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$39,657.00	\$37,673.01		\$1,983.99	94.99%	
2019	030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$27,262.00	\$27,261.93		\$0.07	99.99%	
2020			-----	-----		-----	-----	
2021		TOTAL	\$964,820.00	\$931,103.73		\$33,716.27	97.00%	
2022								
2023		OTHER REVENUES						
2024	030-00-366-0-0003	CONTRIBUTION - BENCHES	\$0.00	\$0.00		\$0.00	0.00%	
2025	030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRBY	\$0.00	\$0.00		\$0.00	0.00%	
2026	030-00-365-0-2500	PROCEEDS FROM SALE OF SURPLUS	\$0.00	\$0.00		\$0.00	0.00%	
2027			-----	-----		-----	-----	
2028		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
2029								
2030			-----	-----		-----	-----	
2031		TOTAL REVENUES	\$964,820.00	\$931,103.73		\$33,716.27	97.00%	
2032			-----	-----		-----	-----	
2033								
2034		CASH BALANCE FORWARD						
2035	030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	\$839,383.00	\$0.00		\$839,383.00	0.00%	
2036	030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$299,314.00	\$0.00		\$299,314.00	0.00%	
2037	030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$85,311.00	\$0.00		\$85,311.00	0.00%	
2038			-----	-----		-----	-----	
2039		TOTAL	\$1,224,008.00	\$0.00		\$1,224,008.00	0.00%	
2040			-----	-----		-----	-----	
2041	TIF FUND	TOTAL REV, TRF & CASH BALANCES	\$2,188,828.00	\$931,103.73		\$1,257,724.27	43.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2042			-----	-----		-----	-----	
2043	TIF EXPENDITURES / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
2044		DOWNTOWN						
2045	030-30-580-1-1100	EXEC SALARIES TIFDT	\$38,500.00	\$29,773.12	0.00	\$8,726.88	77.33%	
2046	030-30-580-1-2100	FICA TAX EXP TIF DT	\$2,945.00	\$2,002.14	0.00	\$942.86	67.98%	
2047	030-30-580-1-2200	RETIREMENT EXP TIF DT	\$11,820.00	\$9,140.41	0.00	\$2,679.59	77.33%	
2048	030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	\$8,140.00	\$7,134.81	0.00	\$1,005.19	87.65%	
2049	030-30-580-3-3100	PROFESSIONAL SERVICES	\$75,000.00	\$980.00	0.00	\$74,020.00	1.30%	
2050	030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	\$25,000.00	\$18,750.00	0.00	\$6,250.00	75.00%	
2051	030-30-580-3-3109	MAINTENANCE CONTRACT	\$35,000.00	\$4,500.00	900.00	\$29,600.00	12.85%	
2052	030-30-580-3-3200	AUDIT EXPENSE	\$10,775.00	\$8,926.72	0.00	\$1,848.28	82.84%	
2053	030-30-580-3-4020	DOWNTOWN-SCHOOL,CONF,TRAVEL	\$1,120.00	\$0.00	0.00	\$1,120.00	0.00%	
2054	030-30-580-3-5280	MISC EXPENSES	\$840.00	\$8.97	0.00	\$831.03	1.06%	
2055	030-30-580-3-5281	DOWNTOWN OPS SUPPLIES	\$140.00	\$0.00	0.00	\$140.00	0.00%	
2056	030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	\$5,000.00	\$611.06	0.00	\$4,388.94	12.22%	
2057	030-30-580-3-5402	DEO ANNUAL DUES	\$175.00	\$148.00	0.00	\$27.00	84.57%	
2058	030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$30,000.00	\$29,133.56	0.00	\$866.44	97.11%	
2059	030-30-580-6-6314	RECRUITMENT PROJECT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2060	030-30-580-6-6316	WAYFINDING	\$3,000.00	\$0.00	0.00	\$3,000.00	0.00%	
2061	030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$160,000.00	\$45,397.00	0.00	\$114,603.00	28.37%	
2062	030-30-580-6-6320	LANDSCAPING	\$10,000.00	\$0.00	0.00	\$10,000.00	0.00%	
2063	030-30-580-6-6321	SITE AMENITIES	\$10,000.00	\$6,900.00	1,439.76	\$1,660.24	69.00%	
2064	030-30-580-6-6328	PUBLIC ART	\$23,000.00	\$967.80	0.00	\$22,032.20	4.20%	
2065	030-30-580-6-6329	PROPERTY AQUISITION	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2066	030-30-580-6-6400	CAPITAL OUTLAY	\$73,403.00	\$0.00	0.00	\$73,403.00	0.00%	
2067			-----	-----	-----	-----	-----	
2068		TOTAL	\$523,858.00	\$164,373.59	2,339.76	\$357,144.65	31.00%	
2069								
2070		TRANSFERS						
2071	030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$76,744.00	\$70,348.63	0.00	\$6,395.37	91.66%	
2072	030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$128,246.00	\$29,595.24	0.00	\$98,650.76	23.07%	
2073	030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$25,276.00	\$5,832.90	0.00	\$19,443.10	23.07%	
2074	030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	\$93,148.00	\$0.00	0.00	\$93,148.00	0.00%	
2075	030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	\$671,482.00	\$0.00	0.00	\$671,482.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2076			-----	-----	-----	-----	-----	
2077		TOTAL	\$994,896.00	\$105,776.77	0.00	\$889,119.23	11.00%	
2078								
2079			-----	-----	-----	-----	-----	
2080		DEPARTMENT TOTAL	\$1,518,754.00	\$270,150.36	2,339.76	\$1,246,263.88	18.00%	
2081			-----	-----	-----	-----	-----	
2082								
2083		SOUTH HISTORIC						
2084	030-31-580-1-1100	EXEC SALARIES TIFSouth	\$12,100.00	\$6,469.94	0.00	\$5,630.06	53.47%	
2085	030-31-580-1-2100	FICA TAX EXP TIFSouth	\$926.00	\$442.00	0.00	\$484.00	47.73%	
2086	030-31-580-1-2200	RETIREMENT EXP TIFSouth	\$3,715.00	\$1,986.31	0.00	\$1,728.69	53.46%	
2087	030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	\$2,558.00	\$1,370.25	0.00	\$1,187.75	53.56%	
2088	030-31-580-3-3100	PROFESSIONAL SERVICES	\$7,700.00	\$0.00	0.00	\$7,700.00	0.00%	
2089	030-31-580-3-3200	AUDIT EXPENSE	\$3,355.00	\$2,779.13	0.00	\$575.87	82.83%	
2090	030-31-580-3-4020	SOUTH- SCHOOL,CONF,TRAVEL	\$347.00	\$0.00	0.00	\$347.20	0.00%	
2091	030-31-580-3-5280	MISC EXPENSES	\$259.00	\$0.00	0.00	\$259.40	0.00%	
2092	030-31-580-3-5281	SOUTH OPS SUPPLIES	\$43.00	\$0.00	0.00	\$43.40	0.00%	
2093	030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$1,500.00	\$198.03	0.00	\$1,301.97	13.20%	
2094	030-31-580-3-5402	DEO ANNUAL DUES	\$110.00	\$36.00	0.00	\$74.00	32.72%	
2095	030-31-580-6-6120	LAND PURCHASE	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2096	030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$160,734.00	\$0.00	0.00	\$160,734.00	0.00%	
2097	030-31-580-6-6333	SIGNAGE	\$1,000.00	\$0.00	0.00	\$1,000.00	0.00%	
2098	030-31-580-6-6337	SITE AMENITIES	\$1,000.00	\$0.00	0.00	\$1,000.00	0.00%	
2099	030-31-580-6-6341	LANDSCAPING	\$3,000.00	\$0.00	0.00	\$3,000.00	0.00%	
2100	030-31-580-6-6343	CAPITAL OUTLAY	\$61,615.00	\$0.00	0.00	\$61,615.00	0.00%	
2101	030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	\$155,378.00	\$0.00	0.00	\$155,378.00	0.00%	
2102			-----	-----	-----	-----	-----	
2103		TOTAL	\$415,341.00	\$13,281.66	0.00	\$402,059.34	3.00%	
2104								
2105		TRANSFERS						
2106	030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	\$28,080.00	\$0.00	0.00	\$28,080.00	0.00%	
2107	030-31-580-9-9105	REIMB GENERAL	\$26,167.00	\$23,986.38	0.00	\$2,180.62	91.66%	
2108	030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$40,306.00	\$9,301.38	0.00	\$31,004.62	23.07%	
2109	030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$7,944.00	\$1,833.24	0.00	\$6,110.76	23.07%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2110			-----	-----	-----	-----	-----	
2111		TOTAL	\$102,497.00	\$35,121.00	0.00	\$67,376.00	34.00%	
2112								
2113			-----	-----	-----	-----	-----	
2114		DEPARTMENT TOTAL	\$517,838.00	\$48,402.66	0.00	\$469,435.34	9.00%	
2115								
2116		NORTH HISTORIC						
2117	030-32-580-1-1100	EXEC SALARIES TIFNorth	\$4,400.00	\$2,293.64	0.00	\$2,106.36	52.12%	
2118	030-32-580-1-2100	FICA TAX EXP TIFNorth	\$337.00	\$156.22	0.00	\$180.78	46.35%	
2119	030-32-580-1-2200	RETIREMENT EXP TIFNorth	\$1,351.00	\$704.07	0.00	\$646.93	52.11%	
2120	030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	\$930.00	\$498.33	0.00	\$431.67	53.58%	
2121	030-32-580-3-3100	PROFESSIONAL SERVICES	\$2,600.00	\$0.00	0.00	\$2,600.00	0.00%	
2122	030-32-580-3-3200	AUDIT EXPENSE	\$1,220.00	\$1,011.15	0.00	\$208.85	82.88%	
2123	030-32-580-3-4020	NORTH- SCHOOL,CONF,TRAVEL	\$133.00	\$0.00	0.00	\$132.80	0.00%	
2124	030-32-580-3-5280	MISC EXPENSES	\$101.00	\$0.00	0.00	\$100.60	0.00%	
2125	030-32-580-3-5281	NORTH OPS SUPPLIES	\$17.00	\$0.00	0.00	\$16.60	0.00%	
2126	030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$500.00	\$60.91	0.00	\$439.09	12.18%	
2127	030-32-580-3-5402	DEO ANNUAL DUES	\$16.00	\$16.00	0.00	\$0.00	100.00%	
2128	030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$83,661.00	\$0.00	0.00	\$83,661.00	0.00%	
2129	030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$31,734.00	\$0.00	0.00	\$31,734.00	0.00%	
2130			-----	-----	-----	-----	-----	
2131		TOTAL	\$126,999.00	\$4,740.32	0.00	\$122,258.68	4.00%	
2132								
2133		TRANSFERS						
2134	030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$7,693.00	\$7,051.88	0.00	\$641.12	91.66%	
2135	030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$14,657.00	\$3,382.38	0.00	\$11,274.62	23.07%	
2136	030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$2,889.00	\$666.72	0.00	\$2,222.28	23.07%	
2137			-----	-----	-----	-----	-----	
2138		TOTAL	\$25,239.00	\$11,100.98	0.00	\$14,138.02	44.00%	
2139								
2140			-----	-----	-----	-----	-----	
2141		DEPARTMENT TOTAL	\$152,238.00	\$15,841.30	0.00	\$136,396.70	10.00%	
2142								
2143			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2144		TOTAL EXPENDITURES	\$2,188,830.00	\$334,394.32	2,339.76	\$1,852,095.92	15.00%	
2145		-----	-----	-----	-----	-----	-----	
2146								
2147		CONTINGENCIES & RESERVES						
2148	030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2149	030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2150	030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2151		-----	-----	-----	-----	-----	-----	
2152		TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2153		-----	-----	-----	-----	-----	-----	
2154		TOTAL EXPENDITURES, TRANSFERS,						
2155	TIF FUND	CONTINGENCIES & RESERVES	\$2,188,830.00	\$334,394.32	2,339.76	\$1,852,095.92	15.00%	
2156		-----	-----	-----	-----	-----	-----	
2157	BETTER PLACE PLAN							
2158								
2159	BETTER PLACE PLAN REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
2160		LOCAL OPTION, USE & FUEL TAXES						
2161	101-00-312-6-0000	DISCRETIONARY SALES SURTAX	\$1,315,996.00	\$1,359,364.32		-\$43,368.32	103.29%	
2162		-----	-----	-----	-----	-----	-----	
2163		TOTAL	\$1,315,996.00	\$1,359,364.32		-\$43,368.32	103.00%	
2164								
2165		STATE/FEDERAL GRANTS & PILOTS						
2166	101-00-331-2-5508	USDA RBDG SIDEWALK IMPRVMNT	\$100,000.00	\$0.00		\$100,000.00	0.00%	
2167	101-00-331-2-5509	USDA PATROL CARS APPROPRIATION	\$250,000.00	\$0.00		\$250,000.00	0.00%	
2168	101-00-331-3-9006	CDBG MIT IRMA IR042	\$994,048.00	\$28,977.17		\$965,070.83	2.91%	
2169	101-00-331-3-9007	HMGP Kay Larkin FD	\$287,655.00	\$0.00		\$287,655.00	0.00%	
2170	101-00-331-3-9008	Fed RAISE	\$1,500,000.00	\$67,212.00		\$1,432,788.00	4.48%	
2171	101-00-331-4-1000	Fed DOT SS4A	\$480,000.00	\$0.00		\$480,000.00	0.00%	
2172	101-00-331-7-7003	LWCF BOOKER PARK PROJECT GRANT	\$0.00	\$0.00		\$0.00	0.00%	
2173	101-00-331-7-7004	CDBG CARES COVID SIDEWALKS	\$2,000,000.00	\$34,114.57		\$1,965,885.43	1.70%	
2174	101-00-334-2-3000	PRICE MARTIN RETROFIT SHELTER	\$1,050,000.00	\$22,171.05		\$1,027,828.95	2.11%	
2175	101-00-334-6-1000	AFFORDABLE HOUSING APPROPRIATI	\$950,000.00	\$279,900.77		\$670,099.23	29.46%	
2176	101-00-334-7-7009	DOS AACH JENKINS GRANT	\$517,500.00	\$374,444.60		\$143,055.40	72.35%	
2177	101-00-334-7-7010	DHR BRONSON HOUSE	\$367,900.00	\$5,387.35		\$362,512.65	1.46%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2178	101-00-334-9-1100	FDOT Downtown Streetscapes Pha	\$1,200,000.00	\$20,108.34		\$1,179,891.66	1.67%	
2179	101-00-337-7-0002	SHAW BUCK PARK IMPROVEMENTS	\$50,000.00	\$20,256.69		\$29,743.31	40.51%	
2180	101-00-337-7-0003	PALM BOWL PARK IMPROVEMENTS	\$50,000.00	\$36,282.85		\$13,717.15	72.56%	
2181			-----	-----		-----	-----	
2182		TOTAL	\$9,797,103.00	\$888,855.39		\$8,908,247.61	9.00%	
2183								
2184								
2185		DISPOSITION OF FIXED ASSETS						
2186			-----	-----		-----	-----	
2187		TOTAL	\$0.00	\$0.00		\$0.00	0.00%	
2188								
2189		TRANSFERS IN						
2190	101-00-381-0-1004	TRANSFER FROM TAX INCREMENT -	\$825,004.00	\$101,105.03		\$723,898.97	0.00%	
2191	101-00-381-0-1200	TRANSFER FROM GENERAL	\$186,202.00	\$46,550.49		\$139,651.51	24.99%	
2192			-----	-----		-----	-----	
2193		TOTAL	\$1,011,206.00	\$147,655.52		\$863,550.48	5.00%	
2194								
2195								
2196		DEBT PROCEEDS						
2197	101-00-384-0-1000	LOAN/LEASE PROCEEDS	\$1,398,941.00	\$303,836.77		\$1,095,104.23	17.97%	
2198			-----	-----		-----	-----	
2199		TOTAL	\$1,398,941.00	\$303,836.77		\$1,095,104.23	18.00%	
2200								
2201			-----	-----		-----	-----	
2202		TOTAL OPERATING & OTHER REV	\$13,523,246.00	\$2,546,190.23		\$10,823,534.00	19.00%	\$153,521.77
2203			-----	-----		-----	-----	
2204								
2205		CASH BALANCE FORWARD						
2206	101-00-301-0-1007	BETTER PLACE BALANCE FORWARD	\$1,735,542.00	\$923,449.00		\$812,093.00	50.32%	
2207			-----	-----		-----	-----	
2208		TOTAL	\$1,735,542.00	\$923,449.00		\$812,093.00	50.00%	
2209			-----	-----		-----	-----	
2210		TOTAL REV, TRF & CASH BALANCES	\$15,258,788.00	\$3,419,639.23		\$11,635,627.00	22.00%	
2211			-----	-----		-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2212	BETTER PLACE PLAN EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
2213		BETTER PLACE PLAN						
2214								
2215		OPERATING EXPENSES						
2216	101-18-519-3-3100	PROFESSIONAL SERVICES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2217	101-18-519-3-3103	GRANT APPLICATION FEES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2218	101-18-519-3-5000	FINES & FEES	\$0.00	\$76.92	0.00	-\$76.92	0.00%	
2219			-----	-----	-----	-----	-----	
2220		TOTAL	\$0.00	\$76.92	0.00	-\$76.92	0.00%	
2221								
2222		CAPITAL OUTLAY						
2223	101-18-519-6-6310	SIDEWALKS	\$5,768.00	\$0.00	0.00	\$5,768.30	0.00%	
2224	101-18-519-6-6330	PUBLIC WORKS BUILDING	\$1,398,941.00	\$303,836.77	54,696.32	\$1,040,407.91	21.71%	\$0.00
2225	101-18-519-6-6400	STORMWATER	\$90,000.00	\$25,639.40	13,480.00	\$50,880.60	28.48%	
2226	101-18-519-6-6455	RESURFACING & STRIPING	\$1,823,394.00	\$1,631,573.58	40,383.10	\$151,437.50	89.48%	
2227	101-18-519-6-6457	HANK BRYAN PARK RESTROOM	\$135,270.00	\$135,270.00	0.00	\$0.00	100.00%	
2228	101-18-519-6-6459	PRICE MARTIN IMPROVEMENTS	\$25,000.00	\$0.00	0.00	\$25,000.00	0.00%	
2229	101-18-519-6-6467	CITY SHARE DOWNTOWN STREETSCAP	\$486,323.00	\$101,105.00	85,649.59	\$299,568.23	20.78%	
2230	101-18-519-6-6472	HMGP Kay Larkin FD CITY MATCH	\$31,962.00	\$0.00	0.00	\$31,962.00	0.00%	
2231	101-18-519-6-6473	DOS AACH JENKINS CITY MATCH	\$482,000.00	\$348,950.00	2,635.00	\$130,415.00	72.39%	
2232	101-18-519-6-6475	City Match Fed DOT SS4A	\$241,000.00	\$0.00	124,695.60	\$116,304.40	0.00%	
2233	101-18-519-6-6476	City Match CDBG MIT IRMA IR042	\$30,000.00	\$0.00	0.00	\$30,000.00	0.00%	
2234	101-18-519-6-6477	CITY MATCH BRONSON HOUSE	\$137,634.00	\$15,986.45	121,647.55	\$0.00	11.61%	
2235	101-18-519-6-6478	FPL REID STREET MEDIAN 1 BRIDG	\$400,277.00	\$0.00	0.00	\$400,277.00	0.00%	
2236	101-18-519-6-6480	RODDY ROAD FORCE MAIN RELOCATI	\$230,000.00	\$0.00	228,600.00	\$1,400.00	0.00%	
2237			-----	-----	-----	-----	-----	
2238		TOTAL	\$5,517,569.00	\$2,562,361.20	671,787.16	\$2,283,420.94	46.00%	
2239								
2240		DEBT SERVICE						
2241	101-18-517-7-7108	PRINCIPAL-PUMPER FIRE TRUCKS	\$79,833.00	\$72,080.22	0.00	\$7,752.78	90.28%	
2242	101-18-517-7-7208	INTEREST-PUMPER FIRE TRUCKS	\$14,167.00	\$11,206.11	0.00	\$2,960.89	79.10%	
2243			-----	-----	-----	-----	-----	
2244		TOTAL	\$94,000.00	\$83,286.33	0.00	\$10,713.67	89.00%	
2245								

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2246		GRANT MATCHES						
2247	101-18-519-8-6210	PRICE MARTIN RETROFIT SHELTER	\$1,026,315.00	\$22,171.05	102,001.86	\$902,142.09	2.16%	
2248	101-18-519-8-6327	CDBG MIT IRMA IR042	\$994,048.00	\$36,918.38	81,261.21	\$875,868.41	3.71%	
2249	101-18-519-8-6364	DOS AACH JENKINS GRANT	\$468,866.00	\$325,810.39	135,652.61	\$7,402.79	69.48%	
2250	101-18-519-8-8909	CDBG CARES COVID SIDEWALKS	\$2,000,000.00	\$50,121.53	240,862.56	\$1,709,015.91	2.50%	
2251	101-18-519-8-8934	HMGP Kay Larkin FD	\$287,655.00	\$0.00	0.00	\$287,655.00	0.00%	
2252	101-18-519-8-8935	USDA RBDG SIDEWALK IMPRVMT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2253	101-18-519-8-8937	DOT SAFE STREETS 4 ALL	\$480,000.00	\$0.00	480,000.00	\$0.00	0.00%	
2254	101-18-519-8-8938	Fed RAISE GRANT	\$1,500,000.00	\$81,737.00	21,475.00	\$1,396,788.00	5.44%	
2255	101-18-519-8-8940	DEO Affordable Housing state	\$950,000.00	\$299,914.52	678,811.02	-\$28,725.54	31.56%	
2256	101-18-519-8-8941	FDOT Downtown Streetscapes Pha	\$1,056,313.00	\$20,108.34	4,019.71	\$1,032,184.95	1.90%	
2257	101-18-519-8-8942	USDA PATROL CARS APPROPRIATION	\$250,000.00	\$0.00	0.00	\$250,000.00	0.00%	
2258	101-18-519-8-8943	DHR BRONSON HOUSE	\$367,900.00	\$33,192.35	271,273.65	\$63,434.00	9.02%	
2259	101-18-519-8-8944	SHAW BUCK PARK IMPROVEMENTS	\$50,000.00	\$21,524.69	6,100.00	\$22,375.31	43.04%	
2260	101-18-519-8-8945	PALM BOWL PARK IMPROVEMENTS	\$50,000.00	\$36,799.89	250.00	\$12,950.11	73.59%	
2261			-----	-----	-----	-----	-----	
2262		TOTAL	\$9,481,097.00	\$928,298.14	2,021,707.62	\$6,531,091.03	10.00%	
2263								
2264		TRANSFERS						
2265	101-18-519-9-9100	TRANSFER TO GENERAL FUND	\$166,122.00	\$33,540.00	0.00	\$132,581.70	20.19%	
2266			-----	-----	-----	-----	-----	
2267		TOTAL	\$166,122.00	\$33,540.00	0.00	\$132,581.70	20.00%	
2268								
2269			-----	-----	-----	-----	-----	
2270		DEPARTMENT TOTAL	\$15,258,788.00	\$3,607,562.59	2,693,494.78	\$8,957,730.42	24.00%	
2271			-----	-----	-----	-----	-----	
2272								
2273			-----	-----	-----	-----	-----	
2274		TOTAL EXPENDITURES	\$15,258,788.00	\$3,607,562.59	2,693,494.78	\$8,957,730.42	24.00%	
2275			-----	-----	-----	-----	-----	
2276								
2277		RESERVES						
2278			-----	-----	-----	-----	-----	
2279		DEPARTMENT TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2280								
2281			-----	-----	-----	-----	-----	
2282		TOTAL EXPENDITURES, TRANSFERS,						
2283	BETTER PLACE	CONTINGENCIES & RESERVES	\$15,258,788.00	\$3,607,562.59	2,693,494.78	\$8,957,730.42	24.00%	
2284			-----	-----	-----	-----	-----	
2285	AMERICAN RESCUE PLAN ACT							
2286								
2287	AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66 % Yr Complete For Fiscal Year: 2025 / 8							
2288		LOCAL OPTION, USE & FUEL TAXES						
2289			-----	-----	-----	-----		
2290		TOTAL	\$0.00	\$0.00	0.00	\$0.00		
2291								
2292		STATE/FEDERAL GRANTS & PILOTS						
2293	300-00-331-5-1000	ARPA REVENUE	\$1,546,460.00	\$384,744.09	1,161,715.91	\$0.18		
2294			-----	-----	-----	-----		
2295		TOTAL	\$1,546,460.00	\$384,744.09	1,161,715.91	\$0.18		
2296								
2297								
2298		DISPOSITION OF FIXED ASSETS						
2299			-----	-----	-----	-----		
2300		TOTAL	\$0.00	\$0.00	0.00	\$0.00		
2301								
2302		TRANSFERS IN						
2303	300-00-381-0-1000	TRANSFER FROM GENERAL FUND	\$0.00	\$0.00	0.00	\$0.00		
2304			-----	-----	-----	-----		
2305		TOTAL	\$0.00	\$0.00	0.00	\$0.00		
2306								
2307								
2308		DEBT PROCEEDS						
2309			-----	-----	-----	-----		
2310		TOTAL	\$0.00	\$0.00	0.00	\$0.00		
2311								
2312			-----	-----	-----	-----		
2313		TOTAL OPERATING & OTHER REV	\$1,546,460.00	\$384,744.09	1,161,715.91	\$0.18		

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2314			-----	-----	-----	-----		
2315								
2316		CASH BALANCE FORWARD						
2317			-----	-----	-----	-----		
2318		TOTAL	\$0.00	\$0.00	0.00	\$0.00		
2319			-----	-----	-----	-----		
2320	ARPA FUND	TOTAL REV, TRF & CASH BALANCES	\$1,546,460.00	\$384,744.09	1,161,715.91	\$0.18		
2321			-----	-----	-----	-----		
2322		AMERICAN RESCUE PLAN ACT						
2323								
2324								
2325		CAPITAL OUTLAY						
2326	300-61-559-8-1200	OTHER PUBLIC HEALTH SERVICES	\$10,000.00	\$0.00	10,000.00	\$0.00	0.00%	
2327	300-62-559-8-2200	HOUSEHOLD ASSISTANCE UTILITY A	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2328	300-62-559-8-2300	UTILITY AID ADMIN EXP - AZCARA	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2329	300-62-559-8-2301	UTILITY AID AZCARATE SUPPLIES	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2330	300-62-559-8-2900	SMALL BUSINESS ECONOMIC IMPACT	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2331	300-63-559-8-3110	HOUSING SUPPORT SERVICES FOR U	\$80,000.00	\$55,000.00	25,000.00	\$0.00	68.75%	
2332	300-63-559-8-3120	HOUSING SUPPORT OTHER HOUSING	\$490,115.00	\$0.00	490,115.00	\$0.00	0.00%	
2333	300-63-559-8-3130	Housing Support - Homelessness	\$99,770.00	\$0.00	0.00	\$99,769.75	0.00%	
2334	300-63-559-8-3300	EDUCATION ASSIST ACADEMIC SRVC	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2335	300-63-559-8-3400	EDUCATION ASSIST SOCIAL EMOT M	\$70,000.00	\$0.00	70,000.00	\$0.00	0.00%	
2336	300-63-559-8-3500	EDUCATION ASSISTANCE OTHER	\$24,000.00	\$0.00	24,000.00	\$0.00	0.00%	
2337	300-65-559-8-5100	DW TREATMENT GAC Filters	\$256,967.00	\$170,838.54	86,128.46	\$0.00	66.48%	
2338	300-65-559-8-5110	DW TRANSMISS/DISTRIBUT Palm to	-\$1.00	\$0.00	0.00	-\$0.90	0.00%	
2339	300-65-559-8-5130	GIS CDBG N32 Palatka Heights	\$3,597.00	\$3,597.30	0.00	-\$0.30	100.00%	
2340	300-65-559-8-5140	LEAD AND COPPER RULE	\$100,230.00	\$100,230.25	0.00	\$0.00	100.00%	
2341	300-66-559-8-6100	PROVISION OF GOVT SERVICES	\$25,000.00	\$5,000.00	19,850.00	\$150.00	20.00%	
2342	300-66-559-8-6101	RADIOS 800 MHZ - ARPA	\$5,310.00	\$5,310.50	0.00	-\$0.06	100.00%	
2343	300-66-559-8-6102	VACANT PROPERTY PURCHASES/ABAT	\$216,009.00	\$22,880.00	187,029.00	\$6,100.46	10.59%	
2344	300-66-559-8-6103	ROAD MAINTENANCE	\$165,463.00	\$21,887.50	143,575.50	\$0.00	13.22%	
2345			-----	-----	-----	-----	-----	
2346								
2347			-----	-----	-----	-----	-----	

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

	A	B	E	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED	
2348		TOTAL	\$1,546,461.00	\$384,744.09	1,055,697.96	\$106,018.95	25.00%	
2349								
2350		GRANT MATCHES						
2351								
2352			-----	-----	-----	-----	-----	
2353		DEPARTMENT TOTAL	\$1,546,461.00	\$384,744.09	1,055,697.96	\$106,018.95	25.00%	
2354			-----	-----	-----	-----	-----	
2355								
2356			-----	-----	-----	-----	-----	
2357		TOTAL EXPENDITURES	\$1,546,461.00	\$384,744.09	1,055,697.96	\$106,018.95	25.00%	
2358			-----	-----	-----	-----	-----	
2359								
2360		RESERVES						
2361			-----	-----	-----	-----	-----	
2362		DEPARTMENT TOTAL	\$0.00	\$0.00	0.00	\$0.00	0.00%	
2363								
2364			-----	-----	-----	-----	-----	
2365		TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES						
2366	ARPA FUND		\$1,546,461.00	\$384,744.09	1,055,697.96	\$106,018.95	25.00%	
2367			-----	-----	-----	-----	-----	
2368								
2369				\$0.00				

Unaudited Results of Operations for the Period ending August 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 91% of the 2025 fiscal year.

Highlights

General Fund revenues year to date are \$16,120,236 (representing 67% of budgeted amounts for FY2025) General Fund expenditures year to date are 16,111,583 (representing 67% of budgeted amounts for FY2025) General Fund encumbrances are \$ 1,039,360 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 \$ 19.4 million. 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.

Airport Fund revenues year to date are \$2,264,971 (representing 44% of budgeted amounts for FY2025) Airport expenses year to date are \$2,086,168 (representing 40% of budgeted amounts for FY2025.) ARPA Fund revenues/expenses year to date are \$384,744 (representing 25% of budgeted amounts for FY2025.) Better Place Plan Fund revenues year to date are \$3,623,161 (representing 24% of budgeted amounts for FY2025.) Better Place Plan Fund expenditures year to date are \$3,607,563 representing 24% of budgeted amounts for FY2025.)

The Golf Course Fund revenues year to date are \$105,175 (representing 60% of budgeted amounts for FY2025) Golf Course Fund expenses year to date are \$182,030 (representing 104% of budgeted amounts for FY2025.) Sanitation Fund revenues year to date \$3,326,480 (representing 83% of budgeted amounts for FY2025.) Sanitation Fund expenses year to date are \$2,880,923 (representing 72% of budgeted amounts for FY2025.) Utility Fund revenues year to date are \$11,292,953 (representing 43% of budgeted amounts for FY2025) Utility Fund expenses year to date are \$11,287,220 (representing 43% 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 \$334,392 (representing 15% of budgeted amounts for FY2025.)

Minutes

The Palatka Gas Authority Board of Directors met on September 11, 2025. Present were Jud Neufeld presiding, Vice President James Vickers, Marc Spalding, Bryan Screen, Chip Laibl, Attorney George Young, General Manager Brett Dennis, Operations Manager Ann Atkins and Office Manager Michele Kruschke.

The meeting opened with an invocation led by Vice President James Vickers.

A motion to approve the minutes from August 07, 2025 and August 25th, 2025 meetings was made by Marc Spalding and seconded by Chip Laibl. The motion was approved.

The financial report for the month of July 2025 was given by Brett.

Brett presented the Budget for the 2025-2026 fiscal year. A motion to approve the budget was made by Chip and seconded by Bryan Screen. The motion was approved.

Brett requested adding an additional employee as a Meter Reader. A motion to approve the additional employee was made by Marc Spalding and seconded by Bryan Screen. The motion was approved.

Brett presented a proposal from Civic Plus to upgrade our current website to be ADA Compliant. The Board requested Brett obtain two additional quotes.

Brett requested to purchase two budgeted Sensit G3 Gas Detectors. A motion to approve the purchase was made by Chip Laibl and seconded by James Vickers. The motion carried.

Brett presented the request from Alford Farms Development to provide natural gas service for a generator to their lift station. This would require a 4-inch main extension of 1,850 feet to the Alford Farms Development entrance. Alford Farms will pay for the 2-inch service line to the generator. A motion to approve the main line extension was made by Marc Spalding and seconded by Chip Laibl. Marc Spalding disclosed a potential conflict due to his involvement with the parties involved. Upon disclosure of his involvement, and upon advice from the board attorney, the board agreed that there was a conflict and Marc Spalding agreed to abstain from any motion, vote and discussion. A Motion was made by James Vickers and seconded by Chip Laibl. The motion was approved.

The next Board Meeting will be held on October 02, 2025.

Jud Neufeld, President



FLORIDA DEPARTMENT OF Environmental Protection

Ron DeSantis
Governor

Alexis A. Lambert
Secretary

Northeast District
8800 Baymeadows Way West, Suite 100
Jacksonville, Florida 32256

May 9, 2025

Sent electronically to: mcarty@palatka-fl.gov

Marcia Carty, City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

RE: Florida Department of Environmental Protection vs. City of Palatka (R. C. Willis WTP)
OGC File Number: 19-0214
DEP ID: 2544260
Putnam County – Drinking Water

Dear Ms. Carty,

Enclosed is the Consent Order to resolve the issues in the subject OGC File Number 19-0214. Please review the Consent Order and, if you find it acceptable, sign and return the original document to this office within 14 days of receipt.

If you wish to modify the Consent Order, please respond to this office in writing within 14 days, explaining your concerns including any proposed changes.

If you have any questions concerning the Consent Order, please contact Ben Piltz at (904) 256-1683, or at Michael.Lindsay@FloridaDEP.gov. Your continued cooperation in the matter is greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "TG Kallemeyn".

Thomas G. Kallemeyn
Assistant District Director

ec: FDEP-NED: Shane Tierney, Madison White, Michael Lindsay, DEP_NED
Shawn Bruneau, City of Palatka, sbruneau@palatka-fl.gov

BEFORE THE STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

STATE OF FLORIDA DEPARTMENT	)	IN THE OFFICE OF THE
OF ENVIRONMENTAL PROTECTION	)	NORTHEAST DISTRICT
	)	
v.	)	OGC FILE NO. 19-0214
	)	
CITY OF PALATKA	)	
	)	

CONSENT ORDER

This Amended Consent Order (“Order”) is entered into between the State of Florida Department of Environmental Protection (“Department”) and City of Palatka (“Respondent”) to reach settlement of certain matters at issue between the Department and Respondent. This Order amends and replaces the Consent Order # 19-0214, effective February 25, 2021, previously entered into by Respondent and the Department. Unless specifically otherwise stated herein, this Order shall supersede the previous Consent Order, which shall have no further force or effect.

The Department finds and Respondent admits the following:

1. The Department is the administrative agency of the State of Florida having the power and duty to protect Florida’s water resources and to administer and enforce the provisions of the Florida Safe Drinking Water Act, Sections 403.850, et seq., Florida Statutes (“Fla. Stat.”), and the rules promulgated and authorized in Title 62, Florida Administrative Code (“Fla. Admin. Code”). The Department has jurisdiction over the matters addressed in this Order.

2. Respondent is a person within the meaning of Section 403.852(5), Fla. Stat.

3. Respondent is the owner and operator of a community water system known as R.C. Willis water treatment plant (“WTP”), PWS No. 2544260, located at 320 North Moody Road, Palatka, Florida, 32177, in Putnam County, Florida (“System”).

4. The Department finds that Respondent is in violation of Rule 62-550.310(3), Fla. Admin. Code, which establishes the maximum contaminant level (“MCL”) for total

trihalomethanes ("TTHMs") as 0.080 milligrams per liter ("mg/L") and the five haloacetic acids ("HAA5s") as 0.060 mg/L. The locational running annual average ("LRAA") results for samples collected from the System since October 17, 2017 and analyzed for TTHMs and HAA5s are shown in Table 1, below.

5. The Department finds that Respondent is in violation of Rule 62-550.822 Fla. Admin. Code, which establishes the monitoring frequency and number of samples required per period. Missed monitoring is shown in Table 1, below:

Table 1: TTHMs and HAA5s Quarterly and LRAA Results

* LRAA exceeded MCL
**Required monitoring missed

SM-1 Boat Ramp

<i>TTHMs (MCL: 0.08 mg/L)</i>			<i>HAA5s (MCL: 0.06 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>	<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
10/9/17	0.152	0.0857*	10/9/17	0.025	0.01695
12/11/17	0.10552	0.10013*	12/11/17	0.00579	0.01432
3/13/18	0.0872	0.10106*	3/13/18	0.0672	0.02707
6/7/18	0.144	0.12218*	6/7/18	0.0505	0.03712
9/12/18	0.135	0.11793*	9/12/18	0.0991	0.05565
12/12/18	0.101	0.1168*	12/12/18	0.0456	0.0656*
3/12/19	0.118	0.1245*	3/12/19	0.0648	0.0650*
9/11/19	0.1210	0.0949*	9/11/19	0.0321	0.0386
12/10/19	0.0993	0.0945*	12/10/19	0.0795	0.0470
3/11/20	0.0909	0.0877*	3/11/20	0.0130	0.0341
6/9/20	0.1110	0.1056*	6/9/20	0.0405	0.0313
9/11/20	0.091	0.09805*	9/11/20	0.032	0.04125
12/8/20	0.0754	0.09208*	12/8/20	0.0233	0.02720
3/10/21	0	0.06935	3/10/21	0.0259	0.030425
6/7/21	0.073	0.05985	6/7/21	0.0222	0.02585
9/9/21	0.130	0.0696	9/9/21	0.0133	0.021175
12/9/21	0.0895	0.073125	12/9/21	0.0177	0.019775
3/9/22	0.131	0.105875*	3/10/22	0	0.0133
6/10/22	0.1018	0.113075*	Q2 2022	Missed**	0.01033
9/13/22	0.1066	0.107225*	9/13/22	0.0176	0.011767
12/12/22	0.1486	0.122*	12/12/22	0.0158	0.011133
3/10/23	0.140	0.12425*	3/10/23	0.013	0.015467
6/13/23	0.1466	0.13545*	6/13/23	0.0191	0.016375
9/11/23	0.986	0.13345*	9/11/23	0.0301	0.0195
Q4 2023	Missed**	0.1284*	Q4 2023	Missed**	0.02073
2/22/24	0.1254	0.1226*	2/22/24	0.0346	0.02793
6/11/24	0.0932	0.0959*	6/11/24	0.0128	0.02145
9/13/24	0.0912	0.0922*	9/13/24	0.0174	0.0151

12/12/24	0.460	0.08895*
3/14/25	0.0057	0.05903

12/12/24	0.00082	0.01641
3/14/25	0.00081	0.00796

SM-2 River & 13th Street

<i>TTHMs (MCL: 0.08 mg/L)</i>			<i>HAA5s (MCL: 0.06 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>	<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
10/9/17	0.194	0.08838*	10/9/17	0.0264	0.01718
12/11/17	0.09018	0.10182*	12/11/17	0.00428	0.01477
3/13/18	0.0813	0.1031*	3/13/18	0.0625	0.0262
6/7/18	0.115	0.12012*	6/7/18	0.0435	0.03417
9/12/18	0.104	0.09762*	9/12/18	0.00588	0.02904
12/12/18	0.103	0.10083*	12/12/18	0.0483	0.04005
3/12/19	0.0606	0.09565*	3/12/19	0.0158	0.02837

Location SM-2 was replaced with SM-5 due to distribution system line replacements.

SM-3 Bronson & 7th Street

<i>TTHMs (MCL: 0.08 mg/L)</i>			<i>HAA5s (MCL: 0.06 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>	<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
10/9/17	0.188	0.08455*	10/9/17	0.027	0.01733
12/11/17	0.1195	0.10620*	12/11/17	0.02004	0.01854
3/13/18	0.0837	0.10848*	3/13/18	0.0682	0.03214
6/7/18	0.137	0.13205*	6/7/18	0.0547	0.04249
9/12/18	0.132	0.11805*	9/12/18	0.0587	0.05041
12/12/18	0.108	0.11518*	12/12/18	0.0535	0.05878
3/12/19	0.117	0.12350*	3/12/19	0.0611	0.05700
6/12/19	0.0991	0.1140*	6/12/19	0.0634	0.0592
9/11/19	0.1270	0.1128*	9/11/19	0.0388	0.0542
12/10/19	0.1100	0.1133*	12/10/19	0.0298	0.0483
3/11/20	0.0974	0.1084*	3/11/20	0.0157	0.0369
6/9/20	0.1170	0.1129*	6/9/20	0.0123	0.0242
9/11/20	0.0943	0.10468*	9/11/20	0.0379	0.02393
12/8/20	0.09290	0.10040*	12/8/20	0.01240	0.01958
3/10/21	0.111	0.1038*	3/10/21	0.0247	0.021825
6/7/21	0.0904	0.09715*	6/7/21	0.0118	0.0217
9/9/21	0.145	0.109825*	9/9/21	0.0123	0.0153
12/9/21	0.051	0.09935*	12/9/21	0.0121	0.015225
3/9/22	0.115	0.10035*	3/10/22	0.0161	0.013075
6/10/22	0.1178	0.1072*	Q2 2022	Missed**	0.01350
9/13/22	0.1147	0.099625*	9/13/22	0.0127	0.013633
12/12/22	0.1473	0.1237*	12/12/22	0.0143	0.014367
3/10/23	Missed**	0.1266*	3/10/23	0.0085	0.011833
6/13/23	0.1755	0.145833*	6/13/23	0.01452	0.012505
9/11/23	0.136	0.152933*	9/11/23	0.0279	0.016305
Q4 2023	Missed**	0.15575*	Q4 2023	Missed**	0.01697
2/22/24	0.1321	0.15575*	2/22/24	0.0287	0.02371
6/11/24	0.0775	0.10675*	6/11/24	0.0024	0.01515
9/13/24	0.0944	0.08595*	9/13/24	0.014	0.0082

12/12/24	0.044	0.087*
3/14/25	0.011	0.05673

12/12/24	0.00047	0.01139
3/14/25	0.0014	0.00457

SM-4 Crestwood & Cedar

<i>TTHMs (MCL: 0.08 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
10/9/17	0.140	0.0772
12/11/17	0.11048	0.09377*
3/13/18	0.0902	0.09847*
6/7/18	0.110	0.11292*
9/12/18	0.113	0.10617*
12/12/18	0.0922	0.1016*
3/12/19	0.1050	0.1053*
6/12/19	0.0675	0.0944*
9/11/19	0.1050	0.0924*
12/10/19	0.0835	0.0903*
3/11/20	0.1050	0.0903*
6/9/20	0.1180	0.1029*
9/11/20	0.0885	0.09875*
12/8/20	0.0897	0.10030*
3/10/21	0.0904	0.09665*
6/7/21	0.0672	0.08395*
9/9/21	0.115	0.090575*
12/9/21	0.0518	0.0811*
3/9/22	0.101	0.08375*
6/10/22	0.1085	0.094075*
9/13/22	0.1403	0.1004*
12/12/22	0.1599	0.127425*
3/10/23	0.12	0.132175*
6/13/23	0.1416	0.14045*
9/11/23	0.1043	0.13145*
Q4 2023	Missed**	0.121967*
2/22/24	0.1186	0.12295*
6/11/24	0.0933	0.0988*
9/13/24	0.0942	0.09375*
12/12/24	0.049	0.08878*
3/14/25	0.0082	0.06118

<i>HAA5s (MCL: 0.06 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
10/9/17	0.0292	0.0174
12/11/17	0.02441	0.02008
3/13/18	0.0566	0.03115
6/7/18	0.055	0.0413
9/12/18	0.0591	0.04878
12/12/18	0.0460	0.05418
3/12/19	0.0547	0.0537
6/12/19	0.0420	0.0505
9/11/19	0.0320	0.0437
12/10/19	0.0367	0.0414
3/11/20	0.0120	0.0307
6/9/20	0.0153	0.0240
9/11/20	0.0374	0.02535
12/8/20	0.0222	0.02173
3/10/21	0.0259	0.0252
6/7/21	0.023	0.027125
9/9/21	0.0154	0.021625
12/9/21	0.0156	0.019975
3/10/22	0	0.0135
Q2 2022	Missed**	0.01033
9/13/22	0.0192	0.0116
12/12/22	0.0187	0.012633
3/10/23	0.02	0.0193
6/13/23	0.0191	0.01925
9/11/23	0.0317	0.022375
Q4 2023	Missed**	0.02360
2/22/24	0.034	0.02827
6/11/24	0.0183	0.025
9/13/24	0.0137	0.016
12/12/24	0.00054	0.01664
3/14/25	0.00087	0.00835

SM-5 River & 12th Street

<i>TTHMs (MCL: 0.08 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
6/12/19	0.0999	N/A
9/11/19	0.0976	N/A
12/10/19	0.1160	N/A
3/11/20	0.0864	0.9975*

<i>HAA5s (MCL: 0.06 mg/L)</i>		
<i>Sample Date</i>	<i>Quarterly Result</i>	<i>LRAA</i>
6/12/19	0.1040	N/A
9/11/19	0.0212	N/A
12/10/19	0.0435	N/A
3/11/20	0.0151	0.0460

6/9/20	0.1000	0.1000*
9/11/20	0.10585	0.1071*
12/8/20	0.113	0.1051*
3/10/21	0.0809	0.103725*
6/7/21	0.0665	0.09535*
9/9/21	0.11	0.0926*
12/9/21	0.085	0.0856*
3/9/22	0.1	0.090375*
6/10/22	0.0968	0.09795*
9/13/22	0.078	0.08995*
12/12/22	0.1459	0.105175*
3/10/23	0.1	0.105175*
6/13/23	0.1306	0.113625*
9/11/23	0.0846	0.115275*
Q4 2023	Missed**	0.105067*
2/22/24	0.0818	0.1076*
6/11/24	0.1207	0.10265*
9/13/24	0.0751	0.0979*
12/12/24	0.053	0.08265*
3/14/25	0.0024	0.0628

6/9/20	0.0203	0.0250
9/11/20	0.0540	0.03323
12/8/20	0.0338	0.0308
3/10/21	0.0145	0.03065
6/7/21	0.0516	0.038475
9/9/21	0.0214	0.030325
12/9/21	0.0172	0.026175
3/10/22	0.0197	0.027475
Q2 2022	Missed**	0.01943
9/13/22	0.02	0.018967
12/12/22	0.0156	0.018433
3/10/23	0.019	0.0182
6/13/23	0.0162	0.0177
9/11/23	0.026	0.0192
Q4 2023	Missed**	0.02040
2/22/24	0.0222	0.02147
6/11/24	0.0259	0.02595
9/13/24	0.0161	0.021
12/12/24	0.0016	0.01645
3/14/25	0.00052	0.01103

Having reached a resolution of the matter Respondent and the Department mutually agree and it is

ORDERED:

5. Respondent shall comply with the following corrective actions within the stated time periods:

a) Within 30 days of the effective date of this Order, Respondent shall submit an updated Corrective Action Plan (Plan) to maintain Stage 2 Disinfection By-Products (S2 DBPs) levels below the MCL, which includes the TTHMs and HAA5s. The Plan shall include any constructed or anticipated treatments, plant modifications, or operating and maintenance procedures and estimated timeline for action. The Plan must be approved and implemented within 60 days of the effective date of this Order.

b) If additional information is needed in the Plan, the Department will provide a written request for information and Respondent shall provide the requested information prior to implementation of the Plan.

c) Respondent shall continue to sample quarterly for TTHMs and HAA5s and maintain LRAAs below the MCL at all locations for four consecutive quarters. Afterwards, the system will be eligible to return to its regular required monitoring in accordance with Chapter 62-550.514(2), Fla. Admin. Code; this requires LRAAs at each location to be no more than 0.060 mg/L and 0.045 mg/L for TTHMs and HAA5s, respectively. Respondent shall submit all sampling results to the Department within 10 days following the month in which the samples were taken or within 10 days following Respondent's receipt of the results, whichever is sooner, in accordance with Chapter 62-550.730, Fla. Admin. Code.

d) Respondent shall issue public notices for any future MCL violations that occur as required by Rule 62-560.410(1), Fla. Admin. Code, and reissue them every 90 days until the Department determines that the System is in compliance with all MCLs. Respondent shall submit certification of delivery of public notices, using DEP Form 62-555.900(22), Fla. Admin. Code to the Department within 10 days of issuing each public notice.

e) Respondent shall submit written quarterly updates on the status of the corrective actions. Updates shall include any adjustments to the timeline or changes in the course of action specified in the Plan. Updates shall be submitted to the Department within 10 days following the end of each calendar quarter for the duration of this Consent Order.

f) By January 10, 2026, Respondent shall complete the actions specified in the Plan, including any adjustments reported in quarterly updates, and demonstrate that the LRAAs are in compliance with MCLs for TTHMs and HAA5s at all locations.

6. Within 30 days of the effective date of this Order, Respondent shall pay the Department \$4,750.00 in settlement of the regulatory matters addressed in this Order. This amount includes \$4,500.00 for civil penalties and \$250.00 for costs and expenses incurred by the Department during the investigation of this matter and the preparation and tracking of this Order. The civil penalties are apportioned as follows: \$4,500.00 for violation of Rule 62-550.310(3), Fla. Admin. Code.

7. In lieu of making cash payment of \$4,500.00 in civil penalties as set forth in paragraph 6 above, Respondent may elect to off-set this amount by implementing an in-kind

penalty project, which must be approved by the Department. An in-kind project must be either an environmental enhancement, environmental restoration or a capital/facility improvement project and may not be a corrective action requirement of the Order or otherwise required by law. The Department may also consider the donation of environmentally sensitive land as an in-kind project. The value of the in-kind penalty project shall be one and a half times the civil penalty off-set amount, which in this case is the equivalent of at least \$6,750.00. If Respondent chooses to implement an in-kind project, Respondent shall notify the Department of its election by certified mail within 15 days of the effective date of this Consent Order. Should Respondent elect to implement an in-kind project, then Respondent shall comply with all the requirements and time frames in Exhibit A "In-Kind Projects," attached to and incorporated herein. Notwithstanding the election to implement an in-kind project, payment of the \$250.00 for costs assessed must be submitted to the Department within 30 days of the effective date of this Order.

8. Respondent agrees to pay the Department stipulated penalties in the amount of \$100 per day for each and every day Respondent fails to timely comply with any of the requirements of paragraph 5 of this Order. The Department may demand stipulated penalties at any time after violations occur. Respondent shall pay stipulated penalties owed within 30 days of the Department's issuance of written demand for payment, and shall do so as further described in paragraph 9, below. Nothing in this paragraph shall prevent the Department from filing suit to specifically enforce any terms of this Order. Any stipulated penalties assessed under this paragraph shall be in addition to the civil penalties agreed to in paragraph 6 of this Order.

9. All payments required by this Order shall be made by cashier's check, money order or online "e-check" payment. Cashier's check or money order payments shall be made payable to the "Department of Environmental Protection" and shall include both the OGC number (19-0214) assigned to this Order and the notation "Water Quality Assurance Trust Fund." Cashier's check or money order payments shall be submitted to the Department District Office outlined in Paragraph 10 below. Online payments can be made by going to the

DEP Business Portal at: <http://www.fldepportal.com/go/pay/>. Please note it may take a number of days after this order becomes final, effective and filed with the Clerk of the Department before the ability to make online payment is available.

10. Except as otherwise provided, all submittals and payments required by this Order shall be sent to Department of Environmental Protection, Northeast District, 8800 Baymeadows Way West, Suite 100, Jacksonville, Florida, 32256.

11. Respondent shall allow all authorized representatives of the Department access to the Facility and the Property at reasonable times for the purpose of determining compliance with the terms of this Order and the rules and statutes administered by the Department.

12. In the event of a sale or conveyance of the Facility or of the Property upon which the Facility is located, if all of the requirements of this Order have not been fully satisfied, Respondent shall, at least 30 days prior to the sale or conveyance of the Facility or Property, (a) notify the Department of such sale or conveyance, (b) provide the name and address of the purchaser, operator, or person(s) in control of the Facility, and (c) provide a copy of this Order with all attachments to the purchaser, operator, or person(s) in control of the Facility. The sale or conveyance of the Facility or the Property does not relieve Respondent of the obligations imposed in this Order.

13. If any event, including administrative or judicial challenges by third parties unrelated to Respondent, occurs which causes delay or the reasonable likelihood of delay in complying with the requirements of this Order, Respondent shall have the burden of proving the delay was or will be caused by circumstances beyond the reasonable control of Respondent and could not have been or cannot be overcome by Respondent's due diligence. Neither economic circumstances nor the failure of a contractor, subcontractor, materialman, or other agent (collectively referred to as "contractor") to whom responsibility for performance is delegated to meet contractually imposed deadlines shall be considered circumstances beyond the control of Respondent (unless the cause of the contractor's late performance was also beyond the contractor's control). Upon occurrence of an event causing delay, or upon becoming aware of a potential for delay, Respondent shall notify the Department by the next

working day and shall, within seven calendar days notify the Department in writing of (a) the anticipated length and cause of the delay, (b) the measures taken or to be taken to prevent or minimize the delay, and (c) the timetable by which Respondent intends to implement these measures. If the parties can agree that the delay or anticipated delay has been or will be caused by circumstances beyond the reasonable control of Respondent, the time for performance hereunder shall be extended. The agreement to extend compliance must identify the provision or provisions extended, the new compliance date or dates, and the additional measures Respondent must take to avoid or minimize the delay, if any. Failure of Respondent to comply with the notice requirements of this paragraph in a timely manner constitutes a waiver of Respondent's right to request an extension of time for compliance for those circumstances.

14. The Department, for and in consideration of the complete and timely performance by Respondent of all the obligations agreed to in this Order, hereby conditionally waives its right to seek judicial imposition of damages or civil penalties for the violations described above up to the date of the filing of this Order. This waiver is conditioned upon Respondent's complete compliance with all of the terms of this Order.

15. This Order is a settlement of the Department's civil and administrative authority arising under Florida law to resolve the matters addressed herein. This Order is not a settlement of any criminal liabilities which may arise under Florida law, nor is it a settlement of any violation which may be prosecuted criminally or civilly under federal law. Entry of this Order does not relieve Respondent of the need to comply with applicable federal, state, or local laws, rules, or ordinances.

16. The Department hereby expressly reserves the right to initiate appropriate legal action to address any violations of statutes or rules administered by the Department that are not specifically resolved by this Order.

17. Respondent is fully aware that a violation of the terms of this Order may subject Respondent to judicial imposition of damages, civil penalties up to \$5,000.00 per day per violation, and criminal penalties.

18. Respondent acknowledges and waives its right to an administrative hearing pursuant to sections 120.569 and 120.57, Fla. Stat., on the terms of this Order. Respondent also acknowledges and waives its right to appeal the terms of this Order pursuant to section 120.68, Fla. Stat.

19. Electronic signatures or other versions of the parties' signatures, such as .pdf or facsimile, shall be valid and have the same force and effect as originals. No modifications of the terms of this Order will be effective until reduced to writing, executed by both Respondent and the Department, and filed with the clerk of the Department.

20. The terms and conditions set forth in this Order may be enforced in a court of competent jurisdiction pursuant to sections 120.69 and 403.121, Fla. Stat. Failure to comply with the terms of this Order constitutes a violation of section 403.161(1)(b), Fla. Stat.

21. This Amended Consent Order is a final order of the Department pursuant to section 120.52(7), Fla. Stat., and it is final and effective on the date filed with the Clerk of the Department unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, Fla. Stat. Upon the timely filing of a petition, this Consent Order will not be effective until further order of the Department.

22. Respondent shall publish the following notice in a newspaper of daily circulation in Putnam County, Florida. The notice shall be published one time only within 30 days of the effective date of the Order. Respondent shall provide a certified copy of the published notice to the Department within 10 days of publication.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

NOTICE OF CONSENT ORDER

The Department of Environmental Protection ("Department") gives notice of agency action of entering into a Consent Order with THE CITY OF PALAKTA pursuant to section 120.57(4), Florida Statutes. The Consent Order addresses the Maximum Contaminant Level requirements for Disinfection Byproducts at City of Palatka - R.C. Willis WTP (PWS ID Number 2544260). The Consent Order is available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the

Department of Environmental Protection, Northeast District Office, 8800 Baymeadows Way West, Suite 100, Jacksonville, Florida, 32256.

23. Persons who are not parties to this Consent Order, but whose substantial interests are affected by it, have a right to petition for an administrative hearing under sections 120.569 and 120.57, Florida Statutes. Because the administrative hearing process is designed to formulate final agency action, the filing of a petition concerning this Consent Order means that the Department's final action may be different from the position it has taken in the Consent Order.

The petition for administrative hearing must contain all of the following information:

- a) The OGC Number assigned to this Consent Order;
- b) The name, address, and telephone number of each petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding;
- c) An explanation of how the petitioner's substantial interests will be affected by the Consent Order;
- d) A statement of when and how the petitioner received notice of the Consent Order;
- e) Either a statement of all material facts disputed by the petitioner or a statement that the petitioner does not dispute any material facts;
- f) A statement of the specific facts the petitioner contends warrant reversal or modification of the Consent Order;
- g) A statement of the rules or statutes the petitioner contends require reversal or modification of the Consent Order; and
- h) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the Department to take with respect to the Consent Order.

The petition must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida, 32399-3000, within 21 days of

receipt of this notice. A copy of the petition must also be mailed at the time of filing to the District Office at Northeast District Office, 8800 Baymeadows Way West, Suite 100, Jacksonville, Florida, 32256. Failure to file a petition within the 21-day period constitutes a person's waiver of the right to request an administrative hearing and to participate as a party to this proceeding under sections 120.569 and 120.57, Florida Statutes. Before the deadline for filing a petition, a person whose substantial interests are affected by this Consent Order may choose to pursue mediation as an alternative remedy under section 120.573, Florida Statutes. Choosing mediation will not adversely affect such person's right to request an administrative hearing if mediation does not result in a settlement. Additional information about mediation is provided in section 120.573, Florida Statutes and Rule 62-110.106(12), Florida Administrative Code.

24. Rules referenced in this Order are available at:

<http://www.dep.state.fl.us/legal/Rules/rulelist.htm>

FOR THE RESPONDENT:

Marcia Carty, Interim City Manager
City of Palatka

Date

FOR DEPARTMENT USE ONLY

DONE AND ORDERED this ____ day of _____ 2025, in Duval County, Florida.

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION

Gregory J. Strong
District Director
Northeast District

TK

Filed, on this date, pursuant to section 120.52, Fla. Stat., with the designated Department Clerk,
receipt of which is hereby acknowledged.

Clerk

Date

Copies furnished to:

Lea Crandall, Agency Clerk
Mail Station 35

Exhibit A

In-Kind Projects

I. An in-kind project

1. Within 60 days of the effective date of this Consent Order, Respondent shall submit, by certified mail, a detailed in-kind project proposal to the Department for evaluation. The proposal shall include a summary of benefits, proposed schedule for implementation and documentation of the estimated costs which are expected to be incurred to complete the project. These costs shall not include those incurred in developing the proposal or obtaining approval from the Department for the in-kind project.

2. If the Department requests additional information or clarification due to a partially incomplete in-kind project proposal or requests modifications due to deficiencies with Department guidelines, Respondent shall submit, by certified mail, all requested additional information, clarification, and modifications within 15 days of receipt of written notice.

3. If upon review of the in-kind project proposal, the Department determines that the project cannot be accepted due to a substantially incomplete proposal or due to substantial deficiencies with minimum Department guidelines, the Department shall notify the Respondent in writing of the reason(s) for it not approving the proposal. Respondent shall correct and redress all of the matters or deficiencies identified by the Department and submit a new or revised proposal to the Department, by certified mail, within 30 days of receipt of the Department's notice. If the new or revised proposal is not approved by the Department, Respondent shall submit payment of the administrative penalties set out in Paragraph 6 of this Order, within 30 days of receipt of the Department's notice rejecting the proposal.

4. Within 120 days of the effective date of this Consent Order, Respondent shall obtain approval for an in-kind project from the Department. If the Department does not approve an in-kind project proposal submitted by Respondent within 120 days of the effective date of this Consent Order,

then Respondent shall submit payment of the administrative penalties as set out in Paragraph 7 of this Order, within 30 days of receipt of the Department's notice rejecting the proposal.

5. Respondent shall complete the in-kind project, as approved by the Department, within 180 days of obtaining Department approval of Respondent's in-kind proposal or in accordance with the schedule submitted pursuant to Paragraph (1) of this Exhibit and approved by the Department.

6. During the implementation of the in-kind project, Respondent shall place appropriate sign(s) at the project site indicating Respondent's involvement with the project is the result of a Department enforcement action. Respondent may remove the sign(s) upon the completion of the in-kind project. At no time during the implementation of the project or following the completion of the project, shall Respondent post any sign(s) at the project site or otherwise disseminate information that may infer any other reason for the project other than resulting from a Department enforcement action.

7. In the event, Respondent fails to timely submit any requested information to the Department, fails to complete implementation of the in-kind project, or otherwise fails to comply with any provisions of the Department-approved proposal, this Consent Order, or Paragraphs 1 through 9 of this Exhibit, Respondent shall forfeit the in-kind penalty project option, and Respondent shall submit the entire amount of administrative penalties set out in Paragraph 7 of this Consent Order within 30 days of notice by the Department. Should the in-kind penalty project be terminated for any reason and Respondent timely remits the \$4,750.00 penalty, Respondent shall not be assessed the additional stipulated penalties set out in Paragraph 7 of this Consent Order.

8. Within 15 days of completing the approved in-kind project, Respondent shall notify the Department in writing, by certified mail, of the project's completion, and submit documentation, verifying that the project was completed in accordance with the approved proposal and detailing the actual costs

incurred to complete the project. Actual costs of the project shall not include costs incurred in developing the proposal or obtaining approval from the Department for the project.

9. If upon review of the notification of completion, the Department determines that the project cannot be accepted due to a substantially incomplete notification of completion or due to substantial deviations from the approved in-kind project, the Department shall notify Respondent, in writing, of the reason(s) which prevent the acceptance of the project. Respondent shall correct and redress all of the matters or deficiencies identified by the Department and submit a new or revised notification of completion to the Department at issue and submit, by certified mail, within 15 days of receipt of the Department's notice. If upon review of the new submittal, the Department determines that the in-kind project is still incomplete or not in accordance with the approved proposal, the in-kind penalty project option shall be forfeited, and Respondent shall submit the entire amount of the administrative penalties assessed in Paragraph 7 of the Consent Order within 30 days of notice from the Department. If the in-kind penalty project is terminated and Respondent timely remits the \$4,750.00, Respondent shall not be assessed the additional stipulated penalties set out in Paragraph 7 of this Consent Order.

ROBERTA CORREA
MAYOR-COMMISSIONER

ANNIE HENDERSON-DAVIS
COMMISSIONER

WILL JONES
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



CITY of **Palatka**
FLORIDA

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

MARCIA CARTY, CPA
CITY MANAGER

JANE WEST, ESQ
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CITY OF PALATKA BOARD REAPPOINTMENT APPLICATION

I wish to apply for appointment to the Putnam County Library Board Board.
I understand that, if appointed, I will serve in a volunteer capacity on this board.

APPLICANT: Yvette Jones (Must be at least 18 yrs. old)

Residence (911 Address) 1005 Tierra Woods Drive, Palatka, FL Phone: 386-937-4963
Fax: _____

Business Name _____ Phone: _____
& Address _____ Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 1005 Tierra Woods Drive, Palatka, FL 32177

E-mail: yvetteajones@hotmail.com Daytime Phone: 386-937-4963

PROFESSIONAL QUALIFICATIONS (Include occupation - attach additional sheet if necessary)

I have served on this board since 2022. I have served as the President of the Board for the last year. I serve on other boards in both advisory and governing capacities.

OTHER COMMENTS OR INFORMATION:

My term expired in June. I emailed Laura Berardi to renew my term & she said I was appointed by the City of Palatka and need to go through the City for reappointment.

In accord with F.S. 760.80(4) Please indicate the following:

Applicant's race: Black
Ethnicity: African American
Gender: Female
Physical disability, if any: None

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

ROBERTA CORREA
MAYOR-COMMISSIONER

ANNIE HENDERSON-DAVIS
COMMISSIONER

WILL JONES
COMMISSIONER

JUSTIN R. CAMPBELL
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Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

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CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CITY OF PALATKA BOARD REAPPOINTMENT APPLICATION

I wish to apply for appointment to the Putnam County Library Board.

I understand that, if appointed, I will serve in a volunteer capacity on this board.

APPLICANT: Sydney Breton (Must be at least 18 yrs. old)

Residence

Phone: 386-937-6432

(911 Address) 108 Lynsey Lane, Palatka

Fax: _____

Business Name _____

Phone: _____

& Address _____

Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: _____

E-mail: sdbreton@comcast.net

Daytime Phone: 386-937-6432

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

30 years experience as an elementary school librarian/media specialist

OTHER COMMENTS OR INFORMATION:

I have been a member of this board for many years, and was instructed to reapply to continue my service.

In accord with F.S. 760.80(4) Please indicate the following:

Applicant's race: white

Ethnicity: caucasian

Gender: female

Physical disability, if any: none

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

Sydney Breton September 16, 2025

SIGNATURE OF APPLICANT

DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

ADOPT RESOLUTION 2025-R-126 granting a special events permit to Sam Deputy of Downtown Palatka Experience for New Town Family Jam. This event will be held on St. Johns Ave. from 6th to 9th Street and from St. Johns Ave to Oak St. on May 23rd and 24th in the hours provided on the event application.

- **Event Date or Dates– May 23rd and 24th 2026**
- **Agenda Item Number – 2025-R-126**
- **Title of Item / Subject – Newtown Family Jam**
- **Department / Division – Downtown Palatka Experience**
- **Prepared By – Sam Deputy**
- **Reviewed By – Special Events Team**
- **Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.**

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Sam Deputy is requesting road closures of 6-9th and of 6th, 7th, and 8th from St. Johns Ave to Oak St. Sam Deputy is requesting permits for amplified sound.

BACKGROUND

This event will host arts and crafts, street music, live entertainment, vendors, a car show and line dancing.

PROJECT ANALYSIS

Sam Deputy with Sam Deputy of Downtown Palatka Experience has submitted an application for New Town Family Jam. The event will be held May 23rd and 24th on St. Johns Ave. This is a family-friendly event.

Staff Recommendation

The Special Events team has met and would like to recommend this event be approved.

ATTACHMENTS

1.	New Town Family Jam application
2.	Resolution 2025-R-126 New Town Family Jam resolution

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Sam Deputy
 Address: 623 St. Johns Ave Email: _____
Palatka, FL Phone: _____
2. Secondary Contact: _____
 Address: _____ Email: _____
 Phone: _____
3. Event Sponsor/Organization: DPE Downtown Palatka Experience
 Attach a certificate of Tax Exemption if applicable.
4. Name of Event: NewTown Family Jam
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
Family Festival with activities centered on children and families. Including: Street Corners entertainment, Art & Craft Vendors, children's Art activities, Pet rescues, etc. Food will center on The four current restaurants and The Two being currently build. Local Food Trucks will fill Gaps. Car/Truck Show, Line Dancing. No Alcohol.
Community Church Service
Community Dinner
6. Event Location (911 Address): _____
7. Road Closures: ex: St. Johns Avenue from First Street to Second Street

<u>St Johns Ave</u>	from	<u>6th</u>	to	<u>11th</u>
_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	<u>police @ 9th st.</u>
_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____
8. Onsite representatives during the event: Sam Deputy

Name: Sam Deputy

Cell Phone: 386-983-4897

Name: _____

Cell Phone: _____

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

5/23/26 ^{AM} 6:00 to 10:00 AM to to

Event:

5/23/26 ^{PM} 10:00 to 9:00 10:00 to 9:00 to

3-5,000 *Line dancing*

5/24/26 10:00 to 5:00 1:00 to 5:00 to

3-5,000

 / / to to to

 / / to to to

 / / to to to

 / / to to to

 / / to to to

Breakdown:

5/24/26 ^{PM} 5:00 to 9:00 PM to to

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

5,000

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.

14. Number of staff/ volunteer: 20 Uniform identification: Badges

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**

REQUIRED ATTACHMENTS

- ☒ Site Plan (see checklist)

Coming in detail

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

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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**

(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord. No. 10-34, l(Exh. 1), 12-9-2010)

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.

2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.



Signature of Applicant

9-3-25

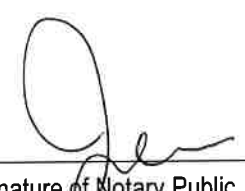
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 3rd day of Sept, 2025, by Sam Deputy, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL





Signature of Notary Public, State of _____

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Sam Deputy

Signature of Applicant

Name of Facility being used

Sam Deputy

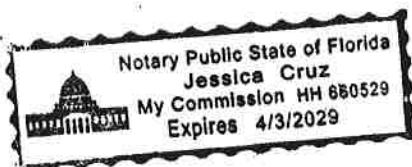
Print Name of Applicant

Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 3rd day of Sept, 2025, by Sam Deputy, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



JC

Signature of Notary Public, State of FL

RESOLUTION NO. 2025-R-126

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO SAM DEPUTY OF DPE FOR THE NEWTOWN FAMILY JAM TO BE HELD MAY 23RD, 24TH 2026; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR AMPLIFIED SOUND AND ROAD CLOSURES OF ST. JOHNS AVE. FROM 6TH TO 9TH STREET AND OF 6TH, 7TH AND 8TH FROM ST. JOHNS AVE TO OAK STREET; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Sam Deputy with Sam Deputy of Downtown Palatka Experience has submitted an application for New Town Family Jam. The event will be held May 23rd and 24th 2026.

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 The New Town Family Jam is hereby granted to Sam Deputy with the following provisions and stipulations:

- a.** A Class “A” Special Events Permit is hereby granted for the event to be held on May 23rd, 24th 2026 with setup on May 23rd during the hours provided in the application.
- b.** Road closures of St. Johns Ave. from 6th to 9th Street, and of 6th, 7th, and 8th from St. Johns Ave to Oak St. Times as noted on the Permit Application.

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 25th day of September, 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-127 APPROVING THE FLORIDA POWER & LIGHT (FPL) LED LIGHTING AGREEMENT FOR THE REID STREET PROJECT (FINANCIAL PROJECT NO. 210026-2-52-01) AND AUTHORIZING THE CITY'S LOCAL FUNDS CONTRIBUTION OF \$203,757.56

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission is requested to adopt Resolution 2025-R-127, approving the Florida Power & Light (FPL) LED Lighting Agreement for the Reid Street Project (Financial Project No. 210026-2-52-01) and authorizing the City's local funds contribution of \$203,757.56 for the installation of corridor lighting.

BACKGROUND

FDOT is advancing the Reid Street Project (Financial Project No. 210026-2-52-01) along SR 15 (US 17) from Memorial Bridge to SR 19. The scope of improvements includes median modifications, corridor lighting, and manhole and valve adjustments.

On August 28, 2025, the City Commission adopted Resolution 2025-R-110, approving the Locally Funded Agreement (LFA) with FDOT and authorizing the City's contribution of \$189,371.00.

As identified in that staff report, the City is also required to enter into a separate agreement with Florida Power & Light for the lighting component. The FPL LED Lighting Agreement provides for the installation of ninety-three (93) decorative LED fixtures mounted on black octagonal and standard concrete poles with decorative arms. The Agreement requires the City and FDOT to pay a Contribution in Aid of Construction (CIAC) in the total amount of \$203,757.56

PROJECT ANALYSIS

The FPL LED Lighting Agreement provides for installation, long-term energy service, and maintenance of the new lighting system in accordance with FPL's tariffs and Florida Public Service Commission regulations. The new LED system will improve pedestrian and vehicular safety, enhance aesthetics, and reduce annual energy consumption by approximately 55,800 kWh, eliminating 39.23 metric tons of CO₂ per year.

Execution of this agreement is necessary to complete the City's obligations for the Reid Street Project and to ensure corridor safety and visibility.

Staff Recommendation

Staff recommends approval of Resolution 2025-R-127, approving the Florida Power & Light (FPL) LED Lighting Agreement for the Reid Street Project (Financial Project No. 210026-2-52-01) and authorizing the City's contribution of \$203,757.56.

ATTACHMENTS

1.	127. 2025-R-127 APPROVING THE FLORIDA POWER & LIGHT (FPL) LED LIGHTING AGREEMENT FOR THE REID STREET PROJECT (FINANCIAL PROJECT NO. 210026-2-52-01)
2.	FPL Streetlight Package FDOT 210026-2 City of Palatka

RESOLUTION NO. 2025-R-127

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE FLORIDA POWER & LIGHT (FPL) LED LIGHTING AGREEMENT FOR THE REID STREET PROJECT (FINANCIAL PROJECT NO. 210026-2-52-01) AND AUTHORIZING THE CITY’S LOCAL FUNDS CONTRIBUTION OF \$203,757.56; AND PROVIDING FOR SCRIVENER’S ERRORS.

WHEREAS, the Florida Department of Transportation (FDOT) is advancing the Reid Street Project (Financial Project No. 210026-2-52-01) along SR 15 (US 17) from Memorial Bridge to SR 19; and

WHEREAS, the scope of improvements includes median modifications, corridor lighting, and utility adjustments; and

WHEREAS, on August 28, 2025, the City Commission adopted Resolution 2025-R-110, approving the Locally Funded Agreement (LFA) with FDOT and authorizing the City’s contribution of \$189,371.00; and

WHEREAS, the City is also required to enter into a separate agreement with Florida Power & Light (FPL) for the lighting component of the project; and

WHEREAS, the FPL LED Lighting Agreement provides for the installation of ninety-three (93) decorative LED fixtures mounted on black octagonal and standard concrete poles with decorative arms, with a total Contribution in Aid of Construction (CIAC) in the amount of \$203,757.56, shared between FDOT and the City; and

WHEREAS, the Palatka City Commission deems it reasonable, necessary, and in the best interest of the citizens to authorize execution of the FPL LED Lighting Agreement to ensure pedestrian and vehicular safety, enhance corridor aesthetics, and complete the City’s obligations for the Reid Street Project.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida:

- 1. The Mayor or City Manager and City Clerk are hereby authorized to execute and attest to the Florida Power & Light (FPL) LED Lighting Agreement for the Reid Street Project (Financial Project No. 210026-2-52-01).
 - a. The City’s local funds contribution in the amount of \$203,757.56 shall be used to fund the agreement.
- 2. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 25th day of September, 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

LED LIGHTING AGREEMENT

In accordance with the following terms and conditions, City of Palatka (hereinafter called the Customer), requests on this 19th day of August, 2025, from FLORIDA POWER & LIGHT COMPANY (hereinafter called FPL), a corporation organized and existing under the laws of the State of Florida, the following installation or modification of lighting facilities at (general boundaries) S US Highway 17, located in Palatka, Florida.

- (a) Installation and/or removal of FPL-owned facilities described as follows:

[illegible]

(1) Catalog of available fixtures and the assigned billing tier for each can be viewed at www.fpl.com/led

Pole Description	# Installed	# Removed
Black Octagonal Concrete 37' (30'MH)	36	N/A
STD Concrete 40' (30"MH)	48	N/A

- (b) Installation and/or removal of FPL-owned additional lighting facilities where a cost estimate for these facilities will be determined based on the job scope, and the Additional Lighting Charges factor applied to determine the monthly rate.
- (c) Modification to existing facilities other than described above or additional notes (explain fully): (36) Tenon Mount Decorative Arm & (57) Side Decorative Arms. (36) Black Octagonal Concrete 37' (30'MH) & (48) STD Concrete 40' (30"MH). FDOT & City will pay CIAC \$203,757.56.

That, for and in consideration of the covenants set forth herein, the parties hereto covenant and agree as follows:

FPL AGREES:

1. To install or modify the lighting facilities described and identified above (hereinafter called the Lighting System), furnish to the Customer the electric energy necessary for the operation of the Lighting System, and furnish such other services as are specified in this Agreement, all in accordance with the terms of FPL's currently effective lighting rate schedule on file at the Florida Public Service Commission (FPSC) or any successive lighting rate schedule approved by the FPSC.

THE CUSTOMER AGREES:

2. To pay a monthly fee for fixtures and poles in accordance to the Lighting tariff, and additional lighting charge in the amount of \$494.17. These charges may be adjusted subject to review and approval by the FPSC.
3. To pay Contribution in Aid of Construction (CIAC) in the amount of \$0.00 prior to FPL's initiating the requested installation or modification.
4. To pay the monthly maintenance and energy charges in accordance to the Lighting tariff. These charges may be adjusted subject to review and approval by the FPSC.
5. To purchase from FPL all the electric energy used for the operation of the Lighting System.
6. To be responsible for paying, when due, all bills rendered by FPL pursuant to FPL's currently effective lighting rate schedule on file at the FPSC or any successive lighting rate schedule approved by the FPSC, for facilities and service provided in accordance with this agreement.
7. To provide access, suitable construction drawings showing the location of existing and proposed structures, and appropriate plats necessary for planning the design and completing the construction of FPL facilities associated with the Lighting System.
8. To have sole responsibility to ensure lighting, poles, luminaires and fixtures are in compliance with any applicable municipal or county ordinances governing the size, wattage, lumens or general aesthetics.
9. For new FPL-owned lighting systems, to provide final grading to specifications, perform any clearing if needed, compacting, removal of stumps or other obstructions that conflict with construction, identification of all non-FPL underground facilities within or near pole or trench locations, drainage of rights-of-way or good and sufficient easements required by FPL to accommodate the lighting facilities.
10. For FPL-owned fixtures on customer-owned systems:
 - a. To perform repairs or correct code violations on their existing lighting infrastructure. Notification to FPL is required once site is ready.
 - b. To repair or replace their electrical infrastructure in order to provide service to the Lighting System for daily operations or in a catastrophic event.
 - c. In the event the light is not operating correctly, Customer agrees to check voltage at the service point feeding the lighting circuit prior to submitting the request for FPL to repair the fixture.

IT IS MUTUALLY AGREED THAT:

11. Modifications to the facilities provided by FPL under this agreement, other than for maintenance, may only be made through the execution of an additional lighting agreement delineating the modifications to be accomplished. Modification of FPL lighting facilities is defined as the following:
 - a. the addition of lighting facilities;
 - b. the removal of lighting facilities; and
 - c. the removal of lighting facilities and the replacement of such facilities with new facilities and/or additional facilities.

Modifications will be subject to the costs identified in FPL's currently effective lighting rate schedule on file at the FPSC, or any successive schedule approved by the FPSC.

12. FPL will, at the request of the Customer, relocate the lighting facilities covered by this agreement, if provided sufficient rights-of-way or easements to do so and locations requested are consistent with clear zone right-of-way setback requirements. The Customer shall be responsible for the payment of all costs associated with any such Customer-requested relocation of FPL lighting facilities. Payments shall be made by the Customer in advance of any relocation.
Lighting facilities will only be installed in locations that meet all applicable clear zone right-of-way setback requirements.
13. FPL may, at any time, substitute for any fixture installed hereunder another equivalent fixture which shall be of similar illuminating capacity and efficiency.

14. This Agreement shall be for a term of ten (10) years from the date of initiation of service, and, except as provided below, shall extend thereafter for further successive periods of five (5) years from the expiration of the initial ten (10) year term or from the expiration of any extension thereof. The date of initiation of service shall be defined as the date the first lights are energized and billing begins, not the date of this Agreement. This Agreement shall be extended automatically beyond the initial ten (10) year term or any extension thereof, unless either party shall have given written notice to the other of its desire to terminate this Agreement. The written notice shall be by certified mail and shall be given not less than ninety (90) days before the expiration of the initial ten (10) year term, or any extension thereof.
15. In the event lighting facilities covered by this agreement are removed, either at the request of the Customer or through termination or breach of this Agreement, the Customer shall be responsible for paying to FPL an amount equal to the original installed cost of the facilities provided by FPL under this agreement less any salvage value and any depreciation (based on current depreciation rates approved by the FPSC) plus removal cost.
16. Should the Customer fail to pay any bills due and rendered pursuant to this agreement or otherwise fail to perform the obligations contained in this Agreement, said obligations being material and going to the essence of this Agreement, FPL may cease to supply electric energy or service until the Customer has paid the bills due and rendered or has fully cured such other breach of this Agreement. Any failure of FPL to exercise its rights hereunder shall not be a waiver of its rights. It is understood, however, that such discontinuance of the supplying of electric energy or service shall not constitute a breach of this Agreement by FPL, nor shall it relieve the Customer of the obligation to perform any of the terms and conditions of this Agreement.
17. The obligation to furnish or purchase service shall be excused at any time that either party is prevented from complying with this Agreement by strikes, lockouts, fires, riots, acts of God, the public enemy, or by cause or causes not under the control of the party thus prevented from compliance, and FPL shall not have the obligation to furnish service if it is prevented from complying with this Agreement by reason of any partial, temporary or entire shut-down of service which, in the sole opinion of FPL, is reasonably necessary for the purpose of repairing or making more efficient all or any part of its generating or other electrical equipment.
18. This **Agreement supersedes all previous Agreements** or representations, either written, oral, or otherwise between the Customer and FPL, with respect to the facilities referenced herein and constitutes the entire Agreement between the parties. This Agreement does not create any rights or provide any remedies to third parties or create any additional duty, obligation or undertakings by FPL to third parties.
19. In the event of the sale of the real property upon which the facilities are installed, upon the written consent of FPL, this Agreement may be assigned by the Customer to the Purchaser. No assignment shall relieve the Customer from its obligations hereunder until such obligations have been assumed by the assignee and agreed to by FPL.
20. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the Customer and FPL.
21. The lighting facilities shall remain the property of FPL in perpetuity.
22. This Agreement is subject to FPL's Electric Tariff, including, but not limited to, the General Rules and Regulations for Electric Service and the Rules of the FPSC, as they are now written, or as they may be hereafter revised, amended or supplemented. In the event of any conflict between the terms of this Agreement and the provisions of the FPL Electric Tariff or the FPSC Rules, the provisions of the Electric Tariff and FPSC Rules shall control, as they are now written, or as they may be hereafter revised, amended or supplemented.

IN WITNESS WHEREOF, the parties hereby caused this Agreement to be executed in triplicate by their duly authorized representatives to be effective as of the day and year first written above.

Charges and Terms Accepted:

City of Palakta

Customer (Print or type name of Organization)

By: _____
Signature (Authorized Representative)

(Print or type name)

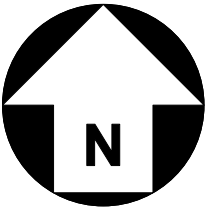
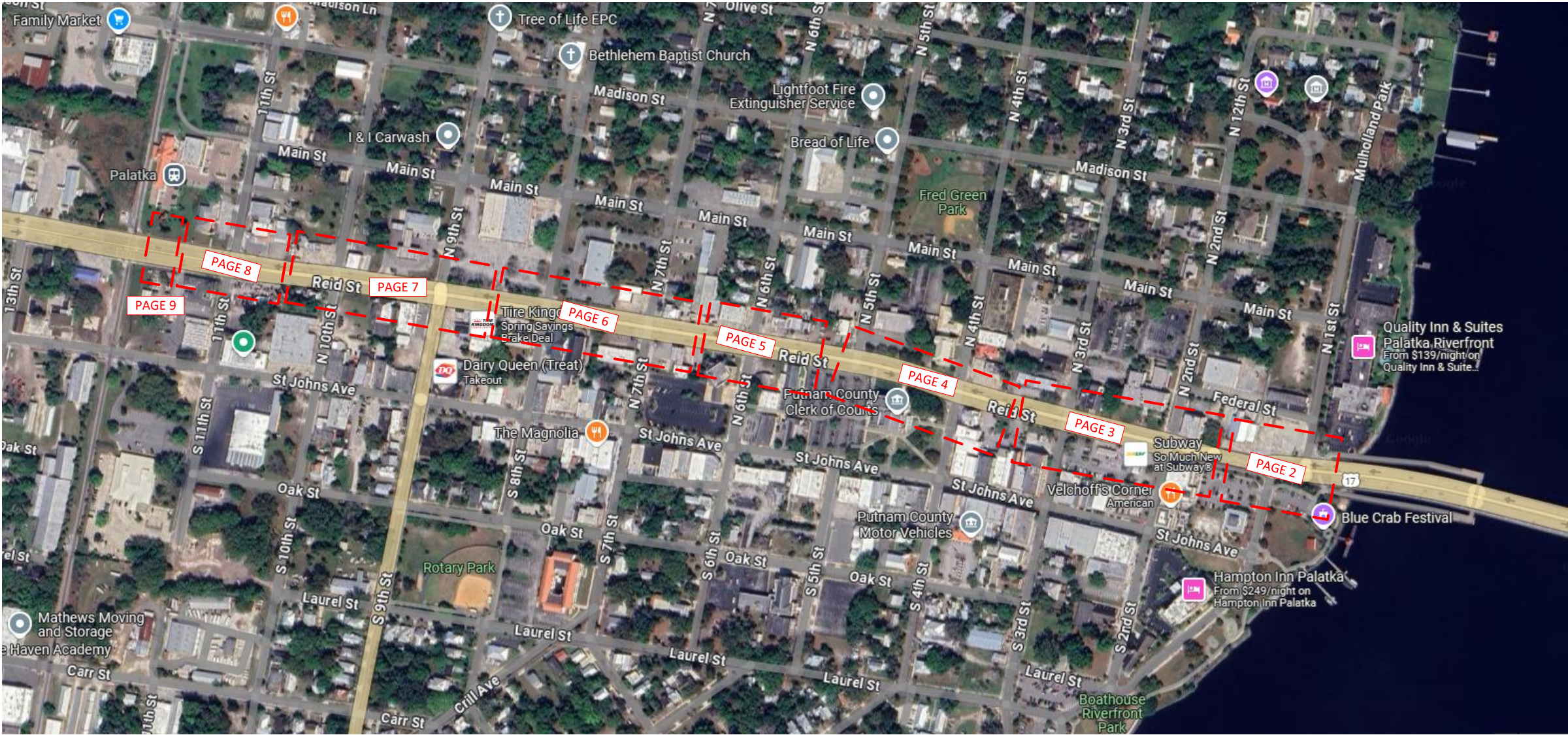
Title: _____

FLORIDA POWER & LIGHT COMPANY

By: Scot Thrapp _____
(Signature)

Scot Thrapp
(Print or type name)

Title: FPL LED Lighting Solutions Representative



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

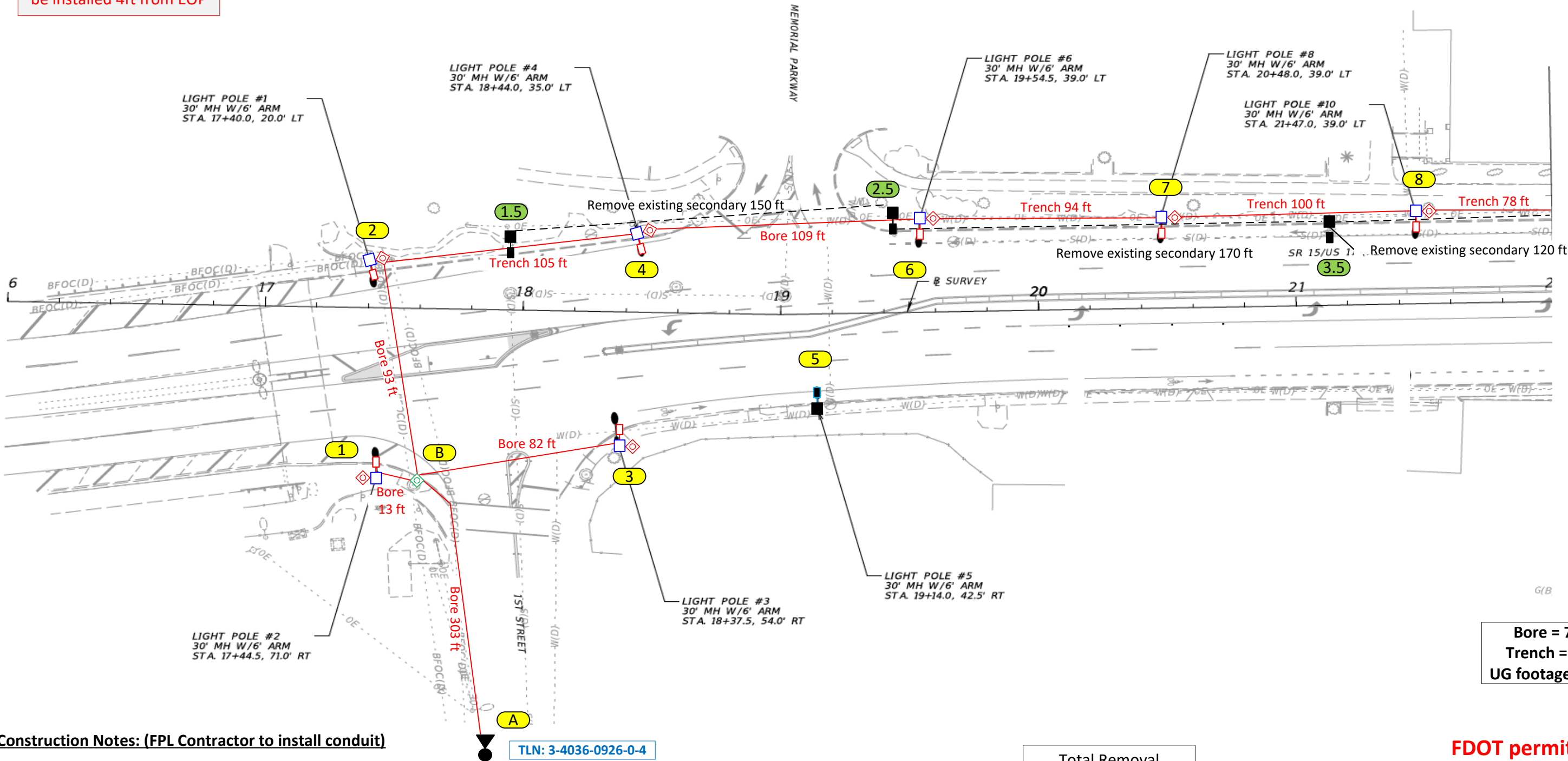
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Installation Product Summary				
Symbol	Description	Watts	Temp color	Quantity
	Teardrop w/deep skirt	144	3K	93
	37' Black Octagonal Pole	N/A	N/A	36
	40' Arm Mount Concrete Pole	N/A	N/A	48
Removal Product Summary				
Symbol	Description	Watts	Temp color	
	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 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 ☒		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: 08/20/25	
POLE LINE FT. ON TRANSM. POLES 0'		TRENCH FT. 0'		SCALE: N.T.S St. Lt MAP No. MAP#		Drawn by: XX Check by: Dwg No. 1 OF 10	
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐ Posted by:		WR XXXXXX		M/A XX	

Poles south of Reid St to be installed 4ft from EOP

☐ INACCESSIBLE ☒ 13 kV ☐ FUTURE 23 kV ☐ 23 kV ☐ SALT SPRAY ☐



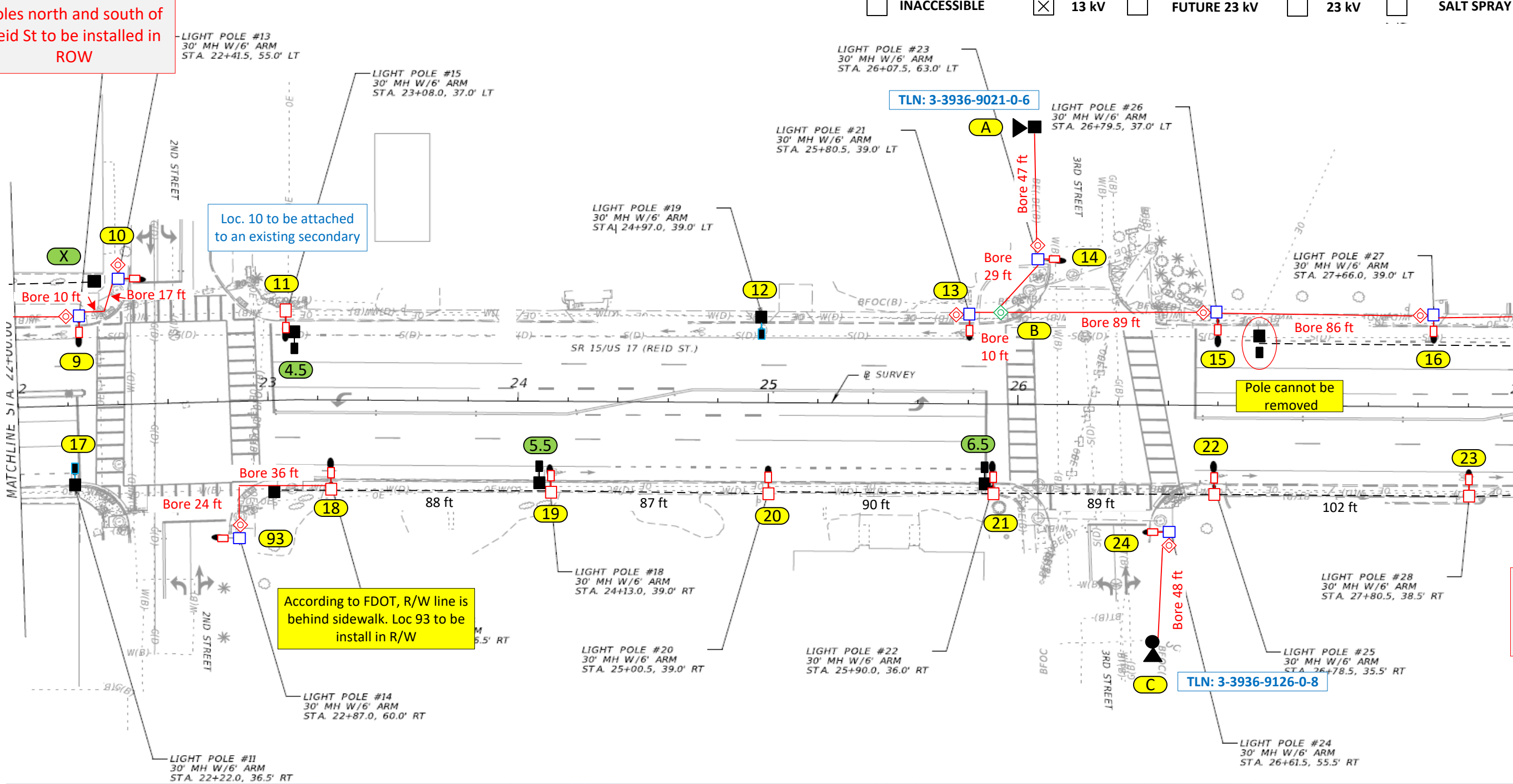
Construction Notes: (FPL Contractor to install conduit)

- 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

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.		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: 08/20/25		Drawn by: XX		Check by: _____	
Rural Location Sec. xx		TWP. xx		S, RGE. xx		E. xx	
SCALE: N.T.S		St. Lt MAP No. MAP#		Pri Map No. xxxxxx		M/A XX	
Page 149 of 561							

Poles north and south of Reid St to be installed in ROW



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			
Requested Tel. Co. Set Poles? YES ☐ NO ☒		Requested Tel. Co. Transfer? YES ☐ NO ☒		Request CAVT Transfer? YES ☐ NO ☒		Designed by: Jessica Builes Date: 08/20/25	
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				WR XXXXXX M/A XX			



Bore = 942 ft

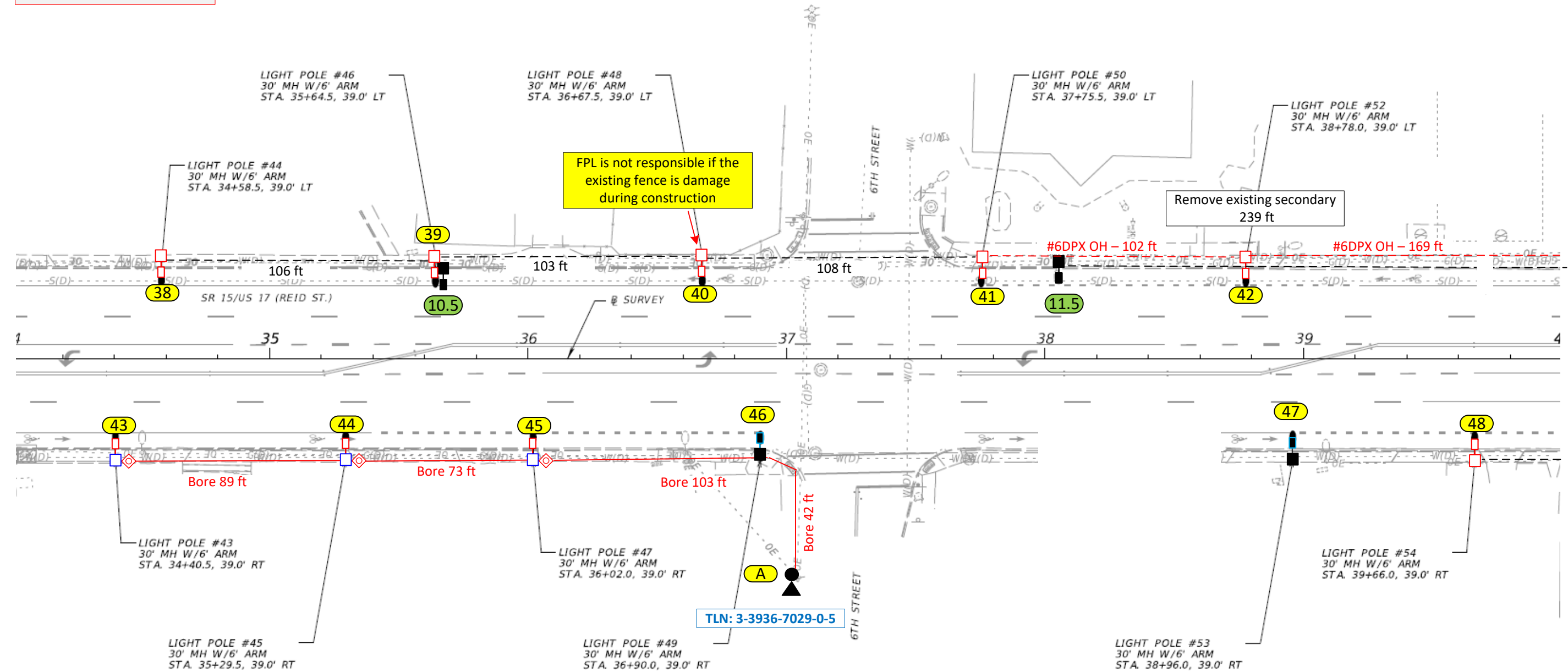
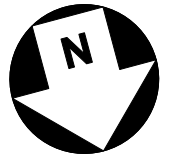
Total Removal
Secondary = 311 ft

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 FDOT 210026-2 – City of Palakta 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: 08/20/25			
Requested Tel. Co. Transfer ? YES ☐ NO ☒				Telephone Co. Job No. _____				Drawn by: XX				Check by: _____			
Request CAVT Transfer? YES ☐ NO ☒								Dwg No. 4 OF 10							
POLE LINE FEET 0'				DUCT BANK FT. 0'				Rural Location Sec. xx TWP. xx S, RGE. xx E.							
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TLM/LDS MODEL No. -				Map Posting? YES ☒ NO ☐ Posted by: _____				Pri Map No. xxxxxx							
								WR XXXXXXXX				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

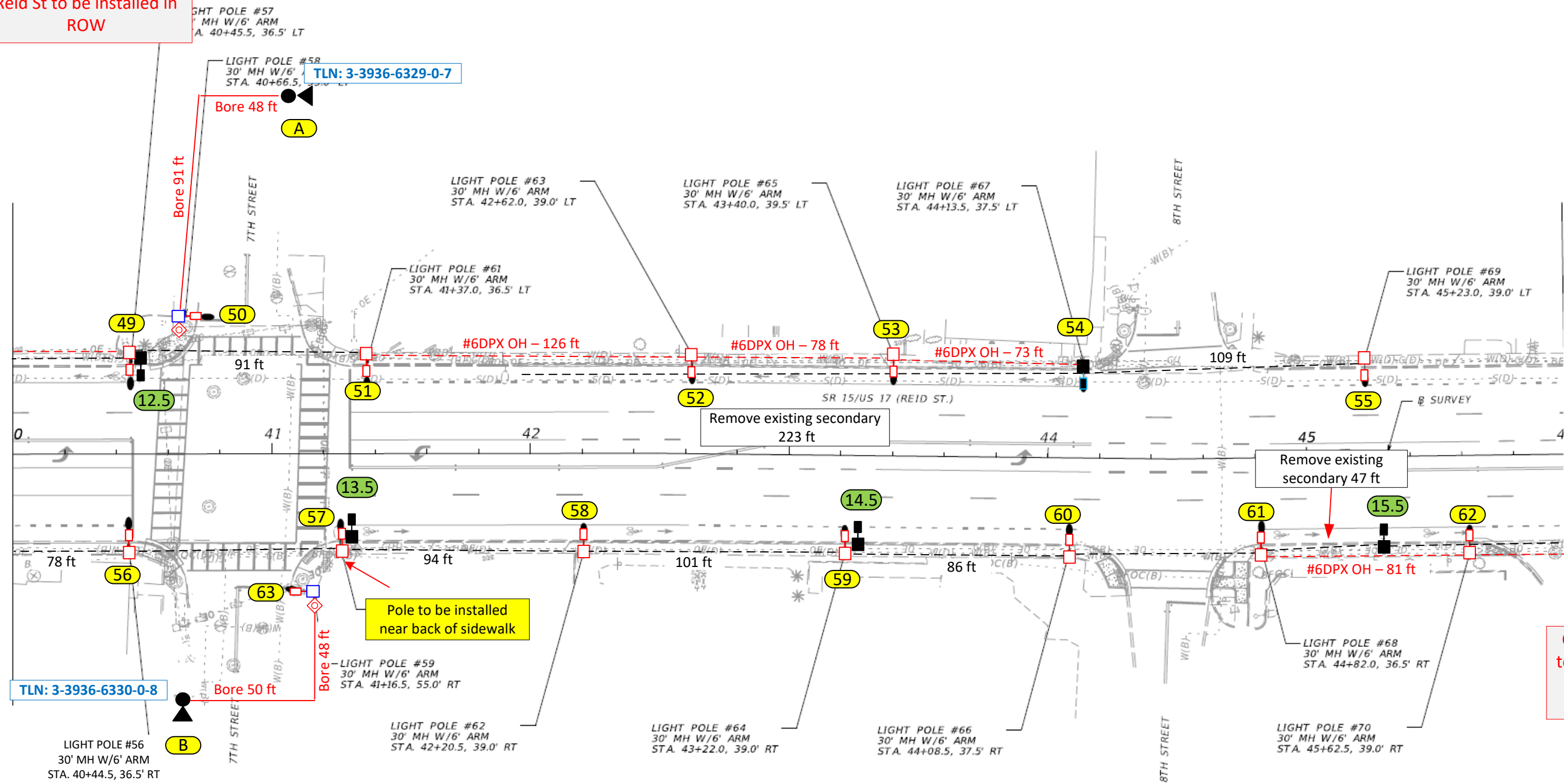
Bore = 307 ft
OH footage = 271 ft

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: 08/20/25	
POLE LINE FT. ON TRANSM. POLES 0'		TRENCH FT. 0'		SCALE: N.T.S		Drawn by: XX Check by: Dwg No. 5 OF 10	
TLN/LDS MODEL No. -		Map Posting? YES ☒ NO ☐ Posted by:		WR XXXXXX		Pri Map No. xxxxxx	

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. 49, 51-53, 55-62: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole
Loc. 50 and 63: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole
Loc. 12.5 to 15.5: Remove existing LED fixture, bracket and pole. Remove existing secondary (270 ft)
Loc. 54: Convert existing LED fixture and bracket with (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket
Loc. A and B: 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.

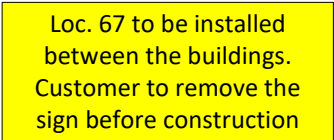
FPL LED Representative: Scot Thrapp

Total Removal
Secondary = 270 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 ☒											
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				Designed by: Jessica Builes							
Requested Tel. Co. Transfer ?		YES ☐	NO ☒	Telephone Co. Job No.				Date: 08/20/25							
Request CAVT Transfer?		YES ☐	NO ☒				Drawn by: XX	Check by:							
POLE LINE FEET		0'		DUCT BANK FT.		0'		Rural Location Sec.	xx	TWP.	xx	S, RGE.	xx	E.	
POLE LINE FT. ON TRANSM. POLES		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

☐ INACCESSIBLE ☒ 13 kV ☐ FUTURE 23 kV ☐ 23 kV ☐ SALT SPRAY ☐ 



Unfeasible location.
It doesn't meet clearance
over the building (5ft from
the building)

Total Removal
Secondary = 347 ft

Bore = 74 ft
Trench = 38 ft
UG footage = 112 ft
OH footage = 800 ft

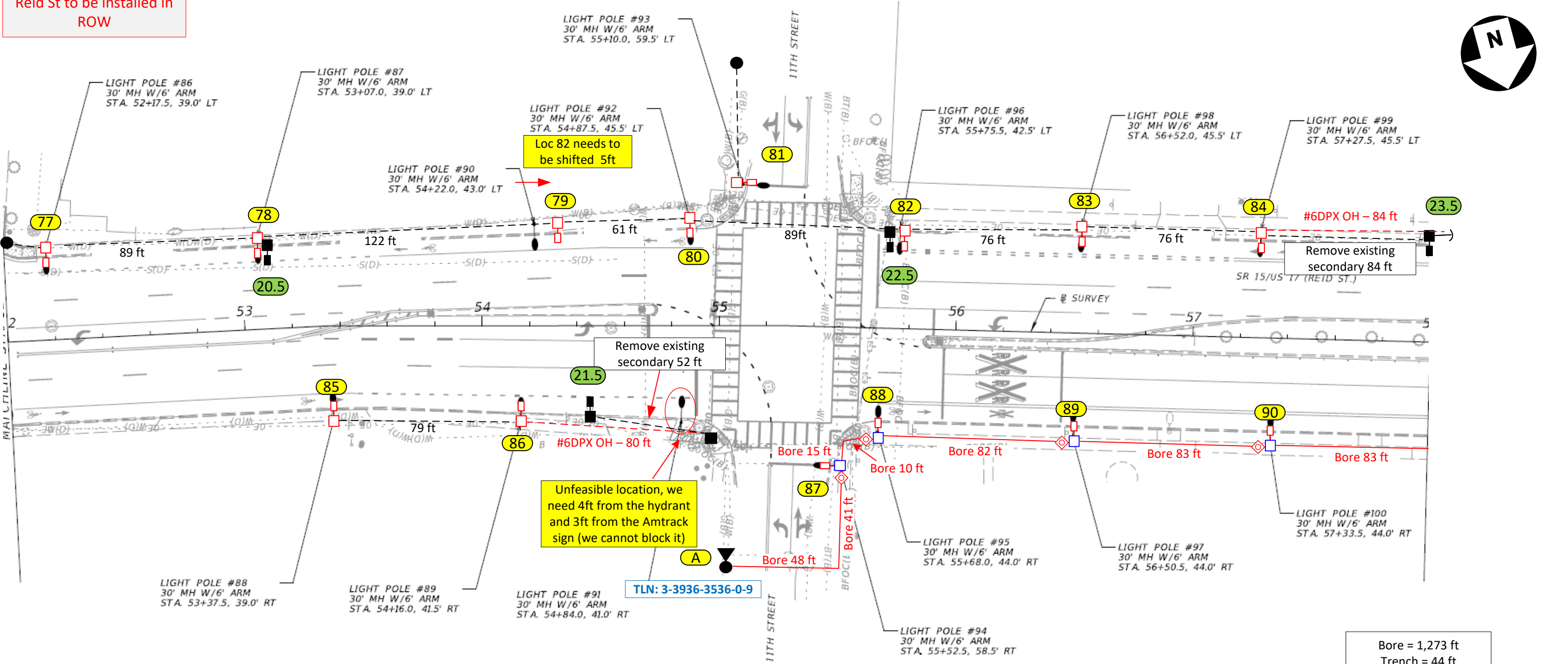
FDOT permit required

- 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/State? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL		FDOT 210026-2 – City of Palakta 84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177			
Tree Work? Yes ☐ No ☒				Designer/State? 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					
Requested Tel. Co. Transfer ? YES ☐ NO ☒								Drawn by: XX		Check by:		Dwg No. 7 OF 10	
Request CAVT Transfer? YES ☐ NO ☒				Telephone Co. Job No. _____									
POLE LINE FEET 0'				DUCT BANK FT. 0'				Rural Location Sec. xx		TWP. xx		S, RGE. xx E.	
POLE LINE FT. ON TRANSM. POLES 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 XXXXXXXX				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

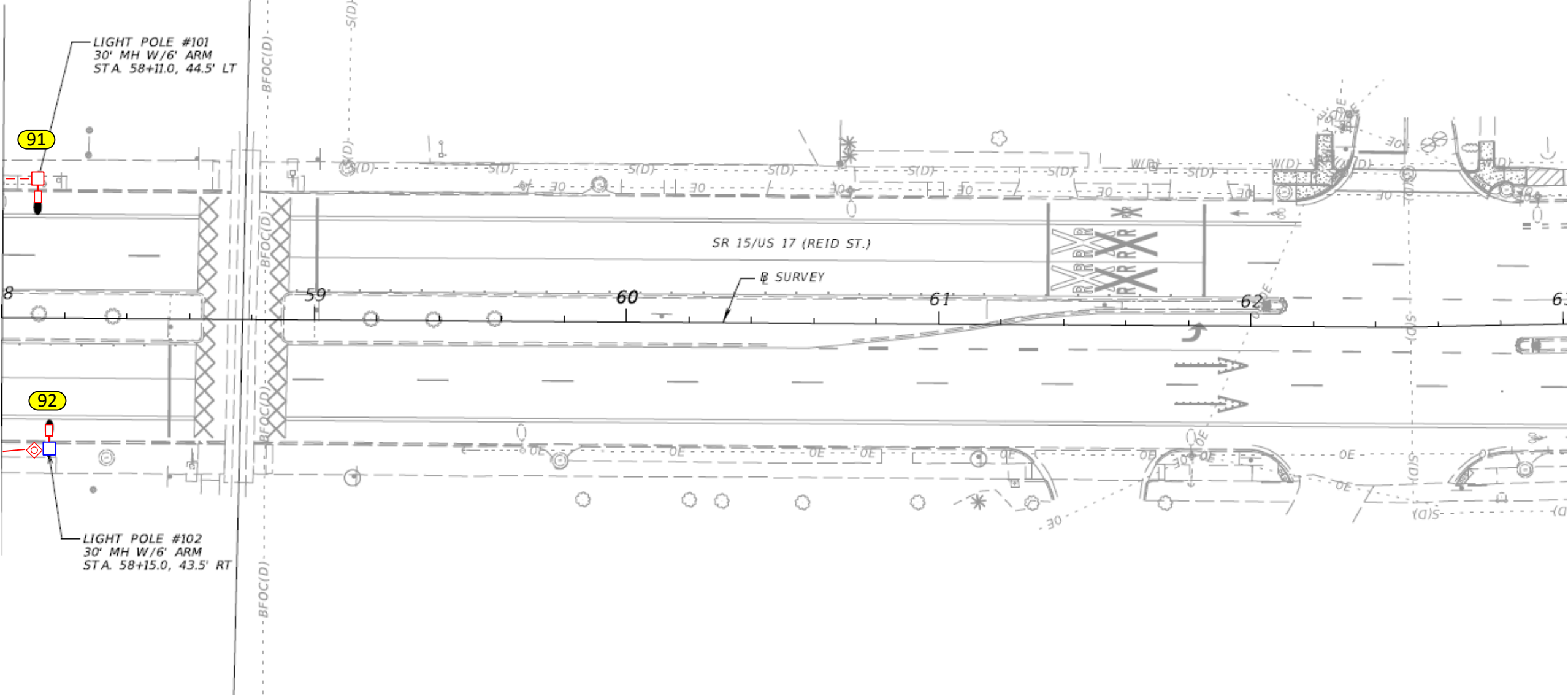
Bore = 1,273 ft
Trench = 44 ft
UG footage = 1,317 ft

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	
WMD		RR Xing		DR. Dist.		Transm.	
Requested Tel. Co. Set Poles?		YES ☐ NO ☒		Tele. Attachment Per		Designed by: Jessica Builes	
Requested Tel. Co. Transfer?		YES ☐ NO ☒		Telephone Co. Job No.		Date: 08/20/25	
Request CAVT Transfer?		YES ☐ NO ☒				Drawn by: XX	
POLE LINE FEET		0'		DUCT BANK FT.		0'	
POLE LINE FT. ON TRANSM. POLES		0'		TRENCH FT.		0'	
TLN/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

☐ 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)

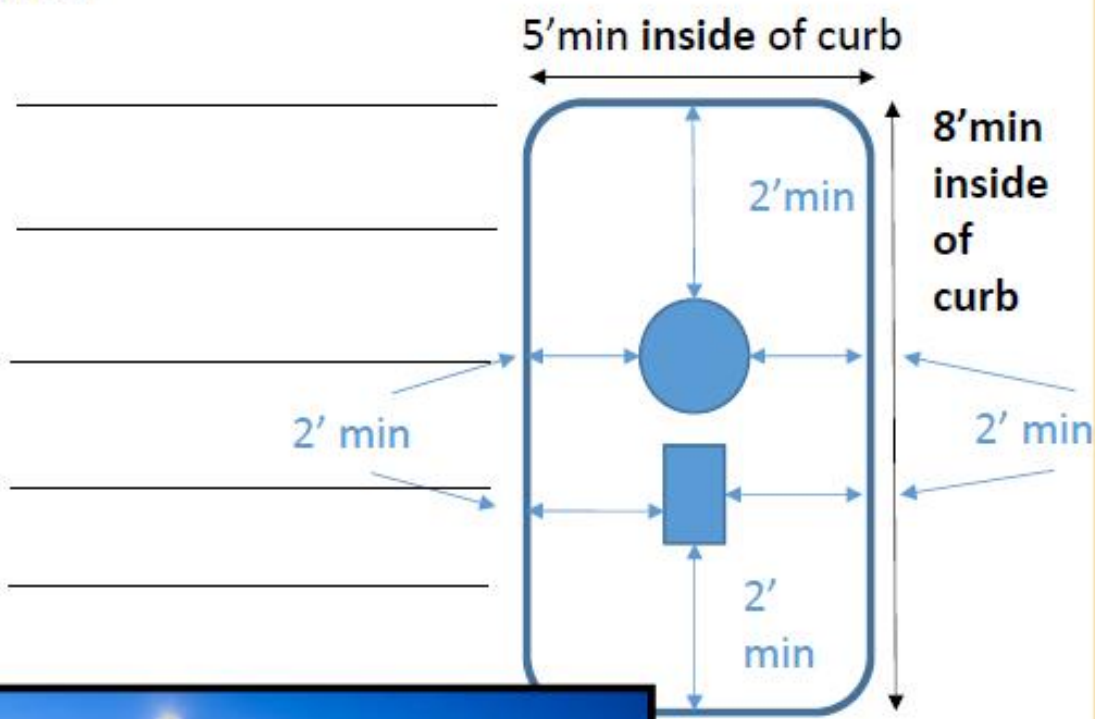
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- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

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	
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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: 08/20/25	
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 ☒		POLE LINE FEET 0'		DUCT BANK FT. 0'		Rural Location Sec. xx TWP. xx S, RGE. xx E.	
POLE LINE FT. ON TRANSM. POLES 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 XXXXXXX		M/A XX	

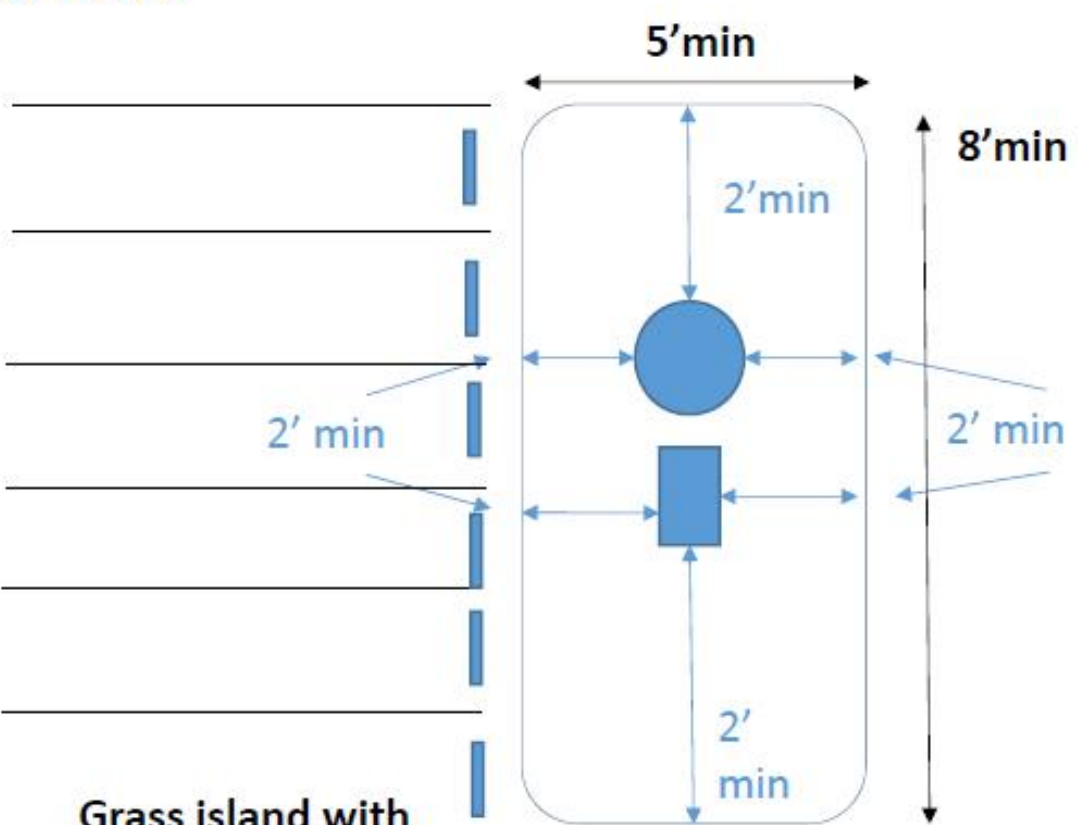
Island Solutions for FPL owned Area Lighting in parking lots

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	
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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 _____		Designed by: Jessica Builes		Date: 08/20/25	
Requested Tel. Co. Transfer? YES ☐ NO ☒		Telephone Co. Job No. _____		Drawn by: XX		Check by: _____	
Request CAVT Transfer? YES ☐ NO ☒				Dwg No. 10 OF 10			
POLE LINE FEET 0'		DUCT BANK FT. 0'		Rural Location Sec. xx TWP. xx S, RGE. xx E.			
POLE LINE FT. ON TRANSM. POLES 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 XXXXXXX		M/A XX	



LED Lighting Plan

Account Name:-City of palatka

FDOT 210026-2 City of Palakta

Completion Date -Calculator Tool	Date
Expected Closed Date	10-Apr-25
Material Delivery Date	19-Jun-25
Estimated Requesting Date	4-Oct-25

Going Green

This plan reduces power consumption by: 55,800.00 kWH / Year

And that eliminates: 39.23 metric tons of CO2 every year

Or removing: 8 cars from the road

TOTAL	93	\$0.00
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INSTALLATION DETAILS			EXISTING
Installation 1		Fixture	
		Fixture/Pole	1
		Pole Type	
		Fixture*	\$0.00
Quantity	9	Pole	\$0.00
FPL Conversion	FALSE	Maintenance	\$0.00
Full/Hybrid	Full	Energy	\$0.00
		Monthly Total	\$0.00

INSTALLATION DETAILS			EXISTING
Installation 2		Fixture	
		Fixture/Pole	1
		Pole Type	
		Fixture*	\$0.00

Quantity	36	Pole	\$0.00
FPL Conversion	FALSE	Maintenance	\$0.00
Full/Hybrid	Full	Energy	\$0.00
		Monthly Total	\$0.00

INSTALLATION DETAILS			EXISTING
Installation 3		Fixture	
		Fixture/Pole	1
		Pole Type	
		Fixture*	\$0.00
Quantity	48	Pole	\$0.00
FPL Conversion	FALSE	Maintenance	\$0.00
Full/Hybrid	Full	Energy	\$0.00
		Monthly Total	\$0.00

ALC Charge Details

Type	Cost
ALC	494.17

	\$4,399.38	\$0.00	\$0.00
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Option 1	Option 2	Option 3
Memphis Teardrop w/ deep skirt 144 Watt 3000K (Pendant)		
1	1	1
\$229.46	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$13.05	\$0.00	\$0.00
\$36.78	\$0.00	\$0.00
\$279.29	\$0.00	\$0.00

Option 1	Option 2	Option 3
Memphis Teardrop w/ deep skirt 144 Watt 3000K (Pendant)		
1	1	1
37' with 30'MH Decorative Black Octagonal Concrete		
\$917.82	\$0.00	\$0.00

\$628.56	\$0.00	\$0.00
\$52.20	\$0.00	\$0.00
\$147.11	\$0.00	\$0.00
\$1,745.69	\$0.00	\$0.00

Option 1	Option 2	Option 3
Memphis Teardrop w/ deep skirt 144 Watt 3000K (Pendant)		
1	1	1
40' with 30'MH Standard Concrete Side Mount		
\$1,223.76	\$0.00	\$0.00
\$390.72	\$0.00	\$0.00
\$69.60	\$0.00	\$0.00
\$196.15	\$0.00	\$0.00
\$1,880.23	\$0.00	\$0.00

ADOPT RESOLUTION 2025-R-128 GRANTING A SPECIAL EVENTS PERMIT TO ERIN HEWES FOR THE PALATKA BLUE CRAB FESTIVAL, WHICH IS SCHEDULED TO BE HELD ON MAY 22ND, 23RD, AND 24TH 2026 IN THE TIMES PROVIDED ON EVENT APPLICATION.

Event Date or Dates– May 22nd, 23rd and 24th 2026

Agenda Item Number – 2025-R-128

Title of Item / Subject – Palatka Blue Crab Festival

Department / Division –

Prepared By – Erin Hewes

Reviewed By – Special Events Team

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Erin Hewes is requesting the following: Road closures of Memorial Parkway from Reid Street to 3rd. St. Johns Ave from Memorial Parkway to 6th Street and of 2nd Street from St. Johns Ave to Memorial Parkway. Mrs. Hewes is requesting permits for alcohol and amplified sound on the dates listed for her event.

BACKGROUND

This multi-day event will bring in all sorts of vendors and food trucks. There will be a kids' zone which includes a carnival and music for everyone to enjoy and lots more for everyone to enjoy.

PROJECT ANALYSIS

Erin Hewes of Palatka has submitted an event application for the Palatka Blue Crab Festival. The event is scheduled for May 22nd, 23rd, and 24th 2026 in the downtown / Riverfront area of Palatka. This is an annual event that Mrs. Hewes and her team are organizing for the first time.

Staff Recommendation

The Special Events team met and reviewed the application. The action requested is for Commissioner's approval as this is an annual event with just different organizers.

ATTACHMENTS

1.	Blue Crab 2026 application
2.	128. Resolution 2025-R-128 Blue Crab Festival 2026 resolution

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Erin Hewes
Address: 127 E Grandview Dr Email: eandmplus all of them@gmail.com
E Palatka, FL 32131 Phone: 386 916 7867
2. Secondary Contact: Kassidy Babcock
Address: _____ Email: Kassidy babcock realtor@gmail.com
Phone: 386 643 8962
3. Event Sponsor/Organization: _____

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Palatka Blue Crab Festival
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts

displays, still motion picture production, etc.):

Multi day festival with amplified sound, vendors,
potentially fire works, and carnival

6. Event Location (911 Address): Riverfront Park

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street

<u>5/21 - 5/24</u>	<u>Memorial Parkway</u>	from <u>Reid St.</u>	to <u>3rd St.</u>
<u>5/22 - 5/24</u>	<u>St. Johns Ave</u>	from <u>Memorial Parkway</u>	to <u>6th St.</u>
<u>5/22 - 5/24</u>	<u>2nd Street</u>	from <u>St. Johns Ave</u>	to <u>Memorial Parkway</u>
_____	_____	from _____	to _____
_____	_____	from _____	to _____
_____	_____	from _____	to _____
_____	_____	from _____	to _____
_____	_____	from _____	to _____

8. Onsite representatives during the event:

Name: Erin Hewes

Cell Phone: 386-916-7867

Name: Allyson Futch

Cell Phone: 386-916-6537

Allyson.futch@gmail.com

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

5/21/26 9:00 to 7:00 to to
5/22/26 9:00 to 7:00

Event:

<u>5/22/26</u>	<u>6:00</u> to <u>11:00</u>	<u>6:00</u> to <u>11:00</u>	<u>6:00</u> to <u>10:30</u>	<u> </u>
<u>5/23/26</u>	<u>10:00</u> to <u>11:00</u>	<u>11:00</u> to <u>11:00</u>	<u>12:00</u> to <u>10:30p</u>	<u> </u>
<u>5/24/26</u>	<u>10:00</u> to <u>11:00</u>	<u>11:00</u> to <u>10:00</u>	<u>12:00</u> to <u>9:30p</u>	<u> </u>
<u> / / </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u>
<u> / / </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u>
<u> / / </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u>
<u> / / </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u> to <u> </u>	<u> </u>

Breakdown:

5/25/26 12:00 to 8:00 to to

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

80,000 to 120,000 based on the last 4 years

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.

fireworks (pending)

Include date and time:

5/23/26 9:00 to to

13. Will transport vehicles be utilized? If so, please describe.

Golf carts for staff

14. Number of staff/ volunteer: ~100

Uniform identification: badge and/or shirt

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.

5/22
5/24 ☒ **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**

5/21
&
5/25 ☒ **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.

**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.

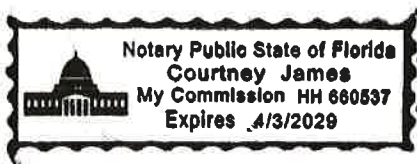
The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

<u>Erin Hewes</u> Signature of Applicant	<u>Riverfront Park</u> Name of Facility being used
<u>B. Erin Hewes</u> Print Name of Applicant	<u>5/21/26 - 5/25/26</u> Date of Use

State of FL County of Putnam

The foregoing application is acknowledged before me this 25 day of July, 2025, by Erin Hewes, who is personally known to me, or who has/have produced ID as identification.

NOTARY SEAL



C. J.
Signature of Notary Public, State of FL

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 GFIC. 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.

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6. A placard issued by the event staff will identify vendor RVs.

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Erin Hewes, on behalf of

Palatka Blue Crab Festival

(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.


Signature

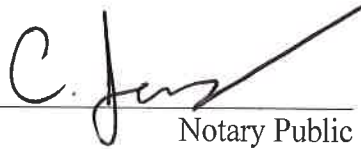
7/25/25
Date

Erin Hewes
Print Name

Chairman
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 25 day of July, by Erin Hewes, 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.


Notary Public

My commission expires:





Google

Plane

Palatka Blue Crab Festival 2026

Tentative Schedule:

5/21/26

9a to 7p Setup tents, stage, and other items on the riverfront.

5/22/26

9a to 6p Continue setup

TBD Fire, tent, and food inspection

5p to 6p Vendor setup

6p to 11p Music, vendors, alcohol with 30 minute last call

5/23/26

8a to 10a Final vendor arrivals

10a to 11p Vendors, music, alcohol with 30 minute last call

TBD Ski show (pending)

9p Fireworks (pending)

5/24/26

10a to 11p Music, vendors

12p to 10p Alcohol with 30 minute last call

5p Vendors begin departing

5/25/26

7a to 7p Breakdown without interruption of American Legion's Parade and Ceremony

Florida DRIVER LICENSE

16 USA

4d DLN **H200-725-84-553-0** 9 CLASS **E**

1 HEWES
2 RHONDA ERIN
3 127 E GRANDVIEW DR
4 EAST PALATKA, FL 32131

7 DOB **02/13/1984** 15 SEX **F**
10 EXP **02/13/2027** 16 HGT **5'-03"**
12 REST **NONE** 14 END **NONE**

17 DONOR

4a ISS **03/09/2018**
5DD **0812303210047**
REPLACED **03/21/2023**

Operation of a motor vehicle constitutes consent to any sobriety test required by law.



RESOLUTION NO. 2025-R-128

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO ERIN HEWES FOR THE PALATKA BLUE CRAB FESTIVAL TO BE HELD MAY 22ND, 23RD, 24TH 2026; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ALCOLHOL, AMPLIFIED SOUND AND ROAD CLOSURES OF MEMORIAL PARKWAY FROM REID STEET TO 3RD STREET. ST. JOHNS AVE FROM MEMORIAL PARKWAY TO 6TH STREET AND OF 2ND STREET FROM ST. JOHNS AVE TO MEMORIAL PARKWAY; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Erin Hewes of Palatka has submitted an event application for the Palatka Blue Crab Festival. The event is scheduled for May 22nd, 23rd, and 24th 2026.

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 The Palatka Blue Crab Festival is hereby granted to Erin Hewes with the following provisions and stipulations:

- a.** A Class “A” Special Events Permit is hereby granted for the event to be held on May 22nd, 23rd, 24th 2026 with setup on May 21st during the hours provided in the application.
- b.** Road closures of Memorial Parkway from Reid Street to 3rd. St. Johns Ave from Memorial Parkway to 6th Street and of 2nd Street from St. Johns Ave to Memorial Parkway.
- c.** Alcohol and amplified sound on dates shown on application.

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 25th day of September, 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

License: CBC1267051/CCC1335012

DATE ORDERED
9/9/2025

ORDER TAKEN BY
E. Mitchner

SOLD TO

PHONE NO.

1-386-983-0055

CUSTOMER ORDER #

1900 Naploeon St.

JOB LOCATION

Palatka

Palatka, FL. 32177

JOB PHONE

STARTING DATE

TERMS

WORK ORDERED

DATE ORDERED

DATE COMPLETED

CUSTOMER

APPROVAL SIGNATURE

AUTHORIZED SIGNATURE

Edward Mitchner

A-2817-3817 / T-3866

TOTAL LABOR

TOTAL MATERIALS

TOTAL MISCELLANEOUS

SUBTOTAL

TAX

GRAND TOTAL



**SOUTHEAST
SPORTS & PLAY™
CERTIFIED SNAPSPORTS BUILDER**

Jenkins Community Center
Attn: Eddie Cutwright
1100 N 19th St
Palatka, FL 32177
386-983-1254 Eddie

July 24, 2025

Eddie,

Great to speak with you about your resurfacing the gym at the old Jacobs Middle School. Below is a breakdown of the materials we discussed without freight – I can get a freight quote once we verify measurements and products.

SnapSports Athletic Surfaces: USA MADE –

Court area est 60x100 = 6000 sq ft

Option 1: SnapSports Indoor ReVolution

- Indoor ReV tiles (12" x 12" x 5/8")
- Court Keeper underlayment
- Line painting for: (colors tbd)
 - o 1 full court basketball
 - o 1 volleyball court
- 100' of edging
- Installation of materials
- Freight
- Tax exempt

Total cost = \$45,800

Pricing is assuming site is level, clean and accessible. Pricing is good for 30 days.

Payment Terms:

50% Down with Order
30% Prior to Shipping
20% on Completion

SnapSports is the innovative leader in the modular sports flooring market and offer the 'best value' overall to the customer regarding price, customer service, warranty and quality of products. All products are made in Salt Lake City, Utah. Product takes 4-6 weeks to produce and deliver. We have been an exclusive dealer for SnapSports with over 20 years of court installation and expertise with hundreds of completed satisfied projects. Insurance is current with multimillion-dollar policy.

No other Company has the product line or technology that SnapSports offers with a 16-year manufactures warranty.

Please let me know what else I can do to assist you in this process.

Thank you,

Roland Stonaker
President
SouthEast Sports & Play
904-466-4963 cell
rstonaker@snapsports.com

Authorization: _____ Date: _____

*Final payment due at time of completion. Customer will be charged 18% interest/year for any amounts not paid within 30 days. Additionally, customer will be responsible for attorney fees and court costs.



**SOUTHEAST
SPORTS & PLAY™**
CERTIFIED SNAPSPORTS BUILDER

Jenkins Community Center
Attn: Eddie Cutwright
1100 N 19th St
Palatka, FL 32177
386-983-1254 Eddie

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- Court Keeper underlayment
- Line painting for: (colors tbd)
 - o 1 full court basketball
 - o 1 volleyball court
- 100' of edging
- Installation of materials
- Freight tbd
- Tax exempt

Total cost = \$43,000

Pricing is assuming site is level, clean and accessible. Pricing is good for 30 days.

Payment Terms:

50% Down with Order
30% Prior to Shipping
20% on Completion

SnapSports is the innovative leader in the modular sports flooring market and offer the 'best value' overall to the customer regarding price, customer service, warranty and quality of products. All products are made in Salt Lake City, Utah. Product takes 4-6 weeks to produce and deliver. We have been an exclusive dealer for SnapSports with over 20 years of court installation and expertise with hundreds of completed satisfied projects. Insurance is current with multimillion-dollar policy.

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Please let me know what else I can do to assist you in this process.

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904-466-4963 cell
rstonaker@snapsports.com

Authorization: _____ Date: _____

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FastTrackBuilders Inc.
9453 Carbondale Dr W, Jacksonville, FL 32208
leonw@fasttrackbuilders.com
(904) 237-0957
License: CBC1257776 CCC1329286

Gymnasium Floor Refinishing

Date: Jul 29, 2025

For
Jenkins Community Center
Ecutwright@palatka-fl.gov
(386) 983-1254
1900 Napoleon St, Palatka, FL, 32177

We are delighted to work with you on turning your project dreams into reality. Our goal is to make this process as smooth and transparent as possible for you.

Our estimate includes sanding, refinishing, and sealing an 8500 square-foot gymnasium floor, along with necessary materials and equipment rental. Additionally, it covers the painting and striping of court lines and field goal lines.

Please take your time to review the estimate and let us know if you have any questions or need further clarification. Our goal is to ensure that you feel confident and comfortable with every aspect of the project. We value your trust and are committed to delivering the highest quality of work.

Looking forward to starting this exciting project together.

Estimate

Flooring	\$49,628.06
Gym Floor Sanding	
Gym Floor Refinishing Materials	
Floor Sealer	
Floor Finish	
Floor Buffing and Cleaning	
Equipment Rental	

Flooring (continued)

Flooring Labor

Court Line Paint

Court Line Striping Labor

Field Goal Line Paint

Field Goal Striping Labor

Total**\$49,628.06**

RESOLUTION NO. 2025-R-129

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING
APPROVAL FOR THE REDOING THE COMMUNITY CENTER GYM
FLOORS; AND PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS Community Affairs is requesting approval to redo the gym floors at the community center.

WHEREAS, the City of Palatka's Community Affairs staff has met to review the submitted policy to assess.

WHEREAS, the Palatka City Commission finds that the approval of the Community Affairs gym floors, as stipulated and described herein, is in the best interest of the department staff, the City of Palatka and its citizens.

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

Section 1: Granting permission to the Community Affairs and Recreation Department for the redoing of the gym floors.

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 25th day of September 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-130 COMMUNITY AFFAIRS IS REQUESTING APPROVAL TO PURCHASE A NEW DEPARTMENT VEHICLE.

Agenda Item Number – 2025-R-126

Title of Item / Subject – Robert H Jenkins Northside Community and Rec Center

Department / Division – Community Affairs Dept.

Prepared By – Jessica Cruz Director

Reviewed By – Eddie Cutwright

Recommended Motion / Action – The Staff Recommendation is that the request be approved, and the resolution be adopted.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approval of purchasing a new department vehicle using G/L 001-06-572-6-6450

BACKGROUND

Having a department vehicle reduces delays, minimizes personal vehicle use, and demonstrates professionalism when representing the City in the community. The vehicle is a 2008, relying on a 2008 vehicle poses significant challenges for staff. Older cars lack modern safety features, and require frequent costly repairs that outweigh their value. In addition, outdated vehicles consume more fuel and give an unprofessional image when representing the City. Replacing this vehicle would improve safety, reliability, and cost efficiency while ensuring staff can meet community needs effectively.

PROJECT ANALYSIS

A reliable department car is vital to the daily operations of Community Affairs & Recreation. Staff frequently travel to parks, facilities, meetings, and community events, and dependable transportation ensures these responsibilities are fulfilled efficiently and on time.

Staff Recommendation

The recommendation is that the Commissioners approve this request as having a reliable car is essential for maintaining consistency and professionalism in the workplace. It ensures dependable transportation, reduces the risk of missed obligations, and allows employees to meet responsibilities with confidence. A reliable vehicle also minimizes unexpected repair costs, provides peace of mind, and supports professional success by ensuring safe and efficient travel.

ATTACHMENTS

1.	Vehicle quotes
2.	Resolution 2025-R-130 New car



August 22, 2025
Name: CITY OF PALATKA
Organization: Rec.
 E Cutright

[illegible]

This Quote Expires in 30 days

Subtotal	27,375.00
	0.00
Subtotal	27,375.00
	0.00
Trade-In	-2,200.00
Delivery	0.00
Concession	0.00
TOTAL	25,175.00



Beck Ford Lincoln
420 N Palm Ave

August 22, 2025
Name: CITY OF PALATKA
Organization: Rec.
 E Cutright

Salesperson:

Code	Qty	Option	Unit Price	Line Total
R9B	1	2021 Bronco Sport Big Bend used	\$	24,795.00
		add 2" hitch reciever and four way flat		0.00
		add tint front windows		0.00
				0.00
Dave		Daves Tops - two door city decal with department		150.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
trade i	1	Ranger (-2200)		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Subtotal	24,945.00
				0.00
			Subtotal	24,945.00
				0.00
			Trade-In	-2,200.00
			Delivery	0.00
			Concession	0.00
			TOTAL	22,745.00

Please email all Purchase Orders to contractinfo@beckfleet.com

Send hard copies to Beck Auto Group Attn: Jami Curtis PO Box 443, Palatka, FL 32178

Thank you for your business!

This Quote Expires in 30 days

Please email all Purchase Orders to contractinfo@beckfleet.com
Send hard copies to Beck Auto Group Attn: Jami Curtis PO Box 443, Palatka, FL 32178
Thank you for your business!

This Quote Expires in 30 days

Beck Chrysler
156 Hwy 17 North

August 22, 2025
Name: CITY OF PALATKA
Organization: Rec,
E Cutright

Salesperson: Jami Curtis

Code	Qty	Option	Unit Price	Line Total
R9C	1	2022 Bronco Sport Outer Banks used with trailer tow	\$	28,386.00
				0.00
				0.00
Dave		Daves Tops - two door city decal with department		150.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
trade i	i	Ranger (-2200)		0.00
				0.00
				0.00
				0.00
				0.00

Please email all Purchase Orders to contractinfo@beckfleet.com
Send hard copies to Beck Auto Group Attn: Jami Curtis PO Box 443, Palatka, FL 32178
Thank you for your business!

This Quote Expires in 30 days

Subtotal	28,536.00
	0.00
Subtotal	28,536.00
	0.00
Trade-In	-2,200.00
Delivery	0.00
Concession	0.00
TOTAL	26,336.00



Salesperson: Paul Ferschke

Please email all Purchase Orders to contractinfo@beckfleet.com
Send hard copies to Beck Auto Group Attn: Jami Curtis PO Box 443, Palatka, FL 32178
Thank you for your business!

Page 189 of 561

📷 1/1



2021 Ford Bronco Sport Big Bend

📍 CDJR St, Augustine ● Available

Price

Total Price

\$22,499

All advertised prices EXCLUDE optional equipment selected by the purchaser, a dealer documentation fee of \$994, an Electronic Filing Fee of \$398, and state and local taxes, tags, registration, and title fees.

Overview

Condition	Used
Mileage	61,242
Stock Number	RA32739D

Shop More

I'm Interested

Type

SUV

Research

 View Free CARFAX Vehicle History

 Check open vehicle recalls

Specs

 City Fuel Economy: 25 MPG	 Highway Fuel Economy: 28 MPG
 Fuel Type: Gasoline	 Number of Doors: 4
 Exterior Color: Cactus	 Interior Color: Medium Dark Slate
 Engine: Intercooled Turbo Regular Unleaded I-3 1.5 L/91	 Engine Displacement: 1.5 L
 Transmission: Automatic	 Drivetrain: 4WD

Details

Convenience	>
Entertainment	>
Exterior	>
Safety	>
Mechanical	>
Interior	>



RESOLUTION NO. 2025-R-130

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING
APPROVAL PURCHASING A NEW DEPARTMENT VEHICLE; AND
PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS Community Affairs is requesting the approval of purchasing a new department vehicle.

WHEREAS, the Palatka City Commission finds that the approval of the Community Affairs Dept to purchase a new department vehicle.

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

Section 1: Granting permission to the Community Affairs and Recreation Department for the purchase of a new dept, vehicle.

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 25th day of September 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-131 GRANTING A SPECIAL EVENTS PERMIT TO VITO RUSSO OF SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION HAS SUBMITTED AN EVENT APPLICATION FOR THE ANNUAL PALATKA PORCHFEST MUSIC FESTIVAL TO BE HELD ON 12/06/2025 IN THE HOURS SHOWN ON THE APPLICATION.

Event Date or Dates– Setup 12/06/2025, Event December 6th 2025, Breakdown 12/07/2025

Agenda Item Number – 2025-R-131

Title of Item / Subject – Palatka Porchfest Music Festival

Department / Division – Southside Historical Neighborhood Association

Prepared By – Vito Russo

Reviewed By – Special Events Team

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Palatka Porchfest is requesting road closures, amplified sound, and an alcohol permit.

BACKGROUND

The annual Porchfest includes 17 bands playing on porches in the South Historic District.

PROJECT ANALYSIS

Vito Russo has submitted an event application for the Annual Palatka Porchfest. The event is scheduled for December 6th 2025 in the South Historic District. This event brings in anywhere from 900–1000 people.

Staff Recommendation

The action requested is for Commissioner's approval. The Palatka PorchFest celebrates music, builds stronger community ties, supports local talent and businesses, and creates a signature event that residents can be proud of.

ATTACHMENTS

1.	PorchFest 2025 application
2.	Resolution 2025-R-131 Palatka Porch Fest 2025



Date Received: 9/10/25

Permit Classification: _____

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Vito Russo

Address: 415 Emmett St

Email: vbiz3@yahoo.com

Phone: 386.336.0609

2. Secondary Contact: Bill Rulon

Address: 315 Emmett St

Email: _____

Phone: 973.945.4207

3. Event Sponsor/Organization: Southside Historical Neighborhood Association

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Palatka Porchfest Music Festival

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

17 Bands on playing on porches in the South Historic District

6. Event Location (911 Address): 603 Emmett Street, Palatka, Florida 32177

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
_____ from _____ to _____

Closed at Emmett/Laurel Street

Closed at Hotel/River Street

Closed at Kirkland/Kirby and Kirkland/River Street

Closed at Dodge/Kirby and Dodge/River Street

Closed at Morris/Emmett and Morriss/River Street

8. Onsite representatives during the event:

Name: same

Cell Phone: _____

Name: same

Cell Phone: _____

9. Please fill in below for each day within the event.

Date(s) of Event:

Hours:

Amplified Sound:

Alcohol:

Attendance

Setup: 12 / 6 / 2023

Event: _____ 12 / 6 / 2025 11 am to 7 pm

Breakdown: 12 / 7 / 2025

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

900 based on previous year's music festival

11. Number and type of auxiliary vehicles/ equipment:

_____ Watercraft

_____ Aircraft

2

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.

na

Include date and time:

/ / : to : : to :

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 50

Uniform identification:

safety vest

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**

(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.

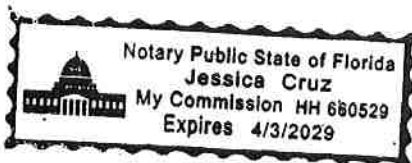

Signature of Applicant

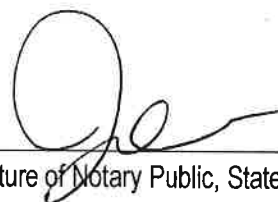
9/15/2025
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 10th day of Sept, 2025, by Vito Russo, who is personally known to me, or who has/have produced drivers license as identification.

NOTARY SEAL




Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

and

iii

1

State of Florida



Department of State

I certify from the records of this office that SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION, INC. is a corporation organized under the laws of the State of Florida, filed on January 19, 2018, effective January 15, 2018.

The document number of this corporation is N18000000669.

I further certify that said corporation has paid all fees due this office through December 31, 2018, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Twenty-ninth day of January, 2018



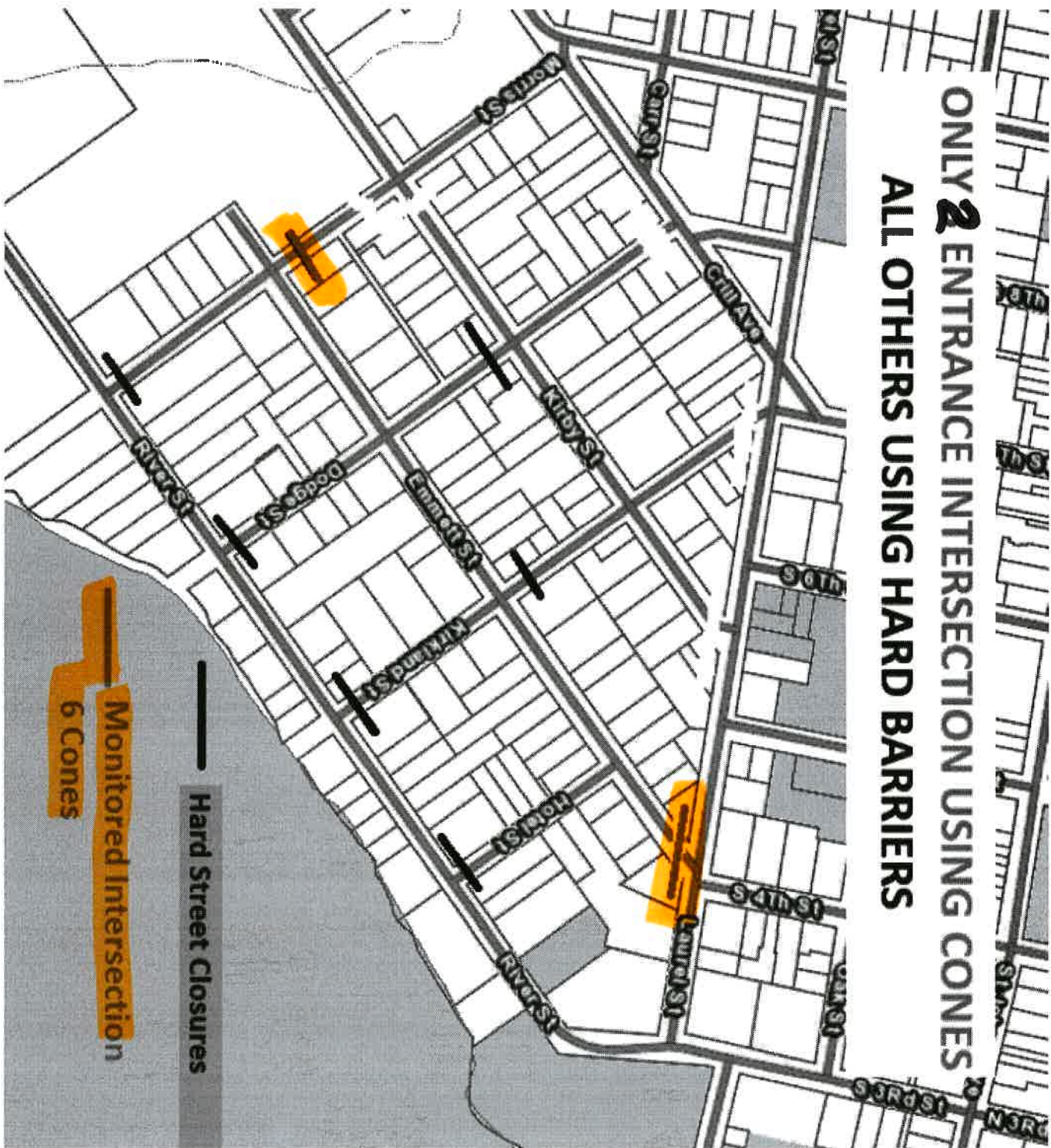
CR2EO22 (1-11)

Ken Detzner

Ken Detzner
Secretary of State

SITE PLAN

ONLY 2 ENTRANCE INTERSECTION USING CONES
ALL OTHERS USING HARD BARRIERS



Legend
 T - Toilets
 DT - Dining Tent

T-Hcp
 T
 T
 Drink
 Beer

VENDOR AREA LAYOUT

Drink
 Food
 Food
 Food
 Food
 Drink

Emmett Street

Green Rollouts

Grande Gables

DT
 DT
 DT
 Wash

Dodge Street

DT
 DT

DT
 DT

RESOLUTION NO. 2025-R-131

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION FOR PALATKA PORCH MUSIC FEST; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF EMMETT ST, KIRBY ST, HOTEL ST, KIRKLAND ST, DODGE ST AND MEMORIAL PARKWAY; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS, Southside Historical Neighborhood Association has made an application to the City of Palatka for a special event permit for the Palatka Porch Music Fest to be held 12/06/2025.

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 is hereby granted to Southside Historical Neighborhood Association with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on December 06th 2025 during the hours provided in the application.
- b.** Road closures Emmett St., Kirby St., Hotel St., Kirkland St., Dodge St., and Memorial Parkway on the date and time as noted on the Permit Application.

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 25th day of September 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-133 COMMUNITY IS REQUESTING THE TRANSFER OF \$100,000.00 FROM ONE G/L LINE TO ANOTHER TO COVER THE COST OF BEAUTIFYING HANK BRYAN PARK.

Agenda Item Number – 2025-R-133

Title of Item / Subject – requests of transfer of funds from one G/L line to another to cover the cost of beautifying the city parks.

Department / Division – Community Affairs and Recreation Dept.

Prepared By – Jessica Cruz

Reviewed By – Director Eddie Cutwright

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting the approval or transferring funds to complete the beautification of Hank Bryan Park.

BACKGROUND

Community Affairs is working to beautify the city parks. The hope is to complete one park at a time from start to finish, beginning with Hank Bryan. There are currently funds available for the splash pad project that could help offset the cost of new equipment for our park. We have received quotes at \$33,600 and for \$66,000.

PROJECT ANALYSIS

Community Affairs is requesting the approval or transferring funds to complete the beautification of Hank Bryan Park. If and when approved between the transfer and the process of approval from commissioners, we don't anticipate the PO being created until after the new Fiscal year budget.

Staff Recommendation

The action requested is for the Commissioner's approval. As we continue our park beautification efforts, it is important that we concentrate on one park at a time. This approach ensures high-quality results, efficient use of resources, and better accountability. By dedicating our staff, budget, and equipment to a single location, we can complete projects more thoroughly, avoid spreading ourselves too thin, and create a noticeable impact that the community can immediately enjoy. Once one park is fully completed, we can shift focus and apply the same energy to the next.

ATTACHMENTS

1.	Resolution 2025-R-133 Transfer of funds for Hank Bryan project resolution
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RESOLUTION NO. 2025-R-133

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING APPROVAL FOR THE TRANSFER OF FUNDS FROM SPLASH PAD PROJECT LINE TO THE PARKS LINE TO HELP OFFSET THE COST OF COMPLETING THE BEAUTIFICATIONS OF HANK BRYAN PARK, FOR SCRIVENER'S ERRORS

WHEREAS Community Affairs is requesting approval of transferring \$100,000.00 to the Parks line from the splash pad project.

WHEREAS, the City of Palatka's Community Affairs staff has met to review the submitted policy to assess.

WHEREAS, the Palatka City Commission finds that the approval of the Community Affairs gym floors, as stipulated and described herein, is in the best interest of the department staff, the City of Palatka and its citizens.

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

Section 1: Granting permission to the Community Affairs and Recreation Department for the transferring of funds from one G/L to another to help cover the cost of beautifying Hank Bryan Park.

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 25th day of September 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-134 GRANTING A SPECIAL EVENTS PERMIT TO JENNIFER DELOACH OF PALATKA JR/ SR HIGH SCHOOL FOR THE ANNUAL HOMECOMING PARADE ON OCTOBER 16TH 2025.

Event Date or Dates– 10/16/2025

Agenda Item Number – 2025-R-134

Title of Item / Subject – Palatka Jr/ Sr High School for the annual Homecoming Parade

Department / Division – Palatka Jr./Sr. High School

Prepared By – Jennifer Deloach

Reviewed By – Special Events Team

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Jennifer Deloach of Palatka Jr./Sr. High School is requesting road closures of St. Johns Ave from 11th to Memorial and Memorial from Reid to Laurel Street. Mrs. Deloach is also requesting permission to place Panther Paw print yards signs down St. Johns Ave.

BACKGROUND

Homecoming Parade down St. Johns Ave. leading in to the Riverfront where there will be vendors and food trucks.

PROJECT ANALYSIS

Jennifer Deloach has submitted an event application for the annual Homecoming Palatka Jr./Sr. High School Parade. The event is scheduled for October 16th, 2025 down St. Johns Ave. to Memorial Parkway.

Staff Recommendation

Staff met and vetted this annual community event. Lets keep long-standing customs alive. The request is for the Commissioner's approval.

ATTACHMENTS

1.	Palatka High Homecoming application
2.	134. Resolution 2025-R-134 palatka jr_sr high school homecoming 2025 resolution

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Jennifer DeLoach
 Address: 302 Mellon Road
Palatka FL 32177
 Email: jdeloach@my.putnamschools.org
 Phone: 386-336-2925
2. Secondary Contact: _____
 Address: _____
 Email: _____
 Phone: _____
3. Event Sponsor/Organization: Palatka JR/SR HIGH School
 Attach a certificate of Tax Exemption if applicable.
4. Name of Event: Home coming week
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
parade start 5pm
Home coming week
 - Fireworks @ our stadium Panther Prowl Oct. 14th ^{8:30 PM}
 - Paw print yard signs in planters week of homecoming
 - flg/banner on street poles one month put up Oct.
 - Home coming parade ending at Riverfront with food trucks and vendors Oct. 14th
6. Event Location (911 Address): 5pm/gather 5:30 parade 6:30-8:00 Riverfront
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
St. Johns Ave from 11th Street to Memorial Parkway
Riverfront
 _____ 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: Jennifer DeLoach
Name: Cathy Oyster

Cell Phone: 386-336-2925
Cell Phone: 386-916-1276

9. Please fill in below for each day within the event.

Date(s) of Event: **Hours:** **Amplified Sound:** **Alcohol:** **Attendance**

Setup: Parade 5pm (Road closure)
5:30 start NA
//_ to _:_ to _:_ to _:_

11000

Event:

10/14/25 _:_ to _:_ _:_ to _:_ _:_ to _:_

10/16/25 6 to 8 _:_ to _:_ _:_ to _:_
pm pm

//_ to _:_ to _:_ to _:_

//_ to _:_ to _:_ to _:_

//_ to _:_ to _:_ to _:_

//_ to _:_ to _:_ to _:_

//_ to _:_ to _:_ to _:_

@ High school

Parade

gather
@ 5:00
pm

Breakdown:

//_ to _:_ to _:_ to _:_

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

11000

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.

Fireworks @ our stadium Panther Prowl
Oct. 14th @ 8:30pm

Include date and time:

//_ to _:_ to _:_ to _:_

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 50

Uniform identification: school badges

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, l(Exh. 1), 12-9-2010)

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

Signature of Applicant

Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

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.

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Jennifer DeLoach, on behalf of
Palatka JR/SR High School
(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.

Jennifer DeLoach
Signature

9-3-25
Date

Jennifer DeLoach
Print Name

TOSA - Palatka JR/SR High
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 3 day of September 2025 by
Jennifer DeLoach, to me personally known to be the person described in and
who executed the foregoing instrument, or who produced appropriate identification, and
acknowledged before me the execution of same.



My commission expires: 8/2/2029

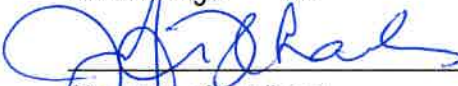
Jennifer C. Evans
Notary Public

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.

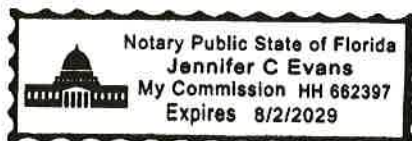
The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

 _____ Signature of Applicant	<u>St. Johns Ave / River Front</u> _____ Name of Facility being used
<u>Jennifer DeLoach</u> _____ Print Name of Applicant	<u>10-16-25</u> _____ Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 3 day of September, 2025, by Jennifer DeLoach who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL





Signature of Notary Public, State of Florida



Panther Run

Show date 10/12/2023

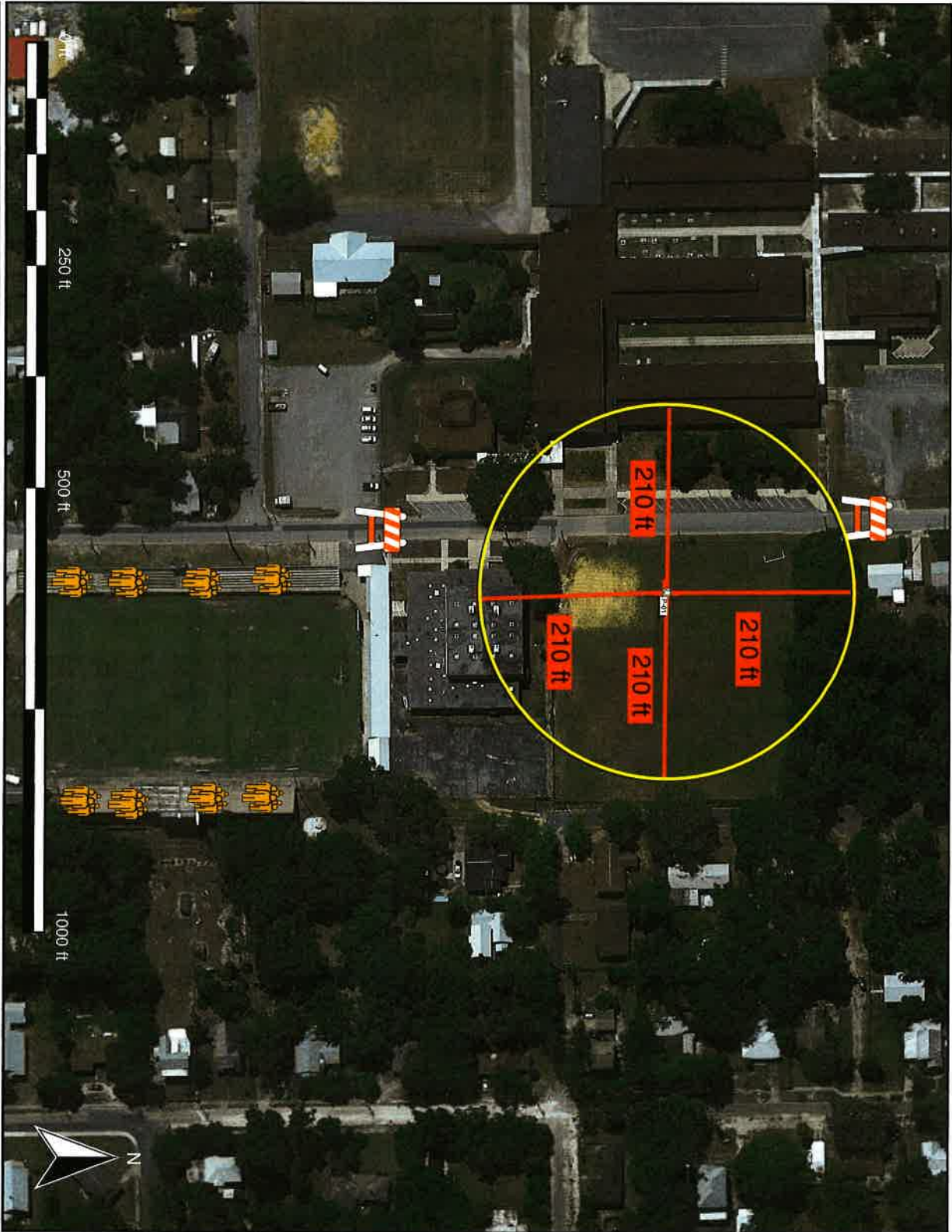
Location 1100 S 18th S

Per NFPA, fallout zone is 210 feet in all directions.

Largest shell used will be 3" in diameter.

Location: 1100 S 18th St, Palatka, FL, 32177

Show time: 9:30pm (TBD)



Launch position

Audience

Barrier



Safety circles

RESOLUTION NO. 2025-R-134

**ADOPT RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO JENNIFER DELOACH
FOR THE PALATKA JR/SR HIGH SCHOOL EVENTS ON OCTOBER
16TH, 2025; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND
GRANTING PERMISSION FOR ROAD CLOSURES of ST, JOHNS AVE, S.
11TH STREET, AND MEMORIAL PWY. PROVIDING FOR SCRIVENER'S
ERRORS**

WHEREAS, PALATKA JR/SR HIGH SCHOOL has made an application to the City of Palatka for a special event permit for: FOR PALATKA JR/SR HIGH SCHOOL HOMECOMING EVENTS.

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 The Palatka Jr/ Sr High School annual Homecoming Parade is hereby granted to Jennifer Deloach with the following provisions and stipulations:

- a.** A Class "C" Special Events Permit is hereby granted for the event to be held on 10/16/2025 with music, food trucks, and parade during the hours provided on the application.
- b.** Granting permission for road closures and amplified sound on 10/16/2025, time as noted on the Permit Application.

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 25th day of September 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION NO. 2025-R-135, A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A MEMORANDUM OF UNDERSTANDING BETWEEN GEORGIA PACIFIC AND THE CITY OF PALATKA TO SUPPLY FIREFIGHTING CREWS AND OR SPECIALIZED RESCUE TEAM AT THE GEORGIA PACIFIC FACILITY.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Updated Contract for fire services.

PROJECT ANALYSIS

Staff Recommendation

To approve the new contract.

ATTACHMENTS

1.	Georgia Pacific MOU
2.	Resolution 2025-R-135 GP CONTRACT 2025

**MEMORANDUM OF UNDERSTANDING
BETWEEN GEORGIA-PACIFIC
AND THE CITY OF PALATKA**

This Memorandum of Understanding (MOU) is agreed to on this ____ day of _____, 2025, between GEORGIA PACIFIC., a Georgia corporation, (hereinafter referred to as “GP”) located at 215 County Road 216, Palatka, Florida 32177 and the City of Palatka, a political subdivision of the State of Florida, (hereinafter referred to as “City”) 201 N. 2nd Street, Palatka Florida 32177.

RECITALS

Whereas, Georgia-Pacific, Inc. operates a full paper mill and chip mill facility in Palatka, Florida; and

Whereas, the City of Palatka maintains and sustains a fire department which provides exemplary fire, specialized rescue and emergency medical services to the citizens and businesses of the City of Palatka; and

Whereas, GP operates with fire and rescue potentialities and there is a need for a cadre of highly trained and skilled firefighting professionals that are well versed and are established specialized rescue teams for enclosed space rescues, hazardous materials spills and releases, fires and other hazardous environments; and

Whereas, the City will assist GP in the event of an emergency at the mill; and City with ample notice from GP will remain on stand-by onsite during any IDLH (Immediately Dangerous to Life and Health) confined space entrance or other necessary fire and rescue situations; and

Whereas, allowing the City and the facility team members to train together at a contracted facility site enhances the teams’ cohesiveness and improves the efficiency of site rescues; and

Whereas, the GP and the City enter into this Memorandum of Understanding (MOU) to deliver emergency response and standby coverage and to act as GPs’ rescue team to include the City Fire Department’s fire and rescue personnel into the cadre of firefighters that may be called in the event of an fire and rescue emergency.

AGREEMENT TERMS

GP and the City agree that subject to the terms and conditions of this MOU, the City shall deliver to GP emergency assistance in fire, hazardous materials releases or other rescue situations occurring at the facility when requested:

1. GP will be assessed \$30,500 annually for a retainer including an annual tour of the facility plus two annual training drills, one focused on USAR skills and another focused on Hazardous materials response or fire response. Also, GP will assess the City contract rate as detailed in the attached Fire Fee Schedule (attachment Exhibit A) for all calls for service and any other drills or exercises. Also, GP will give \$25,000 annual equipment and training for specialized tools and training to enhance response and mitigation efforts. The tools and training classes are outlined and listed in Appendix B of this contract. Listed Equipment is in line with State of Florida State Emergency Response Commission (SERC) Type II response resources.
2. The City shall send at a minimum (2) two rescue personnel, a squad truck, ladder/tower truck or engine and rescue equipment to any call for help at the GP facility for all calls for service or standby. Other team members will arrive as soon as possible dependent on other emergencies.
3. Prices are subject to change, and GP will be notified in writing sixty (60) days prior to implementation.
4. The City and GP agree to conduct a minimum of two (2) annual training exercises and activities, and GP agrees to compensate the City pursuant to the terms and conditions of this MOU as detailed in the attached Fire Fee Schedule.
5. GP agrees to hold harmless the city and the city fire department for any ordinary negligence in carrying out the joint training and emergency response activities.
6. GP shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the City, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by GP, its agents, employees, partners, or subcontractors. Provided however, that GP shall not indemnify for that portion of any loss or damages proximately caused by the gross negligent act(s) or omission(s) of the City, or its employees subject to the limitations stated in Section 768.28, Florida Statutes.

7. The term of this MOU is three (3) years from the date of execution and can be renewed for additional three (3) year periods upon agreement by GP and the City. Failure to renew the contract in a timely manner will result in non-contract pricing as outlined in Attachment Exhibit A.
8. This MOU effective upon execution by the City and GP.
9. This MOU can be terminated by ninety (90) days' notice from either GP or the City.
10. This MOU contains the entire terms, conditions, and understanding with respect to this matter and this MOU is governed by the laws of the State of Florida.

FOR GEORGIA-PACIFIC.

GEORGIA PACIFIC

FOR THE CITY OF PALATKA

Robbie Correa
Mayor, City of Palatka

Date: _____

Appendix B

Special Operations Equipment and Training Lists

USAR (Urban Search and Rescue)

PPE

- Helmets
- Coveralls
- Gloves
- Boots
- Hoods
- Backpacks/carrying cases

Rope

- ½” life safety rope
- 3/8” life safety rope
- Prusiks
- Fall arrest equipment

Webbing

- 1”
- 2”

Harnesses

MPD

Pulleys

Clutches

Miscellaneous hardware

Tripod

Communications (confined Space hard wired)

Pneumatic struts

Fin boards

Air bags – both high and low pressure

Hazardous Materials/Fire Response

Decontamination

- Mass Decontamination pools and systems
- Personal Decontamination pools and systems
- Pumps
- Collection drums
- Fire hoses and conveyance equipment
- Miscellaneous decontamination solutions and equipment

Detection and analysis

- Multi-gas meters
- Photoionization Detectors
- Flame ionizing Detectors
- Dust meters

Thermal meters- Thermal Imaging cameras and thermometers
Radiological Meters
Protein Screening kits
Field analysis kits
Colorimetric tubes and chips
Test papers- pH, F, Cl, water, K, M8, M9
Light amplification (night vision)

Spill/leak control

Dome Clamps
Air Bag Leak control systems
Magnetic leak control systems
Midland Kits
Chlorine kits
Over pack drums
Drum slings
Drum hand carts
Grounding and bonding equipment
Transfer pumps
LPG and NG burn kits and adapters
Assorted flanges, pipes, and miscellaneous fittings
Magnaseal leak control devices

Fire Control

Foam
Foam Generators
Eductors
Fire Hose
Nozzles

Medical

Trauma Kits
General medical kits

Reference and Research

Computers
Tablets
Reference books

PPE

1991, 1992, 1994 suits
Risk based response PPE
Vapor Protective ensembles
Splash Protective ensembles
Flame Protective ensembles
Bunker Gear/ structure Boots
Chemical gloves
Specialized boots

Vehicle

Generators
Lighting
Portable pumps and sumps
Tool air

- Breathing air
- Trailers
- Rescue vehicles
- Maintenance/repair of emergency vehicles

Training

- Propane
- Foam
- Annual refresher Training
- Specialist Training
- Rail car Training
- Transportation Training
- Radiation Training
- Other appropriate classes
- Leak control
- Other approved training courses

Miscellaneous Tools, Gear and Devices

As times change, so do to equipment and gear we may ask for reimbursement on tools and equipment that are not listed here. All requests will be in line with proper response policies and guidelines.

RESOLUTION NO. 2025-R-135

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO
EXECUTE AND ATTEST A MEMORANDUM OF UNDERSTANDING
BETWEEN GEORGIA PACIFIC AND THE CITY OF PALATKA TO
SUPPLY FIREFIGHTING CREWS AND OR SPECIALIZED RESCUE
TEAM AT THE GEORGIA PACIFIC FACILITY**

Whereas, Georgia-Pacific, Inc. operates a full paper mill and chip mill facility in Palatka Florida;
and

Whereas, the City of Palatka maintains and sustains a fire department which provides exemplary fire, specialized rescue and emergency medical services to the citizens and businesses of the City of Palatka; and

Whereas, Georgia-Pacific, Inc. operates with fire and rescue potentialities and there is a need for a cadre of highly trained and skilled firefighting professionals that are well versed and are established specialized rescue teams for enclosed space rescues, hazardous materials spills and releases, fires and other hazardous environments; and

Whereas, the city will assist Georgia-Pacific, Inc. in the event of an emergency at the mill; and City with ample notice from Georgia-Pacific, Inc. will remain on stand-by onsite during any IDLH (Immediately Dangerous to Life and Health) confined space entrance or other necessary fire and rescue situations; and

Whereas, allowing the city and the facility team members to train together at a contracted facility site enhances the teams' cohesiveness and improves the efficiency of site rescues; and

Whereas, the Georgia-Pacific, Inc. and the City enter this Memorandum of Understanding (MOU) to deliver emergency response and standby coverage and to act as Georgia-Pacific, Inc. rescue team to include the City Fire Department's fire and rescue personnel into the cadre of firefighters that may be called in the event of a fire and rescue emergency.

NOW, THEREFOR, BE IT ENACTED by the City Commission of the City of Palatka, Florida:

1. That the Mayor and the City Clerk are hereby authorized to execute and attest the memorandum of Understanding between Georgia-Pacific, Inc. and the City of Palatka Fire Department to supply Fire and Rescue services to the Georgia Pacific facility campus located at 215 County Road 216 Palatka, Florida 32177

Passed and Adopted by the City Commission of the City of Palatka, Florida this 25th day of September 2025.

City of Palatka

By: _____
It's Mayor

Attest:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

**ADOPT RESOLUTION 2025-R-136 FIRE LADDER TRUCK SOLE SOURCE PURCHASE AND
FINANCING OF SUCH PURCHASE
STAFF REPORT**

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is requesting authorizing the sole source purchase of (1) 2025 E-One HR 100 Aerial on a Typhoon Chassis, including all vehicle components and NFPA equipment through debt financing.

BACKGROUND

On September 10, 2025 at a Budget Workshop, the Fire Chief, together with the finance director, presented urgent needs related to equipment. A major concern was the condition of the ladder truck, which had experienced mechanical failures, including a wiring harness fire and a secondary motor failure. Options for replacement were discussed, including acquisition from a private company specializing in fire trucks. Commissioners raised questions about the availability and cost of immediate replacement units. The conversation highlighted the critical nature of maintaining reliable fire response equipment.

As a result of the discussions, staff confirmed Mattheny Fire and Emergency is the only manufacturer that can deliver the fire ladder truck in 150 calendar days at a competitive price. The competitive price will expire after 30 days. According to the City's Purchasing Policy single/sole source purchases shall be permissible in instances where the conditions and circumstances necessitate the need for a particular product which is available only from one vendor. Staff provided a sole source verification letter indicating Mattheny Fire and Emergency is the sole source provider of E-One fire apparatus and E-One parts in the State of Florida.

PROJECT ANALYSIS

Staff has allocated funds for debt repayment in the FY25-26 Budget. The purchase of the fire ladder truck will require authorization from the City Commission to select debt financing opportunities.

Staff Recommendation

Staff recommends a sole source purchase award to Mattheny Fire and Emergency in the amount of \$1,486,671 for the purchase of a (1) 2025 E-One HR 100 Aerial on a Typhoon Chassis, including all vehicle components and NFPA equipment.

Staff recommends authorizing the Mayor or designated official to proceed with the selection of debt financing opportunities.

ATTACHMENTS

1.	Sole Source Verification Letter
2.	Fire Ladder Quotes
3.	Fire Ladder Truck Specifications
4.	Resolution No. 2025-R-136 Ladder Truck



DELIVERING STRENGTH THROUGH EXCELLENCE.

Justin Rice

Regional Sales Manager

(352) 816-7862

jrice@e-one.com

9.11.2025

Palakta Fire Department
100 N 11th Street
Palakta, FL 32177

To Whom it May Concern,

Thank you for the opportunity to provide sole source confirmation for E-ONE fire apparatus. We appreciate your continued faith in and support of the E-ONE product lines. We look forward to continuing to provide the finest emergency response vehicles as you protect and serve your citizens and visitors.

Please accept this letter as confirmation that Matheny Fire and Emergency, located at 725 SW 46th Ave, Ocala, FL 34474, is the sole source provider for E-ONE fire apparatus, E-ONE parts, warranty parts and warranty service for the state of Florida.

Thank you in advance for your review and consideration. As always, should you have any additional questions or needs, please contact me at your convenience.
Best Regards,

Justin Rice

Regional Sales Manager - Southeast

e-one.com

9/17/25

Ms. Pierre,

I believe we can move forward as the sole source for this ladder truck. No other manufacturer with a repair site in the state of Florida can provide a custom ladder truck at this price or in the time frame we desire. I have attached emails from 2 other manufacturers that require more funding and longer build times to build a truck for us. This truck will be done in November, as it was originally built for Tallahassee Fire Department. It just happens to be available, because Tallahassee ordered 6 and only had funding for 5. This truck is manufactured by a "local" vendor from Ocala, this will help on repair costs, as the other dealers repair shops are in Sanford and Ft. Meyers, both substantially longer drive times. Repairs for our current aerial truck cost us a 5+ hour drive or additional charges for them to come to us. Matheny/ E-One is a "local" manufacturer and rated as one of the safest trucks in the nation. Sutphen quoted \$1.7-\$1.8 million and a 22-24 month wait time after receiving a purchase order, Pierce wait times were possibly shorter dependent on what kind of truck we wanted designed, 6 months or more depending on changes from the base model, if we didn't want or need anything that wasn't a stock item, the truck in question from E-One is a custom truck that has all the proper storage and water requirements we need based for our equipment and expectations. This custom truck is very close to the price on the Sheriff's Associations Cooperative Purchasing Program with several upgrades, The Pierce is listed at \$1.594mil and the E-One is listed at 1.433 mil on the Sheriff's website, the truck in question with several upgrades is 1.476 mil because the pricing for it is 2 years old.

The price for this vehicle is 2 years old; you cannot get a truck with these options at this price. Even with the added options of a generator, ladders, foam system and more it is still competitively priced because the truck is already in production. The Matheny E-One truck is listed on the Sheriff's Cooperative Agreement at less than the Pierce ladder truck and the Sutphen truck is not on the Sheriff's Cooperative purchasing list. This is by all definitions a rare opportunity and a sole source for the ladder truck that will be a perfect addition to our fleet.

I have attached the Sole Source letter from Matheny in the included documents. And included several other documents showing the differences and Prices of all, as well as email correspondence with the 3 vendors listed above.

Fire Chief Chris Taylor

*mgc 9/17/25
sole source*

FIRE LADDER TRUCK QUOTES

Organization Name	Proposal Amount	Delivery Time from PO date
Mattheny Fire and Equipment	\$1,486,671	150 days
Ten-8 Fire Safety, LLC	\$1,594,045	Unknown
South Florida Emergency Vehicles	\$1.7 million - \$1.8million	22-24 months



MATHENY MOTOR TRUCK CO.
Established 1922
726 SW 46th Ave.
Ocala, FL 34474
(P) 352-629-6305
www.mathenyfire.com

Apparatus Proposal

DATE: September 5, 2025

The Proposal has been prepared for:

Palatka Fire Rescue
100 N, 11th street
Palatka, FL 32177

Matheny Fire & Emergency is pleased to offer Palatka Fire Rescue Department one (1) 2025 E One HR 100 Aerial on a Typhoon Chassis. This vehicle shall be in accordance with the attached specifications. The purchase price shall include all vehicle components and NFPA equipment as requested by the fire department as detailed in the Matheny Fire & Emergency Proposal.

Delivery will be F.O.B. Customer Location and will be made approximately 150 Calendar days after receipt of Purchase Order. Terms of payment shall be pre-payment or net 45 at delivery.

E-ONE	\$ 1,476,671
Graphics	\$ 10,000
Total	\$ 1,486,671

This quote is valid for 30 days unless extended in writing.

CONTINGENCIES: Matheny will not be liable for any delay, failure to make delivery, or other default due to strikes or labor unrest, war, riot, federal, state, or local government action, fire, flood or other disaster or acts of God, accidents, breakdown of machinery, lack of or inability to obtain materials, commercial chassis', parts or supplies, or any other causes or circumstances beyond the reasonable control of Company which prevent or hinder Company's manufacture and/or delivery of the apparatus. Additionally, the quoted pricing may be subject to manufacturer price adjustment for any unforeseen materials and/or component cost increases incurred at time of materials acquisition and/or production in the form of a material cost increase. Supporting documentation shall be provided detailing any changes that may impact final pricing and delivery.

CHANGES IN REGULATIONS/INDUSTRY STANDARDS: The Pricing is subject to adjustment for changes to the Apparatus necessitated by changes in applicable government regulations (such as FMVSS or emissions regulations), industry standards (such as NFPA standards), replacement of discounted models or components from vendors, or freight charges. Buyer is responsible for any cost increases due to such changes beyond Matheny control and is above and beyond standard annual price increases.



FERRARA



Road Rescue





MATHENY MOTOR TRUCK CO.
Established 1922
726 SW 46th Ave.
Ocala, FL 34474
(P) 352-629-6305
www.mathenyfire.com

This proposal is deemed acceptable by the undersigned. In witness whereof, The Company and the Purchaser shall execute and agreement to this proposal with signatures and authorizations representatives as of the date set forth by each.

Chris Beville – Territory Sales Manager

Date

Dee Daniels – Director of Apparatus Sales

Date



FERRARA



Road Rescue
Standard Performance • Unmatched Price



Christopher Taylor

From: Mark Oakes <moakes@sflev.com>
Sent: Thursday, September 11, 2025 4:07 PM
To: Christopher Taylor
Subject: RE: Ladder truck projection

Good afternoon, Chief Taylor

Currently Sutphen projection times are for single axel aerials is 22-24 months from the time we receive an PO. Hope your doing well and let me know if you have any questions or need any additional information.

Sincerely;

Mark W. Oakes / Fire Apparatus Sales
4655 Cummins Court
Fort Myers, FL 33905
Cell 321-460-0555

From: Christopher Taylor <ctaylor@palatka-fl.gov>
Sent: Thursday, September 11, 2025 4:00 PM
To: Mark Oakes <moakes@sflev.com>
Subject: Ladder truck projection

CAUTION: This email originated from outside of sflev.com. Do not click links or open attachments unless you recognize the sender and know the content is safe

Mark,

What would be the projected time to get a 100', single axle truck from you guys if we ordered today?
Trying to get an idea of timing.

Respectfully,

Fire Chief Chris Taylor
Palatka Fire Rescue Department
100 N. 11th Street
Palatka, FL 32177
386-329-0120 office
386-983-1535 office cellular
904-477-9155 personal cellular
ctaylor@palatka-fl.gov
USNG 17R MN 3802 7996

Christopher Taylor

From: Mark Oakes <moakes@sflev.com>
Sent: Friday, September 12, 2025 8:15 AM
To: Christopher Taylor
Subject: RE: Ladder truck projection

Good morning, Chief:

Current pricing is between \$1.7 to 1.8 million depending on options.

Sincerely;

Mark W. Oakes / Fire Apparatus Sales
4655 Cummins Court
Fort Myers, FL 33905
Cell 321-460-0555

From: Christopher Taylor <ctaylor@palatka-fl.gov>
Sent: Friday, September 12, 2025 7:48 AM
To: Mark Oakes <moakes@sflev.com>
Subject: RE: Ladder truck projection

CAUTION: This email originated from outside of sflev.com. Do not click links or open attachments unless you recognize the sender and know the content is safe

Mark,

Can you give me idea on price for a single axle 100" ladder truck?

Fire Chief Chris Taylor
Palatka Fire Rescue Department
100 N. 11th Street
Palatka, FL 32177
386-329-0120 office
386-983-1535 office cellular
904-477-9155 personal cellular
ctaylor@palatka-fl.gov
USNG 17R MN 3802 7996

From: Mark Oakes <moakes@sflev.com>
Sent: Thursday, September 11, 2025 4:07 PM
To: Christopher Taylor <ctaylor@palatka-fl.gov>
Subject: RE: Ladder truck projection

Good afternoon, Chief Taylor

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 141, Pierce Manufacturing Inc., Enforcer - Aluminum, N/A

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	\$1,594,045.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 132, E-ONE, Cyclone II 100' - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	\$1,428,181.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 132, E-ONE, Cyclone II 100` - Aluminum, N/A

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	\$1,433,266.00	1320 after receipt of order	Build

FIRE LADDER TRUCK SPECIFICATIONS



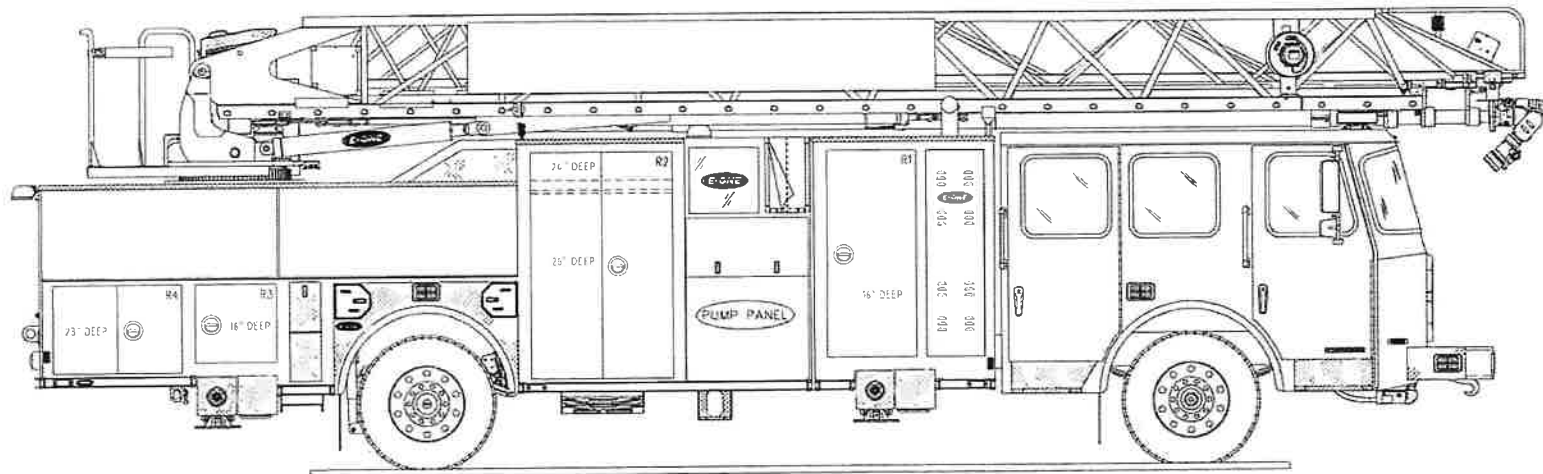
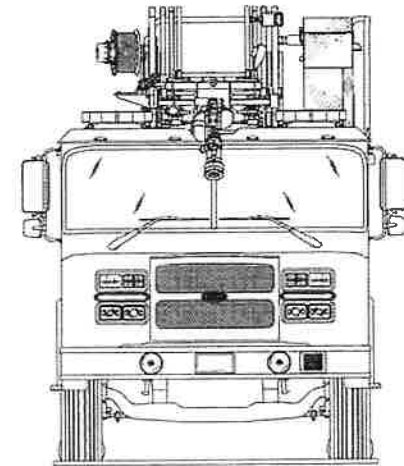
FLORIDA SHERIFF'S ASSOCIATION TALLAHASSEE, FL

QUOTE 138816

AERIAL BODY W/ SIDE STACKER HOSEBED
E-ONE TYPHOON CHASSIS
HR100 LADDER

THIS DRAWING IS FOR REFERENCE PURPOSES. ALL DIMENSIONS ARE
SUBJECT TO MINOR VARIATIONS DUE TO MANUFACTURING PROCESSES.

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DATE	BY	CHKD	APP'D	REV
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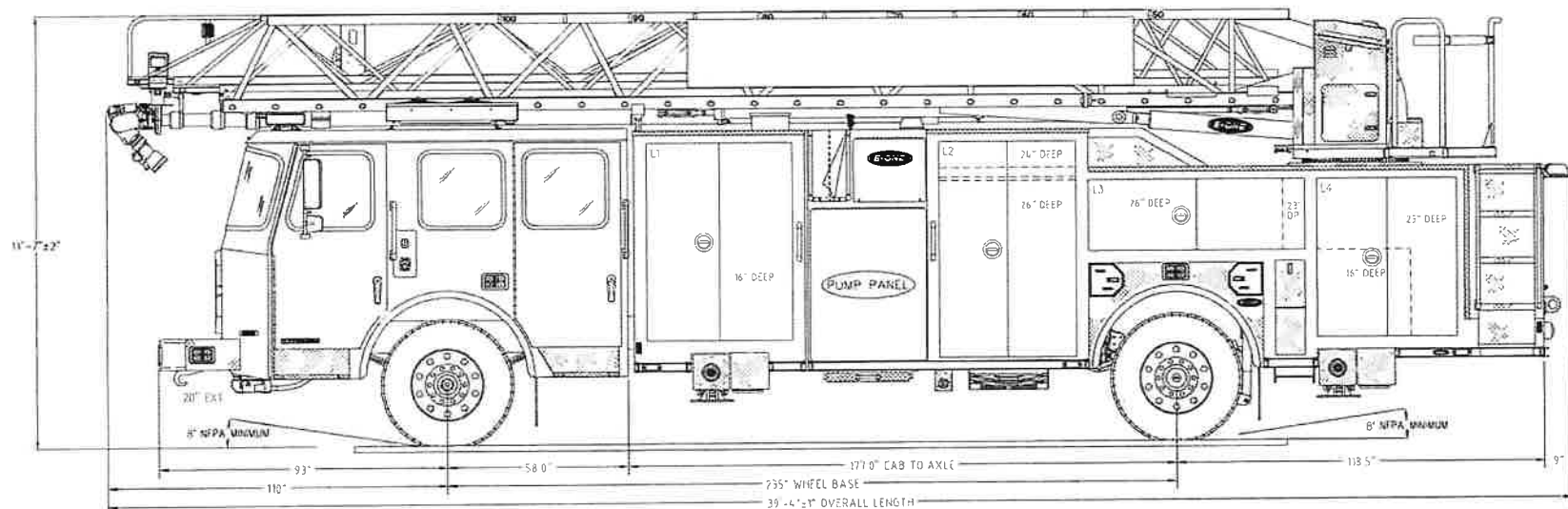
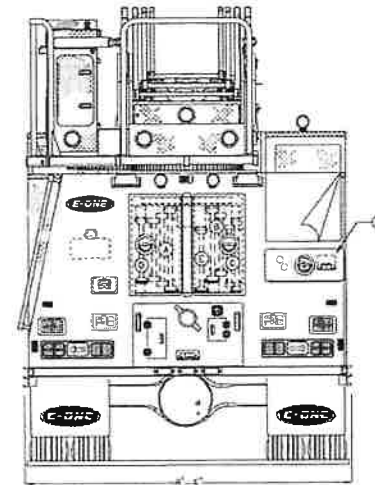
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1500 GPM HALF OSD PUMP 300 GALLON WATER TANK			HOSE LOAD: NFPA COMPLIANT		
COMPT.	OPENING		INTERIOR DIMENSION		
L1	47W	28H	47W	28H	16D
R1	27W	28H	27W	28H	16D
L2	44W	69H	44W 44W	12H 37H	21D 21D UPPER 76D LOWER
R2	44W	30H	44W	30H	26D
L3	69W	23H	69W	23H	NOTED
R3	25W	24H	25W	24H	16D
L4	45W	51H	45W 45W	23H 26H	21D 76D UPPER LOWER
R4	40W	27H	40W	27H	23D
GROUND LADDERS					
ITEM	LADDER	LENGTH	MODEL NUMBER	QTY	
A	35' 3-SECT.		PEL3-35	1	
B	28' 2-SECT.		PEL-28	1	
C	24' 2-SECT.		PEL-24	1	
D	16' ROOF		PRL-16	1	
E	14' ROOF		PRL-14	1	
F	10' FOLDING		FL-10	1	



Quote
138816

Project No
145871

Submit

Quote Comparison		
Matches		
138816	145871	Item Description
1025-0028	1025-0028	Koni shock absorbers for front axle - adjustable.
1025-0030	1025-0030	Stemco sight glass for front axle hubs. Inboard wheel seals will be Chicago Rawhide (or equivalent).
1025-0171	1025-0171	Dana D-2200W 24,000 lb. front axle. Includes maintenance free bushings. For use with disc brakes only.
1025-0215	1025-0215	Meritor RS-35-185 single rear axle 35,000 lb. capacity. Requires 16.5" x 8.625" cast shoe brakes. Note: Unit may have an intermittent speed rating due to rear tires.
1050-0001	1050-0001	Alcoa aluminum wheels for front axle (2).
1050-0003	1050-0003	Alcoa aluminum wheels for rear axle (4).
1050-0007	1050-0007	Front axle wheel trim kit. Includes stainless steel lug nut covers (chrome plated plastic if applicable) and center cap with E-ONE logo. Note: Center cap will have an inspection port IPO a logo if equipped with Stemco oil seals.
1050-0008	1050-0008	Rear axle (single) wheel trim kit. Includes stainless steel lug nut covers (chrome plated plastic if applicable) and center cap with E-ONE logo. E-ONE custom chassis w/steel wheels will have chrome plated plastic lug covers.
1060-0113	1060-0113	Intermittent service tire rating.
1060-0117	1060-0117	RWC AirGuard LED tire pressure monitoring valve stem caps (6) for single rear axle applications.
1070-0044	1070-0044	Rear suspension Hendrickson ROADMAAX 35,000 lb. single axle air ride. Requires Meritor 35K Axle.
1100-0005	1100-0005	Brake system air 4X2/4X4.
1100-0006	1100-0006	Parking brake release mounted on the driver's side lower dash.
1100-0024	1100-0024	G4 Electronic Stability Control (4x2), Includes RSC and ATC. Not available on mechanical 4x4, commercial chassis or tiller. (Available with Ez-Trac 4x4).
1100-0031	1100-0031	Dana/Bendix ADB22X 17" disc brakes for front axle.
1100-0036	1100-0036	16.5" x 8.625" P-Cast S-cam brakes for 27,000 - 35,000 Meritor axle. N/A with FIREMAAX suspension.
1110-0000-001	1110-0000-001	Inlet for air system. Location: driver door jamb.
1110-0002	1110-0002	Air dryer Bendix AD-9.
1110-0006	1110-0006	Air lines nylon.
1110-0026	1110-0026	Air horns Hadley e-tone recessed in bumper (PR).
1125-0002	1125-0002	Jacobs engine compression brake. Note: Brake lights will illuminate when auxiliary brake is activated.
1125-0023	1125-0023	Transmission to seek second gear when Jacobs engine brake or Telma retarder is engaged. N/A with Trans retarder.
1200-0017	1200-0017	Push-button transmission shift selector.
1200-0020	1200-0020	TranSynd, Shell Spirax S6ATF A295, or equivalent synthetic transmission fluid for EVS3000 series.
1200-0096	1200-0096	Electronic speed limiting set at 60 MPH. Note: Axle gear ratio will be as low as possible while allowing for 60 MPH top speed to improve acceleration.
1250-0086	1250-0086	Frame - Torque box for 100' single axle Quint aerial.
1250-0092	1250-0092	GEOMET coated frame assembly fasteners.
1350-0022	1350-0022	Fuel line hose rubber.
1510-0003	1510-0003	Seats, Inc. brand 911 cab seats.
1510-0008	1510-0008	Seat color gray.
1510-0038	1510-0038	(Obsolete; use sales code 1510-0642) Driver seat 911 air ride.
1510-0062	1510-0062	Two man bench centered on rear wall with 911 SCBA backs. Includes angled corners.
1510-0234	1510-0234	Seat cover material Turnout Tuff.
1520-0219	1520-0219	Typhoon medium cab with radial wipers (58" CA).
1550-0003	1550-0003	Rear crew cab doors in the medium position.
1550-0159	1550-0159	Interior cab door locks - manual. Will be individually actuated from each respective door. Includes key lock on each exterior cab door handle.
1550-0180	1550-0180	Cab door panels stainless steel. Includes upper and lower panels with seam below handrail.

1550-0283	1550-0283	Driver and officer cab door windows with manual regulators. For use with new Typhoon and Cyclone cabs.
1550-0284	1550-0284	Rear crew cab door window(s) with manual regulator(s). For use with new Typhoon and 100" wide Cyclone cabs.
1550-0287	1550-0287	Cab doors to be barrier style. For use with new Typhoon and Cyclone only.
1550-0377	1550-0377	All cab doors shall have exterior pull style handles with integral key lock (glass reinforced nylon).
1610-0000	1610-0000	Cab and body to have applicable E-ONE logos.
1640-0047	1640-0047	Lower steps to extend 3.5" past cab. For use with legacy Typhoon / Cyclone with barrier style doors and new Typhoon / Cyclone with barrier style or extended doors.
1675-0022	1675-0022	Pair of 18" handrails located just behind driver and officer front door one each side.
1675-0030	1675-0030	Mud flaps, front, black with E-ONE logo.
1675-0047	1675-0047	Rear cab wall to be 3/16" aluminum diamond plate.
1675-0201	1675-0201	Large radius cab wheel well. Includes bolt-on adjustable wheel well trim.
1675-0202	1675-0202	Mounting plate for battery charger receptacle, indicator, air inlet, etc (if applicable). Plate to be removable brushed stainless steel.
1680-0006	1680-0006	Drivelines 1710.
1680-0012	1680-0012	Tow eyes rear frame painted black.
1680-0051	1680-0051	Aerial hydraulic activation system.
1680-0250-M58	1680-0250-M58	Diesel Exhaust Fluid (DEF) 5 gallon tank. Location: left side below rear of cab.
1685-0187	1685-0187	Severe duty engine cover, molded polyurethane.
1685-0446	1685-0446	Severe duty overhead console. Includes driver, center and officer overhead ahead of air conditioning plenum. Center overhead includes siren mounting locations. Overhead to match cab interior.
1685-0531	1685-0531	Reduced profile rear engine cover for increased legroom.
1685-0692	1685-0692	Cab insulation package. Includes insulation for ceiling, front wall, rear wall, side walls, below seat risers and in doors.
1685-0891	1685-0891	Cab interior padding to be gray.
1750-0046-195	1750-0046-195	Cab Headlights. Position: lower.
1750-0072-592	1750-0072-592	12 VDC electrical outlet wired battery hot. Location: driver side dash.
1750-0166	1750-0166	ATC override switch.
1750-0198-A31	1750-0198-A31	Battery charger to be located behind driver's seat.
1750-0449	1750-0449	Momentary DPF regeneration override switch.
1750-0768	1750-0768	TecNiq D07 LED cab door step area lighting. Includes (2) lights at each door area. Lights to be switched with door ajar.
3110-0360	3110-0360	Rear of body to have un-painted smooth plate overlay style body panels to facilitate rear body striping.
3134-0016	3134-0016	Stainless steel driver and officer side pump panels.
3136-0011	3136-0011	P-Rubber in flex joint(s) between pump module and/or body modules.
3300-0007-015	3300-0007-015	Door single vertical hinged painted. Location(s): R1
3300-0289-005	3300-0289-005	Door double vertical hinged w/rotary latches - painted . Location(s): L3 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
3310-0096	3310-0096	Doors for rear master and jack control controls. Doors will match rear body finish.
3310-0162	3310-0162	Jack leg opening covers diamond plate (4) sets. Includes diamond plate outrigger covers and fixed diamond plate filler panels. HM100/HR100/110 requires surface mount warning lights.
3310-0354	3310-0354	Auxiliary jack pad 24X24 (4) with 20 degree formed handle. Includes (2) double mounting brackets.
3310-0513	3310-0513	Fuel fill hinged door and fixed panel below door each side to rear of rear axle to be diamond plate.
3310-0537	3310-0537	Pike pole/Ladder storage. Holds (4) poles and (1) attic ladder with or without shoes. Available on single axle 100' Quint SideStacker and HR100 Tandem SideStacker. The (4) pike pole tubes to accommodate standard and New York roof hook pike poles. The access door to match the rear body finish.
3320-0100	3320-0100	Strap, loop style to retain SCBA bottle(s). Locate one per bottle in each exterior body storage compartment.
3330-0002-050	3330-0002-050	Slide-out platform, rollerless. Includes chrome grab handle centered on the front face of the platform (includes hand rail as applicable). Located below driver side pump panel.
3340-0093	3340-0093	Mud flaps, rear, black with E-ONE logo.
3340-0282-X73	3340-0282-X73	Tilt Switch & Jack for cab. Tilt switch and manual jack to be located: right side forward jack leg compartment low behind door in access panel (tilt sw behind door).

3340-1137-12C	3340-1137-12C	Equipment allowance on the apparatus shall be 2500 lbs. This allowance is in addition to the weight of the hoses and ground ladders listed in the shop order as applicable.
3340-1632	3340-1632	Diamond plate corner guard for the rear compartment face forward of staircase(s). Guard to wrap around the corner. SideStacker or NPNT w/ side staircase aerial bodies only.
3340-2746	3340-2746	The painted SideStacker aerial body side panels shall be FRP overlays.
3365-0037-1FM	3365-0037-1FM	Center mounted ladder tunnel. Ladder rack to hold: PEL3-35, PEL-28, PEL-24, PRL-16 and PRL-14.
3370-0247	3370-0247	Tracks for adjustable shelf and/or adjustable tray in a compartment. Location:
4005-0031	4005-0031	Rating 1500 GPM.
4005-0217	4005-0217	Hale DSD Pump 750/1500 GPM single stage. Requires primer option.
4015-0053-198	4015-0053-198	Steamers to be Flush + 1". Location: driver's side.
4015-0053-199	4015-0053-199	Steamers to be Flush + 1". Location: officer's side.
4015-0073	4015-0073	Manual operated master pump drain. The master drain shall be clearly marked and placed in accessible location below running board on driver side (or area directly to rear of panel if no room below panel).
4015-0210	4015-0210	Pump cooler with Innovative Control 1/4 turn valve with "T" handle and label.
4415-0012-654	4415-0012-654	1.5" Crosslay with Akron manual valve. Location: crosslay 1 & 2.
4415-0014-581	4415-0014-581	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 1.
4415-0014-582	4415-0014-582	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 2.
4415-0016-584	4415-0016-584	2.5" Right Pump Panel Discharge Akron Manual Valve. Location: right side discharge 2.
4417-0313-359	4417-0313-359	Akron 9333 Navigator Pro 2 electric valve controller with full color LCD display. Locate on pump operator panel to control waterway discharge.
4440-0005	4440-0005	2.5" Left Intake Akron Manual Valve.
4445-0048	4445-0048	Intake pressure relief valve, Task Force Tips.
4450-0008	4450-0008	1.5" tank fill Akron manual valve.
4450-0121	4450-0121	3" Tank to pump Akron air actuated valve w/4" tank connection.
4460-0003	4460-0003	Pump panel tags color coded per NFPA compliance.
4475-0000	4475-0000	Pump certification 750-2250 GPM (or metric/imperial equivalent).
5010-0049	5010-0049	Vehicle data recorder - 2009 / 2016 / 2024 NFPA compliant. Includes occupant detection shown in multiplex display. E-ONE chassis only.
5010-0094	5010-0094	Nanoprotech (or equivalent) corrosion inhibiting spray coating to be applied on all exposed electrical connections.
5100-0000-198	5100-0000-198	Foot switch to control air horns located driver's side.
5100-0165	5100-0165	Audible door ajar alarm wired through door ajar light. For use with multiplex display(s) only.
5110-0017	5110-0017	Back-up alarm 97 dB.
5150-0017	5150-0017	License plate light LED with chrome housing located at the rear of the body.
5300-0506-000-4V	5300-0506-000-4V	Front light bar LED color: Red/White with clear lenses (if applicable, includes side facing when colors are the same.)
5350-0156	5350-0156	FRC ACT 2-way aerial intercom.
5350-0192	5350-0192	Safety Vision back-up camera wired through multiplex display. Video displays automatically when transmission is in reverse. Camera only - does not include monitor.
5380-0232	5380-0232	Step light package Whelen 2" LED - small.
5380-0280	5380-0280	Ground light package TecNiq T440 4" LED - large.
5380-0323	5380-0323	The auxiliary steps below the cab doors and/or below pump module/body (if applicable) to have EON LED lights to illuminate the stepping surface and ground below (IPO lights indicated in the main ground light package).
5380-0325	5380-0325	EON LED ladder tunnel light (EA).
5400-0185	5400-0185	LED pump compartment light (EA).
5400-0224	5400-0224	Engine compartment light Optronics LED Series ILL22 (EA).
5400-0259	5400-0259	TecNiq model E10 pump panel LED light package with (3) lights per side pump panel. Pump panels over 45" may require additional lights. Side mount only.
5510-0029-209	5510-0029-209	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: driver side front bumper.
5600-0105-170	5600-0105-170	Hazard (door ajar) light 2" LED. Location: center overhead.
6350-0005	6350-0005	Rear 4" NST waterway inlet for rear mounted aerials. Includes chrome cap.
6750-0002-000-39	6750-0002-000-39	Aerial sign plates 22 x 144 (PR) painted non-metallic color. Does not include lettering. Color: Job Color.
6900-0000	6900-0000	Aerial flow test - 3rd party.
6900-0007	6900-0007	Aerial NFPA certification.

7900-0014	7900-0014	DOT Required Drive Away Kit - Kit includes three (3) triangular warning reflectors with carrying case. This kit is for the end user and is to remain with the truck.
8100-0084	8100-0084	All applicable pump/pre-connect application modules are to have a job color finish. Includes upper and lower pump modules, crosswalk module and/or speedlay/pre-connect module (as applicable). Rear mounted body/pump module to be painted job color.
8100-0116	8100-0116	Rear body surface to have a sanded finish (not painted job color). Includes hinged doors that do not have discrete sales codes and removable panels.
8150-0011	8150-0011	The interior of the cab to be painted multi-tone gray finish.
8300-0381	8300-0381	Yellow perimeter marking to indicate designated standing / walking areas above 48" high in compliance with NFPA 1900/1901 consisting of individual Reflexite diamonds approximately 1" wide. Steps, ladders and areas with a railing or structure at least 12" high are excluded from this requirement.
8400-0060	8400-0060	Graphics drawing showing striping, lettering and logos. Requires E-ONE installed graphics.
9100-0102	9100-0102	Meritor 5 year unlimited miles, parts and labor rear drive single or rear drive tandem axle warranty.
9100-0104	9100-0104	Dana 5 year unlimited miles, parts and labor front axle warranty.
9100-0117	9100-0117	General One (1) year or 24,000 Miles Limited Warranty (RFW0001)
9100-0126	9100-0126	Custom chassis One (1) Year or 18,000 Miles Limited Warranty (RFW0101).
9100-0132	9100-0132	Electrical One (1) Year or 18,000 Miles Limited Warranty (RFW0201).
9100-0135	9100-0135	Aerial Ladder Structure Twenty (20) years or 100,000 Miles Limited Warranty (RFW0403).
9100-0136	9100-0136	Body Structure Aluminum Ten (10) years or 100,000 Miles Limited Warranty (RFW0502).
9100-0138	9100-0138	Cab Structural Ten (10) Years or 100,000 Miles Limited Warranty (RFW0602).
9100-0139	9100-0139	Plumbing and piping (Stainless Steel) Ten (10) years or 100,000 Miles Limited Warranty (RFW0800).
9100-0140	9100-0140	Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).
9100-0165	9100-0165	Frame Rail Lifetime (50) Years or 250,000 Miles Limited Warranty (RFW0305).
9300-0009	9300-0009	Manuals, Operator and Service in digital format.
9300-0012	9300-0012	Pump panel approval drawings. Will be provided on purchased units prior to construction.
9300-0016	9300-0016	Approval Drawings-Standard.
9300-0031	9300-0031	Dash/Console panel layout approval drawings. Will be provided on purchased units prior to construction.
9300-0316	9300-0316	Fire Apparatus Safety Guide published by FAMA, latest edition.
Quote 138816 has		
138816	145871	Item Description
1001-0103		The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1900, 2024 edition.
1060-0208		Four Michelin 315 tires model X MULTI Z for rear axle
1060-0212		Two Michelin 425 tires model XZE for front axle.
1160-0000		Bumper 10" stainless steel.
1160-0008		3/16" Front Bumper Gravel Shield.
1160-0014		20" Front Bumper Gravel Shield Extension.
1160-0020		License plate holder mounted center of front bumper.
1200-0489		Eng/Trans Cummins X10 450HP/1250TQ with EVS3000P transmission. 2027 EPA Compliant. Includes Acumen telematics and Certified Clean Idle holographic decal. Note: Until the 2027 EPA engine integration is finalized, option availability and body design relative to engine and aftertreatment are subject to change. Additional costs associated with the 2027 EPA engine will be passed on to the end user. No exceptions.
1200-0495		Transmission cooler. Required with 2027 EPA engine/trans w/o trans retarder.
1225-0065		The exhaust outlet shall be vertical. (Metro 100 only). Includes chrome turn-out.
1225-0086		Firwin exhaust blanket from the turbo down to the DPF and between the DPF and SCR. Required on 2027 EPA engines.
1350-0004		Fuel system 50 gallon saddle tanks.
1350-0013		Racor fuel/water separator to be a bottom drop out style. Shall include indicator light and audible alarm.
1400-0002		Battery four group 31 1000 CCA.
1510-0042		Officer seat to be 911 fixed SCBA.
1515-0133		Air conditioning with roof top mounted condenser. Includes reduced profile evaporator w/powder coated cover, brushless motors and a rear fan speed switch on the driver side of the rear air distribution housing. Requires A/C controls in multiplex display.
1550-0020		Windows cab side fixed driver's side.

1550-0033		Windows cab side fixed officer's side.
1550-0080-000-G6		Red/Lemon Yellow chevron "A" printed stripe on lower cab door panel approx 12" high. Stainless steel/painted door panels only. E-ONE cabs only.
1550-0084		All cab exterior entry doors to have 1250 keyed locks.
1615-0004		Cab roof to be "flat" with trough for waterway. Required with HM100 (with waterway), HP100 (all), CR100/92 Pltfrm (SdStckr and W/O/P) or HP/HPS100 Pltfrm (all).
1670-0003		Velvac 2010 mirrors. Door mounted west coast style with remote control and heat. N/A with black finish upgrade option.
1675-0023		Pair of 18" handrails located just behind driver and officer rear door (ALS doors if equipped) one each side.
1680-0042		Tow hooks front painted in the down position. Tow hooks will be mounted inboard (horizontal) when used with a drop style frame extension.
1685-0005		Lexan sun visors, driver and officer's side overhead.
1685-0031		Seating capacity tag of four occupants.
1685-0669		Severe duty dash package with low profile center section. Cast alum construction. Includes smooth plate alum lower kick panels; all painted to match cab interior.
1700-0005		Alternator Leece Neville 320 amp. 320 amp SAE/272 amp NFPA.
1750-0024-179-04		Auto-Eject receptacle inlet 20 amp located outside driver's door next to handrail with a Yellow cover.
1750-0283		JW Speaker LED cab headlights.
1750-0343		Battery charger E-ONE LPC 20. 120 volt inlet, 20 amp output. Includes status indicator panel located next or close to electrical inlet receptacle or otherwise specified.
1750-0764		Daytime Running Light TecNiq LED strip (PR) with polished alum housing located between quad headlight bezels (New Typhoon and Cyclone only).
1750-0987-172		Turn signal Whelen 600 LED amber pair located upper headlight bezel. Flash pattern will match rear selected pattern.
1750-1016		Digital dash display for driver.
1800-0041		Cooling system for use with Typhoon and Cyclone chassis. For use with 2027 EPA engines. Includes fan clutch.
3060-0016		Body aerial Metro 100 Quint SideStacker. Includes extended height L2/R2 compartments, combined rear driver side compartments, left rear staircase with pocket style drop down step, 34" wide ladder tunnel and 3" raised rear perimeter aft of rear jack legs for improved angle of departure. 65" high body (for 38.25" turntable height). Requires front tank module. Note: Can also be used with LTH/110 ladders with 40.25" TT height.
3090-0001		Hosebed hoseload allowance on the apparatus shall be 1000 lbs.
3090-0002		OAH. Unit has no overall height restrictions.
3090-0004		OAL. Unit has no overall length restrictions.
3134-0146		Officer side upper pump access panel to be horizontally hinged with stainless steel door. Includes (2) push button latches and hold open device(s).
3300-0007-017		Door single vertical hinged painted. Location(s): R3
3300-0289-018		Door double vertical hinged w/rotary latches - painted. Location(s): R4 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
3300-0292-003		Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L1. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
3300-0292-004		Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L2. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
3300-0292-006		Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L4. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
3300-0292-016		Door double 3-point vertical hinged w/rotary latches - painted. Location(s): R2. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
3305-0007-000-02		Vinyl Red hose bed cover with attached rear flap(s).
3305-0008-000-02		Vinyl Red crosslay cover with attached side flaps.
3310-0052		Crosslay double 5.5" wide single stack to hold up to 200' of 2.0" DJ (each) or 150'-200' 2.5" DJ (each). Includes storage pan to rear of crosslays (if applicable).
3310-0069		Rear ladder tunnel doors. Vertically hinged smooth plate to match rear body finish.
3310-0456		100' Single axle Quint front body module for use with 300 gallon tank and vertical SCR.
3320-0005		SCBA Bottle Storage. (4) Cast Product SCBA bottle storage with gasketed doors. (2) each side in rear wheel well area.

3330-0100-M20		Step below body. Located below rear of officer side pump panel. Each location requires a minimum of (1) handrail / handhold per NFPA.
3340-0486		Diamond plate single axle wheel well. Includes bolt-on composite wheel well liners and bolt-on polished alum fenderettes.
3340-0689		Insulation to protect compartment from exhaust system heat. Locate behind R1 wall.
3340-1648		Anodized aluminum trim on bottom edge of all body compartment openings including pump enclosure if applicable with painted edges.
3370-0246		Adjustable shelf for non-transverse compartments. Location:
4010-0030		300 Gallon Water "T" Tank. For use with Aerial applications only.
4015-0238		Hale electric primer (oil-less).
4015-0384		2-Button electric pump shift.
4415-0034-583		3" Right Pump Panel Discharge Akron Manual Valve (Waterous pumps noted location to be forward lower port). Location: right side discharge 1.
4415-1274		4" waterway discharge w/ Akron electric valve. Requires valve controller option.
4417-0175		Innovative Controls push/pull valve controls with locking T handles.
4417-0177		Innovative Controls 3/4" bleeder/drain valve include 1/4 turn T-handle.
4417-0185		Innovative Controls discharge and intake bezels with integral color code and verbiage for side mount pump panel.
4435-0083		Innovative Controls 10 LED SL series water tank level gauge. On pump panel.
4435-0451		Innovative Controls TC Series 2.5" (63MM) pressure gauge with chrome bezel.
4435-0453		Innovative Controls TC Series 4" (100MM) Master pressure gauges with dual chrome bezel. Includes integrated test ports and alarm.
4435-0458		Pump panel pressure gauges to be 0-400 / Master Intake gauge to be 30-0-400.
4465-0011		Class 1 TPG pressure governor. Includes, water, oil, volt and tachometer.
5010-0141		V-MUX2 DTD Electrical system for aerials.
5010-0144-649		7" UltraView display for multiplex electrical system. Location: driver's side engine cover.
5100-0000-199		Foot switch to control air horns located officer's side.
5150-0026		Marker light Truck-Lite LED body/cab package. E-ONE custom cab with aerial ladder, Mid-Mount platform or Bronto bodies only.
5150-0291		Whelen 600 series LED horizontal mount tail lights. Includes LED stop/tail, turn and back-up lights with horizontally mount with individual bezels and weatherproof connectors. Requires turn signal flash pattern.
5150-0299-5WB		Front (if applicable) and rear turn signal flash pattern: populated full light.
5300-0515		Whelen MKEZ7 1.5" standard mount for mini front light bars (4).
5300-0524-034		Whelen F4 Mini-Freedom LED light bars (PR) 21.5" with 5 LEDs in each bar. Location: front cab corners.
5380-0475		Compartment light package TecNiq E45 LED for large bodies. Includes two lights per compartment (four if transverse).
5390-0215-457		Deck Lights - Optronics Model TLL44 (PR). Location: (1) each side of body rear facing up high.
5390-0216		Hose bed light Optronics LED model TLL44 Locate at front of hose bed. Switched with work light switch in cab.
5390-0217		Crosslay light Optronics LED model TLL44. Locate to rear of crosslay (SM) and forward of crosslay (TM as applicable). Switched with work light switch in cab.
5400-0057		Dome lts red/white 4" LED (4). Lights to be located two front and two rear. White light wired through door and light assembly mounted rocker switch. Red light through light assembly mounted rocker switch.
5500-0015		Whelen model 295SLSA1 siren with microphone (replaced 295HFSA1).
5500-0024-170		The primary electronic siren control is to be located center overhead.
5600-0078-268-4U		Whelen Super LED beacon (PR) model L31H with RED with RED lenses domes. Location each side of pump module offset to the rear.
5600-0078-479-4U		Whelen Super LED beacon (PR) model L31H with RED with RED lenses domes. Location rear upper body on aerial style brackets.
5600-0671-3RH-4T		Warning light Whelen ION-T Series model TLI Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear side facing. (Split light head(s) containing "white" light(s) are for additional or non-NFPA warning lights only - NOT for use in a NFPA compliant package.) Note: ION-T Series light only available with clear lenses.
5600-0958-3RE-4T		Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone front facing.
5600-0958-3RF-4T		Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone forward side facing.

5600-0958-3RG-4T		Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone midship side facing.
5600-0958-3RI-4T		Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear facing.
5600-0958-464-4T		Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side of cab down low just ahead of rear doors.
6100-0121		Ladder HR100 with waterway to 80 ft. Includes -6 below grade sweep, fabricated SideStacker style turntable deck, left side console with cover, turntable mansaver bars, split steps at tip and jack leg flood lights. 11' jack spread for use with single axle NPNT and Quint with 470 or less tank.
6150-0003-216		Gauge aerial hydraulic oil level. Electronic display to be located on pump operator's panel.
6300-0017		Monitor painted silver from OEM.
6300-0250		Monitor Akron StreamMaster II for ladder (w/o nozzle). Includes tip and base controls. Requires separate nozzle option and OEM paint color option. (Note: HR100 ladder will have restrictions over 1000 GPM)
6300-0256		Nozzle Akron 1250 GPM automatic (electric).
6350-0162		Innovative Controls TC Series 2.5" (63MM) waterway inlet pressure gauge (0-400) with chrome bezel.
6550-0002		Outrigger warning lights (4) LED. Truck-Lite model 91R.
6560-0041		Whelen LED model PFBP12C at base (PR).
6560-0202-231		FireTech model FT-WL-X-9-FT-W-SH LED flood/spot light with white housing. Includes switch on lighthouse and turntable console. Location: left side tip.
6850-0107		Advanced Aerial Control System - Ladder. Includes 7" display, wway flow / pressure, cradle and rung alignment indicators, air horn sw and monitor stow / deploy.
8100-0429-000-7W		Paint lift cylinders, extension cylinders and upper turntable steelwork (does not apply to TT deck) (non-metallic color). Color: As Specified.
8100-0838		PPG brand paint will be used on the E-ONE supplied components.
8100-0841		Paint Body - Large - For Aerials, T/A Tankers, Rear Mounts and Rescues (non-metallic) paint. Color:
8100-0851		Paint E-ONE cab - (non-metallic) paint. Color:
8200-0016		White reflective tape on (4) outriggers.
8300-0042		White rubrail scotchlite insert.
8300-0061-000-G6		Chevron "A" style 6" individual Scotchlite striping full width on rear of body. Includes rear facing extrusions, panels and doors. Colors to be Red/Lemon Yellow.
8300-0330		Single NFPA Scotchlite Stripe - up to 6" wide and straight on cab and the body. Size, color and location as specified by the customer.
8400-0022		Logo E-ONE (PR) on aerial lift cylinder. Logo to be black and white reflective material approx 14" long located midway along outward surface of cylinder.
9100-0141		Cab Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).
9100-0167		Regulated Emissions Systems Ten (10) Years or 280,000 Miles or 14,000 Engine Hours Limited Warranty (RFW0143).
9100-0169		Regulated Emissions Two (2) Year or 24,000 Miles Tire Warranty (RFW0145).
9100-0170		Regulated Emissions Five (5) Year or 100,000 Miles AC Leak Warranty (RFW0146).
9300-0000		Vehicle familiarization aerial (Domestic). 3 consecutive days. Use 9300-0315 for additional days.
Project No 145471 035		
138816	145871	Item Description
	1001-0045	Unit to match as close as possible to previous unit. Documentation including photos, drawings and/or prints are available via shop order folder. Shop order information supersedes previous order. Similar to production order:
	1001-0065	The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1901, 2016 edition.
	1002-0001	Final inspection trip.
	1002-0002	Mid point inspection trip.
	1050-0017	Each inside wheel of the single rear axle shall have valve stem extensions.
	1060-0030	Four Goodyear 315 rear tires with G291 highway tread.
	1060-0204	Two Goodyear 425 tires model ARMOR MAX MSA for front axle.
	1100-0020	Compression fittings for all air brake system lines. Includes connections on accessories including air suspension seats, pump shift, air inlet/outlets and supply side of plumbing blow-out lines (if equipped).
	1110-0013	Air horns shut-off valve. Located in cab accessible by driver.

	1150-0147	Diamond plate lid for driver, center, and officer hose trays. 5.25" high with dual chrome grab handles, SS butterfly latches and gas shocks.
	1150-0349	Bumper tray with floor/bottom slotted to allow drainage (no slats). Extending full width of the bumper as applicable based on outboard options. Includes notched frame extensions to provide as much depth directly above the extensions as possible based on options. Tray to have multiple depth to meet customer specific requirements.
	1160-0016	28" Front Bumper Gravel Shield Extension.
	1160-0055	Guard straps for bumper flush mtd Q2B - polished stainless steel.
	1160-0140	3/16" diamond plate Front Bumper Gravel Shield for heavy duty bumper. Includes 1" turn down around perimeter of HD bumper.
	1160-0142	Front frame extensions to be drop style IPOS. Includes integral tow eyes below bumper.
	1160-0346	Heavy duty, formed, 12" front bumper with full wrap around. Corners to be tapered for an 8.5" wide mounting area (Units with drop style frame extension and recess notch may reduce size of mounting area). Includes support wings for outboard sides (as applicable). To be painted as specified.
	1160-0351-589	Bumper to be extended (boxed out) for mechanical siren to be recessed without intruding into the bumper trays, recessed crosslays or any other options as applicable. Location: center.
	1200-0471	Eng/Trans Cummins L9 450HP/EVS3000 2024 EPA compliant engine. Includes Acumen telematics and Certified Clean Idle holographic decal. NOTE: If an L9 engine is NOT available or cannot be provided for a specific quote or build slot at time of production, you will automatically be upgraded and charged for an X12 (or the X10 engine if X12 is not available) with all costs associated with the upgrade being passed on to the end user. No exceptions.
	1225-0008	Wrap exhaust with heat tape from the turbo down to the flex pipe. Inspect after install for tears in material. Wrap outside with wire mesh to ensure material remains affixed.
	1350-0050	Fuel system 60 gallon saddle tanks.
	1400-0032	Battery five group 31 1000 CCA (two left / three right). For use with below cab DEF tank only.
	1510-0000	Seat cavity cover (EA).
	1510-0041	Officer seat 911 air ride SCBA.
	1510-0116-132	Fold-down seat located officer's side outboard.
	1510-0203-147	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: officer's seat.
	1510-0203-151	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: inboard driver's side rear wall.
	1510-0203-152	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: inboard officer's side rear wall.
	1510-0279-146	ReadyReach seat belt extender. Location: driver's seat.
	1510-0279-147	ReadyReach seat belt extender. Location: officer's seat.
	1510-0279-151	ReadyReach seat belt extender. Location: inboard driver's side rear wall.
	1510-0279-152	ReadyReach seat belt extender. Location: inboard officer's side rear wall.
	1515-0053	Controls for heating and air conditioning shall be located in the center dash area. (Lower area on Typhoon and Cyclone with severe duty dash)
	1515-0099	Air conditioning with radiator mounted condenser for use with Cummins L9 and X12 engine. Includes reduced profile evaporator w/powder coated cover and electronic controls.
	1535-0057	Driver side cab wheel well medical cabinet with external locking pan door painted job color and interior hinged full height door with locking push-button latch. Cabinet includes (2) adjustable shelves. Cabinet is approximately 42H x 22W x 28D on Typhoon and Cyclone and 42H x 25W x 28D on 100" wide Cyclone and Quest (viewed from interior).
	1535-0073	Officer side cab wheel well medical cabinet with external locking pan door painted job color and interior hinged full height door with locking push-button latch. Cabinet includes (2) adjustable shelves. Cabinet is approximately 42H x 22W x 28D on Typhoon and Cyclone and 42H x 25W x 28D on 100" wide Cyclone and Quest (viewed from interior).
	1535-0202	Finish. Cab medical/storage cabinet(s) finish to be multi-tone gray. Includes interior/exterior of cabinet and shelves/trays if equipped.
	1550-0015	Stainless steel protective trim on rear edge of cab door openings. E-ONE custom chassis only.
	1550-0035	No window on the driver side of the cab
	1550-0036	No window on the officer side of the cab.
	1550-0083	All cab exterior entry doors to have CH751 keyed locks.
	1550-0109-000-J7	Red/Fluorescent Yellow Green Diamond Grade chevron "A" stripe on lower cab door panel approx 18" high. Stainless steel/painted door panels only. E-ONE cabs only.
	1550-0135	Stainless steel trim on the vertical edge of the over wheel cab compartment opening and/or rear cab compartment (ea).

	1550-0266	Stainless steel trim on bottom edge of the exterior cab compartment openings. Includes wheel well and rear compartments (as applicable).
	1550-0292	(Obsolete from vendor; use sales code 1550-0395) Door mounted Amdor model ALS-W red LED flashing lights (4). Locate lights horizontally on each cab door in the outboard position. Each individual light to be activated by corresponding cab door ajar circuit.
	1615-0022	Cab roof to have 12" high split raised rear section with full length center waterway trough. For use with rear mount aerial.
	1640-0045-158	Step below cab door. Open back style with angled corners. Located driver's front door. Steps under front cab doors shall not interfere with approach angle.
	1640-0045-159	Step below cab door. Open back style with angled corners. Located officer's front door. Steps under front cab doors shall not interfere with approach angle.
	1640-0045-160	Step below cab door. Open back style with angled corners. Located driver side rear door. Steps under front cab doors shall not interfere with approach angle.
	1640-0045-161	Step below cab door. Open back style with angled corners. Located officer side rear door. Steps under front cab doors shall not interfere with approach angle.
	1670-0001-274	Ramco 8001FFR mirrors. Remote controlled with top CAS750 manual convex. Location: mounted on front corners of cab.
	1670-0031	2" extension for Ramco mirrors.
	1670-0088	Driver and officer Ramco cab mirrors to be heated. Includes all surfaces (flat and convex, as applicable).
	1675-0024	Pair of 36" handrails located just behind driver and officer rear door (ALS doors if equipped) one each side.
	1675-0110	Hand Rails, Cab to use Austin Hardware model GR-002-AL-BRT-144 knurled bright anodized aluminum tubes IPOS.
	1675-0214	Rubber fenderettes in place of standard fender.
	1675-0254	Rear cab and vista glass (if so equipped) to have dark tint IPOS. Glass to be smoked glass with 20% light transmittance (+/- 10%). Includes all glass rearward of front cab doors.
	1680-0005	Thermatic fan clutch.
	1680-0053	Storage below rear bench seat. (1) hinged door on each side of the bench seat.
	1685-0006	Padded sun visors, driver and officer's side overhead.
	1685-0032	Seating capacity tag of five occupants.
	1685-0059	Locking seat riser door. Driver and officer seat riser doors are to include a locking push-button latch. Key type to be 1250.
	1685-0084	3/16" Aluminum plate on top engine access door (as applicable). To have swirl finish and be spaced up approx 1/2".
	1685-0094	Storage below rear bench seat. (1) horizontal hinged door on the front of the rear bench seat.
	1685-0431	Storage below rear facing driver and officer seat risers.
	1685-0670	Severe duty dash package with raised profile center section. Cast alum construction. Includes smooth plate alum lower kick panels; all painted to match cab interior.
	1685-0718	Cup holder / tray enlarged for engine cover painted to match cab interior. Approx 19" wide x 12" long with tapered front corners and cup holders at each rear corner. For use in Typhoon and CII with severe duty engine cover. To be mounted at final inspection.
	1700-0027	Alternator Leece Neville 420 amp. 420 amp SAE/369 amp NFPA.
	1750-0024-179-02	Auto-Eject receptacle inlet 20 amp located outside driver's door next to handrail with a Red cover.
	1750-0030	Switch horn button two position DOT/electronic siren.
	1750-0034-07G	Switch, additional 12 volt/15 amp. Location and function: programmed to multiplex display for aerial 12V flood lights at tip.
	1750-0034-A24	Switch, additional 12 volt/15 amp. Location and function: driver rear of body for rear work lights.
	1750-0072-545	12 VDC electrical outlet wired battery hot. Location: In cab driver side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).
	1750-0072-593	12 VDC electrical outlet wired battery hot. Location: officer side dash.
	1750-0072-510	12 VDC electrical outlet wired battery hot. Location: back wall of driver side medical compartment up high.
	1750-0072-511	12 VDC electrical outlet wired battery hot. Location: back wall of officer side medical compartment up high.
	1750-0073-3Y6	Antenna base Tessco P/N 90942 (NMO Motorola Style - also called MATM style) on cab roof. Location: per antenna layout drawing with cable terminating center overhead console.
	1750-0075	English dominant main cab gauge cluster.
	1750-0199-177	Air compressor to be located up high in officer side wheel well medical cabinet offset forward.

	1750-0324	(Obsolete from vendor; use sales code 1750-1008) Air compressor, Kussmaul model 091-9 12V.
	1750-0447	Dome Lts Red/White Whelen model 60CREGCS LED. Package includes two lights mounted in the front and two mounted in the rear of the cab. White light wired through door and light assembly switch. Red light through light assembly switch.
	1750-0482	Control push-button switch officer switch panel for Q2B siren.
	1750-0483	Control push-button switch on officer's switch panel for Q2B siren brake.
	1750-0484	Control push-button switch officer switch panel for siren.
	1750-0485	Control push-button switch officer switch panel for air horns.
	1750-0554	FireTech LED cab headlights.
	1750-0582	Light EON LED (EA) mounted in bench seat riser. The light(s) shall be wired through the compartment door switch(s) or rocker switch as applicable if equipped with cargo nets.
	1750-0796	Turn signal TecNiq LED strip (PR) with clear lens and polished alum housing located between quad headlight bezels (New Typhoon and Cyclone only).
	1750-0902-545	***OBSOLETE: USE 1750-1013*** Kussmaul dual port USB product code 091-264-N. Includes USB-C and USB-A NGR outlet charger sockets in the cab wired battery hot. Location: In cab driver side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).
	1750-0902-592	***OBSOLETE: USE 1750-1013*** Kussmaul dual port USB product code 091-264-N. Includes USB-C and USB-A NGR outlet charger sockets in the cab wired battery hot. Location: driver side dash.
	1750-0902-593	***OBSOLETE: USE 1750-1013*** Kussmaul dual port USB product code 091-264-N. Includes USB-C and USB-A NGR outlet charger sockets in the cab wired battery hot. Location: officer side dash.
	1750-0902-510	***OBSOLETE: USE 1750-1013*** Kussmaul dual port USB product code 091-264-N. Includes USB-C and USB-A NGR outlet charger sockets in the cab wired battery hot. Location: back wall of driver side medical compartment up high.
	1750-0902-511	***OBSOLETE: USE 1750-1013*** Kussmaul dual port USB product code 091-264-N. Includes USB-C and USB-A NGR outlet charger sockets in the cab wired battery hot. Location: back wall of officer side medical compartment up high.
	1750-1003	Battery charger Kussmaul Chief Series. 120/240 volt inlet, 40 amp output. Includes built-in touch screen display.
	1800-0013	Cooling system for use with Typhoon, Cyclone and Quest chassis. For use with 2010 - 2024 EPA engines. Includes coolant recovery system.
	1800-0029	Engine cooler. E-ONE chassis only. Requires control option for pump panel.
	3090-0003	OAH RESTRICTION. The unit has an overall height restriction and the height is not to be exceeded (unloaded condition).
	3090-0005	OAL RESTRICTION. The unit has an overall length restriction. The length is not to be exceeded.
	3090-0006	The hose bed is to have the capacity for the following hose. Hose load shall be listed from driver to officer.
	3090-0039	Body Specs - SideStacker 4 jack aerial with single axle. Includes left rear staircase with pocket style drop down step.
	3134-0064	The gauge panel(s) on the driver side of the Side Mount module to be hinged upward. Panel(s) to include (2) mechanical/pneumatic (as applicable to panel size) hold opens and latches.
	3134-0143	Officer side pump panel to be vertical hinged on forward extrusion. Panel to be (3) pieces with upper (2) panels secured in the closed position with push button latches. Upper panel to be held open with gas shock.
	3134-0236	The driver and officer side pump panels are to be painted Scorpion black.
	3136-0000-202	Air horn switch at pump panel. Switch to be labeled "Evacuation Alert". Location: driver side pump panel.
	3136-0005	The crosslay divider(s) to be notched both ends for bail handle nozzles.
	3300-0007-018	Door single vertical hinged painted. Location(s): R4
	3300-0007-U16	Door single vertical hinged painted. Location(s): OS1
	3300-0019-004	Door roll up tall (greater than 45") with satin finish ROM. Location(s): L2.
	3300-0019-006	Door roll up tall (greater than 45") with satin finish ROM. Location(s): L4.
	3300-0019-016	Door roll up tall (greater than 45") with satin finish ROM. Location(s): R2.
	3300-0289-003	Door double vertical hinged w/rotary latches - painted . Location(s): L1 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
	3300-0289-017	Door double vertical hinged w/rotary latches - painted . Location(s): R3 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.

	3300-0289-019	Door double vertical hinged w/rotary latches - painted . Location(s): R5 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.
	3300-0368	Pull-down bungee type straps for full height and high side roll-up door(s) on body / pump module. For use with ROM and AMDOR doors only.
	3305-0003	Single diamond plate cover for the crosslay area. Includes applicable grab handle(s) and (2) butterfly style latches.
	3305-0004	Crosslay cover to be hinged forward.
	3305-0022-000-13	Vinyl rear cover for diamond plate hose bed cover. Color: Black.
	3305-0024-000-13	Vinyl Black side covers for diamond plate crosslay cover.
	3305-0062	Hosebed cover aluminum (1) piece with recessed handles, SideStacker. Note: This option effects hose bed capacity.
	3305-0119	Hold open device(s) for aluminum crosslay (single or bi-fold) cover. Locate as required based off options on module.
	3310-0061	Crosslay triple (2) 4.25" wide single stack to hold up to 200' of 2.0" DJ (each) and (1) 5.5" wide to hold up to 150'-200' 2.5" DJ. Includes storage pan to rear of crosslays
	3310-0070	Rear ladder tunnel door with 1/4-turn D-ring latch. Lift-up door to open 20 degrees past horizontal (degrees may be reduced due to other options). Door will match rear body finish.
	3310-0108	Pan shallow for generator. Locate at front of open storage area.
	3310-0497	100' Single axle Quint front body module for use with 470/500 gallon tank and horizontal DPF/SCR.
	3310-0533	Compartments driver side single axle HR100 SideStacker. Includes rescue style extended height compartment ahead of wheel well and raised rear perimeter aft of rear jack legs for improved angle of departure. 65" high body (for 38.25" turntable height). Requires front tank module. Note: Can also be used with LTH/HM100 ladders with 40.25" TT height.
	3310-1011	Compartments officer side single axle HR100 SideStacker. Includes rescue style extended height compartments ahead of wheel well w/optional reduced width R3 compartment and raised rear perimeter aft of rear jack legs for improved angle of departure. 65" high body (for 38.25" turntable height). Note: Can also be used with LTH/HM100 ladders with 40.25" TT height.
	3320-0184-495	E-ONE designed (3) SCBA bottle storage driver side body wheel well offset forward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.
	3320-0184-498	E-ONE designed (3) SCBA bottle storage officer side body wheel well offset forward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.
	3320-0184-500	E-ONE designed (3) SCBA bottle storage officer side body wheel well offset rearward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.
	3320-0188-497	E-ONE designed Wheel Chock storage compartment driver side body wheel well offset rearward with hinged door and push button latch and wired to "Door Open" indicator inside cab. Door material to match wheel well material. Storage area shall hold (2) Zico Model SAC-44-E or comparable Wheel Chocks (not included).
	3330-0002-051	Slide-out platform, rollerless. Includes chrome grab handle centered on the front face of the platform (includes hand rail as applicable). Located below officer side pump panel.
	3330-0107	Hand Rails, All body and pump module (if applicable) hand rails to use Austin Hardware model GR-002-AL-BRT-144 knurled bright anodized aluminum tubes IPOS.
	3330-0279-060	Innovative Controls dual lighted LED folding step. Location: officer side front compartment face. Each location requires a minimum of (1) handrail per NFPA.
	3330-0279-062	Innovative Controls dual lighted LED folding step. Location: driver side front compartment face. Each location requires a minimum of (1) handrail per NFPA.
	3340-0111-0V0	Horizontal ladder bracket. Location and type of ladder: over L2 for Little Giant model 17.
	3340-1225	Diamond plate single axle wheel well. Includes bolt-on composite wheel well liners and bolt-on rubber trim fenderettes.
	3340-1650	Stainless steel trim on bottom edge of all body compartment openings with painted edge. Large aluminum bodies.
	3370-0263	Adjustable shelf w/ HD front lip for non-transverse compartments. Location:
	3380-0498	Tray, floor mounted roll-out with gas spring. 500 lbs. capacity. Location:
	3380-0508	Adjustable heavy duty tool board with 500 lbs. capacity. Includes return style reinforcing bends on vertical front and rear edges of tool board, upper and lower adjustable track and gas shock actuated. Tool board sized to compartment height and depth as applicable. Location:

3380-0567	Adjustable mounted aluminum SlideMaster roll-out/tilt down model MT (up to 60" wide) with aluminum tray. Location(s):
4010-0033	500 Gallon Water "T" Tank. For use with Aerial applications only.
4015-0008	Zinc anodes for Hale pump (PR), (1) discharge side and (1) intake side.
4015-0234	Control for engine cooler. Includes Innovative Controls 1/4 turn valve with "T" handle and label. Requires engine cooler option.
4015-0242	Trident primer W/3 barrel push button control. For use with 1250 GPM and larger pumps. Requires 15.6 CFM or larger engine air compressor.
4100-0008-590	20 gallon integral foam tank for Class A foam. Foam tank capacity will reduce the water tank capacity. Tank capacity is 20 US gallon / 16 Imperial gallons / 75 Liters.
4415-0008	1.5" Front bumper discharge Akron manual valve.
4415-0058-655	2.5" Crosslay Akron Manual Valve. Location: crosslay 3.
4415-0176-00C	Brass Swivel in Tray officer side centered down low on back wall for Front Bumper Discharge.
4415-1219-583	4" Panel discharge w/ Akron electric valve and cap. Requires valve controller option. Location: right side discharge 1.
4415-1247	Decontamination discharge 3/4" with valve; non-heated. Includes pressure reducing valve. Location: Driver side pump panel.
4415-1273	4" waterway discharge w/ 3" Akron electric valve. Requires valve controller option.
4417-0070	Push-Pull "T" handle controls.
4417-0313-583	Akron 9333 Navigator Pro 2 electric valve controller with full color LCD display. Locate on pump operator panel to control right side discharge 1.
4417-0339	Class 1 Lift lever quarter turn bleeder valve.
4430-0018	1600 Hypro/FoamPro foam system. (Class A foam concentrate only)
4430-0079	The foam system performance shall be tested and certified in compliance with the applicable NFPA requirements.
4432-0053-556	Foam system plumbed to 1.5 first crosslay.
4432-0053-557	Foam system plumbed to 1.5 second crosslay.
4432-0053-560	Foam system plumbed to first 2.5 crosslay.
4432-0053-567	Foam system plumbed to officer's side front jump line.
4435-0034	Fuel level gauge on pump operator's panel.
4435-0084	Innovative Controls 10 LED SL series foam tank level gauge. On pump panel.
4435-0094	Class 1 4-1/2" compound pressure gauge (30-0-400 PSI).
4435-0342	2.5" Class 1 pressure gauge (0-400).
4435-0347-527	IC 10 LED SL series/Whelen PSTank2 water tank level gauge package. Location of Whelen PSTank2 Strip Lights: each side of cab rear of front doors.
4440-0006	2.5" Right intake Akron manual valve.
4460-0088-282	Air outlet with Innovative Control 1/4" valve w/1/4 turn "T" handle and label for: driver's side pump panel.
4460-0090	All single tags placed directly on the pump panel to be mechanically fastened with screws.
4465-0028	Class 1 Sentry pressure governor/ Twister throttle. Includes master intake and discharge gauges, water, oil, tran, volt and tachometer.
5010-0039	V-MUX Electrical system for aerials.
5010-0055-649	Vista IV display for V-MUX electrical system. Location: driver's side engine cover.
5100-0006-198	Foot switch to control Q2B located driver's side.
5100-0011-T19	Switch 12V for 120-240V (EA). Location: programmed to multiplex display for 120/240V scene light(s) at tip of aerial (aerial circuit).
5100-0036-09S	Additional programming instructions: all side and rear body M6 series scene lights wired through reverse circuit.
5100-0036-24C	Additional programming instructions: scene light portion of the cab wheel well M6V lights wired through cab doors.
5100-0036-2ZP	Additional programming instructions: the scene light portion of the M6V lights to activate with appropriate turn signal.
5100-0036-4UB	Additional programming instructions: the alternating headlight option is to be programmed to the headlamp Halo circuit.
5110-0004	Alternating flasher for headlights. Not available on Ford chassis.
5110-0018-751	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: L1 upper forward wall.
5110-0018-752	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: L2 upper forward wall.

	5110-0018-753	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: L3 upper forward wall.
	5110-0018-755	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: R1 upper forward wall.
	5110-0018-756	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: R2 upper forward wall.
	5110-0018-757	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: R3 upper forward wall.
	5110-0018-848	12 volt 12 gauge constant hot lead (24" long) with ground wire. Location: centered on rear cab wall below seat support channel.
	5110-0219-762	Blue Sea 12V power distribution module model 5032. Location: behind officer's seat.
	5110-0219-A31	Blue Sea 12V power distribution module model 5032. Location: behind driver's seat.
	5130-0009-389	Cord connector. Daniel Woodhead 3 wire NEMA L5-20 twist lock female located on cord for reel in pump module storage pan officer side
	5130-0022-821	Rollers for cord reel mounted through panel. Qty. EA. Location(s): officer side pump module in line with reel.
	5130-0024-203	Electric cord reel rewind switch. Switch located officer side pump panel.
	5130-0132-389	Cord reel electric Hannay model 1614-17-18 with 150' of 10/3 yellow cable. Location(s): pump module storage pan officer side
	5150-0068	Marker lights Britax LED amber/red rubber housed mounted on the rear body corners angled down.
	5150-0232	Marker light package cab / body LED. Body lights to be .75" Dia for custom cab with aerial ladder or Mid-Mount platform only.
	5150-0271	Bracket license plate at rear of body. Smooth plate sanded bracket.
	5150-0299-5WC	Front (if applicable) and rear turn signal flash pattern: populated arrow.
	5150-0304	Whelen M6 series LED horizontal mount tail lights. Includes LED stop/tail, turn and back-up lights individually mounted with weatherproof connectors. Requires turn signal flash pattern.
	5200-0000-752	Breaker box 8 place single phase. Includes main breaker. Note: Main breaker occupies 2 places leaving 6 available. Locate L2 upper forward wall.
	5250-0142-074	Generator Harrison 6KW LPG hydraulic. Includes generator control switch to engage the PTO and start the generator and a gauge panel located adjacent to breaker box. Generator location: front of open storage area in shallow pan.
	5255-0001	Testing - Line voltage power source (generator / inverter) on units with rated water pump. (3rd Party)
	5300-0508-036	Whelen Mini-Freedom IV side facing light bars (PR) 21.5" with 4 LED modules. Location: centered above rear cab doors.
	5300-0514	Whelen MK9S short slide bolt bracket mount for mini front light bars (4).
	5300-0517	Whelen MK9S short slide bolt bracket mount for mini side facing light bars (4).
	5300-0524-035	Whelen F4 Mini-Freedom LED light bars (PR) 21.5" with 5 LEDs in each bar. Location: front cab corners at 20 degree angle.
	5310-0012	Diamond plate shield over rear directional light.
	5310-0020-Z09	Directional light bar control is to be located driver side of center dash upper tier (recessed, if required).
	5310-0028	Whelen Traffic Advisor Model TAM83 LED - 31" long, with clear lenses.
	5350-0182	Safety Vision officer's side camera SV-622RS w/ SV-512 cable. Requires Safety Vision back-up camera option. Camera to be located on front cab corner interlocked with right turn signal. Camera to be approx 31" up from bottom of cab (35" with lowered cab step option). Camera only - does not include monitor.
	5350-0183	Safety Vision driver's side camera SV-622LS w/ SV-512 cable. Requires Safety Vision back-up camera option. Camera to be located on front cab corner interlocked with left turn signal. Camera to be approx 31" up from bottom of cab (35" with lowered cab step option). Camera only - does not include monitor.
	5380-0111	Compartment light Amdor LED for medical cabinet (EA).
	5380-0145	Compartment light package Amdor Luma-Bar LED for large bodies. Includes two lights per compartment (four if transverse).
	5390-0007	Deck/scene light circuit wiring through chassis reverse. Requires rear deck or scene light.
	5390-0196-P12	FireTech 8" 12V double stack mini brow light (PR) powder coated black. Includes switch in cab (driver and officer side facing lights switched separately). Location: center rear upper body.
	5390-0293-2E8	Hose bed light FireTech model FT-WL-2000-F-B LED with black housing. Locate: center front of hose bed. Switched with work light switch in cab.

	5390-0337	Crosslay light FireTech model WL2000 LED with black housing. Locate to rear of crosslay (SM) and forward of crosslay (TM, or as applicable). Switched with work light switch in cab.
	5400-0061	Golight model 2057 remote control spotlight with black housing. If one is selected it will be located centered on cab roof on a pedestal to rear of light bar. If two are selected, they will be located one each side of cab roof to rear of light bar.
	5450-0321	FireTech 75" 12V brow light with integrated marker lights and black housing. Includes switch accessible to driver. Replaces front brow marker lights. Requires special bracket 5450-0340 on aerials with waterway trough. Not available on aerials with deep trough.
	5450-0340	Extended brow light brackets for use with FireTech front brow light with standard cab trough.
	5450-0395-493	FireTech 35" 12V mini brow light (EA) with black housing and flood optics. Includes switch in cab (driver and officer side facing lights switched separately). Location: driver and officer side over rear cab door
	5470-0001-495	Receptacle twist lock 20A/110V 3 wire NEMA L5-20 with cover plate. Location: driver side body wheel well offset forward.
	5470-0001-498	Receptacle twist lock 20A/110V 3 wire NEMA L5-20 with cover plate. Location: officer side body wheel well offset forward.
	5470-0001-A48	Receptacle twist lock 20A/110V 3 wire NEMA L5-20 with cover plate. Location: rear of body driver side down low.
	5470-0004-510	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: back wall of driver side medical compartment up high.
	5470-0004-511	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: back wall of officer side medical compartment up high.
	5500-0009	Federal PA300 electronic siren recessed (if applicable) mounted.
	5500-0010-210	Federal Q2B siren - flush mounted in bumper. Location: center front bumper. Requires activation switch.
	5500-0024-Z10	The primary electronic siren control is to be located center of center dash upper tier (recessed, if required).
	5510-0029-211	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: officer side front bumper.
	5600-0286-463	(Obsolete; use sales code 5600-0948) Warning light Whelen M6RC series Super LED (PR) red with clear lens. Location: (1) each side in front quad inboard of NFPA warning light.
	5600-0423-457	(OBSOLETE Use sales code 5600-0947) Warning light Whelen Rota-Beam series model 6RBRC Super LED (PR) red with clear lenses. Location: (1) each side of body rear facing up high.
	5600-0468-464	OBSOLETE (Use Sales Code 5600-0789) Warning/ground light Whelen M6V2RC series Linear Super LED (PR) red with clear lenses. Location: (1) each side of cab down low just ahead of rear doors.
	5600-0789-3RF-4T	Warning/ground and/or scene light Whelen M6V2 series Linear Super LED (PR). Location: (1) each side NFPA/ULC required lower zone forward side facing, color will be RED with CLEAR lenses.
	5600-0789-3RG-4T	Warning/ground and/or scene light Whelen M6V2 series Linear Super LED (PR). Location: (1) each side NFPA/ULC required lower zone midship side facing, color will be RED with CLEAR lenses.
	5600-0789-3RI-4T	Warning/ground and/or scene light Whelen M6V2 series Linear Super LED (PR). Location: (1) each side NFPA/ULC required lower zone rear facing, color will be RED with CLEAR lenses.
	5600-0801-3RH-4T	Light Whelen Strip-Lite Plus Surface Mount RED with CLEAR lenses Super-LED Series (PR). Only available with clear lens. Location: (1) each side NFPA/ULC required lower zone rear side facing.
	5600-0822-471	Light Whelen model PSR01FCR LED (PR) red with clear lens. Location: (1) each side just behind rear wheels in rubrail if equipped.
	5600-0822-742	Light Whelen model PSR01FCR LED (PR) red with clear lens. Location: (1) each side in pump module rubrail if equipped.
	5600-0948-3RE-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone front facing.
	5600-0948-467-2Y	Warning light Whelen M6 series Linear Super LED (PR) AMBER with CLEAR lenses. Location: (1) each side above tail lights.
	6100-0133	Ladder HR100 with 750 lb tip load, -6 degree travel, waterway to tip, fabricated SideStacker style turntable deck, left side console with cover, turntable mansaver bars, split steps at tip and jack leg flood lights. 11' jack spread for use with single axle Quint only (85' horz reach). Requires Deluxe AACS.
	6150-0001	Aerial hydraulic filter isolation kit.
	6150-0003-217	Gauge aerial hydraulic oil level. Electronic display to be located next to breaker box.

	6300-0070	Monitor TFT Typhoon RC electric w/extended range 1000GPM for ladder. Includes shut off valve at tip (VUM) with 2.5" aux discharge valve. Includes tip and base controls. Monitor has a powder coated silver finish. Requires high flow W/W relief vlv.
	6350-0000	Pinned waterway - upgrade. Waterway pins to section 2 or 3 on HP75 / HP78 and to section 3 or 4 on LTH100, HM100, HR100 and CR100.
	6350-0063	Relief valve Hale P40 for aerial waterway IPOS. Required with tip vlv option. For use with four section / high flow aerials only.
	6350-0067	2.5" Innovative Controls stainless steel case pressure gauge (0-400) with color code bezel. Locate next to waterway inlet.
	6350-0175	Waterway shut-off valve - 3" electric Akron with Navigator Pro Mini controller. Mounted to allow waterway inlet to be used as a discharge. (Due to 3" valve waterway flow may be limited to 1250 GPM - N/A with Waterous CS or CM pumps on 4-jack aerials).
	6500-0023	Dual rope roller for aerial.
	6500-0149-1CE-5V	Stokes basket storage brackets for use with Ferno Model 71 Stokes. The stokes basket shall mount to the base section on the left side towards front. Stokes not included.
	6500-0172	Lifting eyes each side at ladder tip. Rating is 250 lbs ea / 500 lbs pr.
	6550-0066	Outrigger warning lights (4) LED. Whelen M9V2RC red with clear lens. Scene lights wired through outrigger deployment switch(es) and with ground lights (work lights as applicable).
	6550-0102-000-4T	Warning light Whelen ION-T Series model TLI Super LED at ladder tip (PR). Color: RED with CLEAR lenses. Switched with aerial master. (Split light head(s) containing "white" light(s) are for additional or non-NFPA warning lights only - NOT for use in a NFPA compliant package.) Note: ION-T Series light only available with clear lenses.
	6560-0081-000-X1	Ladder climbing lights Luma-Bar Pathfinder LED strip for 4 section aerial (both sides). Color: Blue (base)/White (2nd & 3rd)/Red (fly).
	6560-0156-231	Light Whelen Pioneer Plus model PFP2AC with permanent mount powder coated black. Requires 110V receptacle at tip option. Location(s): left side tip.
	6560-0156-232	Light Whelen Pioneer Plus model PFP2AC with permanent mount powder coated black. Requires 110V receptacle at tip option. Location(s): right side tip.
	6560-0156-233	Light Whelen Pioneer Plus model PFP2AC with permanent mount powder coated black. Requires 110V receptacle at tip option. Location(s): left side tip of base section.
	6560-0184	FireTech model FT-WL3500-FT-B LED flood/spot light with black housing. Includes hardwired switch on turntable console. Location: left and right side of base section.
	6560-0203-231	FireTech model FT-WL-X-9-FT-B-SH2 LED flood/spot light with black housing. Includes switch on lighthouse and turntable console. Location: left side tip.
	6560-0203-232	FireTech model FT-WL-X-9-FT-B-SH2 LED flood/spot light with black housing. Includes switch on lighthouse and turntable console. Location: right side tip.
	6570-0015	110V/20A twist lock receptacle at tip.
	6600-0004-245	Lift out style roof ladder bracket. Locate outside base section for a PRL/DRL-12 on right side of base section. Available on 95-Platform, 110, CR100/137 and HR100.
	6850-0031	Advanced Aerial Control System - Ladder deluxe. Includes color display at turntable, body protection, wway flow / pressure, cradle and rung alignment indicators, air horn sw and monitor stow / deploy.
	7800-0006	Alco-Lite PRL-12 roof ladder.
	7800-0007	Alco-Lite PRL-14' roof ladder.
	7800-0010	Alco-Lite PRL-16' roof ladder.
	7800-0016	Alco-Lite PEL-24' 2-section extension ladder.
	7800-0021	Alco-Lite PEL-28' extension ladder.
	7800-0023	Alco-Lite PEL3-35' 3-section extension ladder.
	8100-0064	Cab paint break - standard with dip to grille. Break is 31.5" inches below the drip rail on Typhoon and Cyclone cabs. (100" wide Cyclone cab with 4" front raised roof to use 8100-0710).
	8100-0085	Paint end of fly section job color. Includes nozzle guard (if equipped).
	8100-0176-000-37	Paint E-ONE chassis cab - Sikkens paint (non-metallic color). Color: FLNA 3024 E-ONE RED.
	8100-0177-000-7W	Paint cab Sikkens two-tone (non-metallic color). Upper area of cab to be painted As Specified.
	8100-0183-000-37	Paint Body - Large - For Aerials, T/A Tankers, Rear Mounts and Rescues. Sikkens paint (non-metallic color). Color: FLNA 3024 E-ONE RED.
	8100-0354	Paint lift cylinders, extension cylinders and upper turntable steelwork primary job color (does not apply to TT deck).
	8200-0113	Scotchlite Letter (Each) upto 6" tall. The exact size, color and location of the letters as specified by the customer.
	8200-0114	Scotchlite Letter (Each) upto 12" tall. The exact size, color and location of the letters as specified by the customer.

	8200-0116	Shade and/or outline (EA) for letters as specified by the customer.
	8300-0101	Black rubrail scotchlite insert.
	8300-0145-000-J7	Chevron "A" style 6" 3M "Diamond Grade" striping on front bumper. Colors to be Red/Fluorescent Yellow Green.
	8300-0146-000-J7	Chevron "A" style 6" 3M "Diamond Grade" striping full width on rear of body. Includes rear facing extrusions, panels and doors. Colors to be Red/Fluorescent Yellow Green.
	8300-0166-000-J7	Diamond Grade reflective tape on (4) outriggers. Striping to alternate in an "A" pattern when viewed from the front or rear of the truck. Colors to be: Red/Fluorescent Yellow Green.
	8300-0331	Single NFPA Scotchlite Stripe - up to 6" wide with hockey style, Z or S style or other customer specific design style. Stripe to be installed on cab and the body. Size, color and location as specified by the customer.
	8300-0334	Additional NFPA Scotchlite Stripe - up to 3" wide on cab and the body. Design, size, color and location as specified by the customer.
	8300-0338	Paint break Scotchlite cab stripe - 3/4" wide with customer specified color. To be located above existing paint break.
	8400-0010-1V4	Install customer logo from an existing E-ONE design (EA). Location: reference graphics layout drawing
	8400-0023-1V4	Install customer supplied logo. Location: reference graphics layout drawing.
	8400-0033	Logo E-ONE (PR) on aerial lift cylinder. Logo to be sign gold material approx 14" long located midway along outward surface of cylinder.
	9100-0131	Regulated Emissions Systems Five (5) Years or 100,000 Miles Limited Warranty (RFW0140). N/A for California. For units going to California use 9100-0162 with L9 and 9100-0163 with X12/15.



Fire Apparatus Quotation for:
FLORIDA SHERIFF'S ASSOCIATION BID



Quotation Number: 138816 Rev: 15

Unit Description: AERS-TYPN-100L

Quote Description: Aerial, RM, Aluminum, Single Axle, Typhoon, 100 Ladder

Salesperson: CBEVILLE

Salescode	Extended Description	Qty
TESTING COMPLIANCE STANDARD		
1001-0103	The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1900, 2024 edition.	1
3090-0001	Hosebed hoseload allowance on the apparatus shall be 1000 lbs.	1
3090-0002	OAH. Unit has no overall height restrictions.	1
3090-0004	OAL. Unit has no overall length restrictions.	1
3340-1137-12C	Equipment allowance on the apparatus shall be 2500 lbs. This allowance is in addition to the weight of the hoses and ground ladders listed in the shop order as applicable.	1
BUMPERS		
1160-0000	Bumper 10" stainless steel.	1
1160-0008	3/16" Front Bumper Gravel Shield.	1
1160-0014	20" Front Bumper Gravel Shield Extension.	1
1160-0020	License plate holder mounted center of front bumper.	1
FRAME ASSEMBLY		
1250-0086	Frame - Torque box for 100' single axle Quint aerial.	1
1250-0092	GEOMET coated frame assembly fasteners.	1
AXLE OPTIONS		
1025-0028	Koni shock absorbers for front axle - adjustable.	1
1025-0030	Stemco sight glass for front axle hubs. Inboard wheel seals will be Chicago Rawhide (or equivalent).	1
1025-0171	Dana D-2200W 24,000 lb. front axle. Includes maintenance free bushings. For use with disc brakes only.	1
1025-0215	Meritor RS-35-185 single rear axle 35,000 lb. capacity. Requires 16.5" x 8.625"	1

Salescode	Extended Description	Qty	
AXLE OPTIONS			
	cast shoe brakes. Note: Unit may have an intermittent speed rating due to rear tires.		
SUSPENSIONS			
1070-0044	Rear suspension Hendrickson ROADMAAX 35,000 lb. single axle air ride. Requires Meritor 35K Axle.	1	
WHEEL OPTIONS			
1050-0001	Alcoa aluminum wheels for front axle (2).	1	
1050-0003	Alcoa aluminum wheels for rear axle (4).	1	
1050-0007	Front axle wheel trim kit. Includes stainless steel lug nut covers (chrome plated plastic if applicable) and center cap with E-ONE logo. Note: Center cap will have an inspection port IPO a logo if equipped with Stemco oil seals.	1	
1050-0008	Rear axle (single) wheel trim kit. Includes stainless steel lug nut covers (chrome plated plastic if applicable) and center cap with E-ONE logo. E-ONE custom chassis w/steel wheels will have chrome plated plastic lug covers.	1	
TIRE OPTIONS			
1060-0113	Intermittent service tire rating.	1	
1060-0117	RWC AirGuard LED tire pressure monitoring valve stem caps (6) for single rear axle applications.	1	
1060-0208	Four Michelin 315 tires model X MULTI Z for rear axle	1	
1060-0212	Two Michelin 425 tires model XZE for front axle.	1	
BRAKE SYSTEMS			
1100-0005	Brake system air 4X2/4X4.	1	
1100-0006	Parking brake release mounted on the driver's side lower dash.	1	
1100-0024	G4 Electronic Stability Control (4x2), Includes RSC and ATC. Not available on mechanical 4x4, commercial chassis or tiller. (Available with Ez-Trac 4x4).	1	
1100-0031	Dana/Bendix ADB22X 17" disc brakes for front axle.	1	
1100-0036	16.5" x 8.625" P-Cast S-cam brakes for 27,000 - 35,000 Meritor axle. N/A with FIREMAAX suspension.	1	
AIR SYSTEM OPTIONS			
1110-0000-001	Inlet for air system. Location: driver door jamb.	1	
1110-0002	Air dryer Bendix AD-9.	1	
1110-0006	Air lines nylon.	1	

Salescode	Extended Description	Qty	
AIR SYSTEM OPTIONS			
1110-0026	Air horns Hadley e-tone recessed in bumper (PR).	1	
ENGINES & TRANSMISSIONS			
1200-0017	Push-button transmission shift selector.	1	
1200-0020	TranSynd, Shell Spirax S6ATF A295, or equivalent synthetic transmission fluid for EVS3000 series.	1	
1200-0096	Electronic speed limiting set at 60 MPH. Note: Axle gear ratio will be as low as possible while allowing for 60 MPH top speed to improve acceleration.	1	
1200-0489	Eng/Trans Cummins X10 450HP/1250TQ with EVS3000P transmission. 2027 EPA Compliant. Includes Acumen telematics and Certified Clean Idle holographic decal. Note: Until the 2027 EPA engine integration is finalized, option availability and body design relative to engine and aftertreatment are subject to change. Additional costs associated with the 2027 EPA engine will be passed on to the end user. No exceptions.	1	
1200-0495	Transmission cooler. Required with 2027 EPA engine/trans w/o trans retarder.	1	
SECONDARY BRAKING			
1125-0002	Jacobs engine compression brake. Note: Brake lights will illuminate when auxiliary brake is activated.	1	
1125-0023	Transmission to seek second gear when Jacobs engine brake or Telma retarder is engaged. N/A with Trans retarder.	1	
EXHAUST OPTIONS			
1225-0065	The exhaust outlet shall be vertical. (Metro 100 only). Includes chrome turn-out.	1	
1225-0086	Firwin exhaust blanket from the turbo down to the DPF and between the DPF and SCR. Required on 2027 EPA engines.	1	
COOLING PACKAGE			
1800-0041	Cooling system for use with Typhoon and Cyclone chassis. For use with 2027 EPA engines. Includes fan clutch.	1	
FUEL SYSTEMS			
1350-0004	Fuel system 50 gallon saddle tanks.	1	
1350-0013	Racor fuel/water separator to be a bottom drop out style. Shall include indicator light and audible alarm.	1	
1350-0022	Fuel line hose rubber.	1	
ALTERNATOR			
1700-0005	Alternator Leece Neville 320 amp. 320 amp SAE/272 amp NFPA.	1	

Salescode	Extended Description	Qty	
BATTERIES			
1400-0002	Battery four group 31 1000 CCA.	1	
CHASSIS OPTIONS			
1680-0006	Drivelines 1710.	1	
1680-0012	Tow eyes rear frame painted black.	1	
1680-0042	Tow hooks front painted in the down position. Tow hooks will be mounted inboard (horizontal) when used with a drop style frame extension.	1	
1680-0051	Aerial hydraulic activation system.	1	
1680-0250-M58	Diesel Exhaust Fluid (DEF) 5 gallon tank. Location: left side below rear of cab.	1	
CAB MODEL			
1520-0219	Typhoon medium cab with radial wipers (58" CA).	1	
CAB ROOF TYPE			
1615-0004	Cab roof to be "flat" with trough for waterway. Required with HM100 (with waterway), HP100 (all), CR100/92 Pltfrm (SdStckr and W/O/P) or HP/HPS100 Pltfrm (all).	1	
CAB BADGE PACKAGE			
1610-0000	Cab and body to have applicable E-ONE logos.	1	
CAB DOOR OPTIONS			
1550-0003	Rear crew cab doors in the medium position.	1	
1550-0080-000-G6	Red/Lemon Yellow chevron "A" printed stripe on lower cab door panel approx 12" high. Stainless steel/painted door panels only. E-ONE cabs only.	1	
1550-0084	All cab exterior entry doors to have 1250 keyed locks.	1	
1550-0159	Interior cab door locks - manual. Will be individually actuated from each respective door. Includes key lock on each exterior cab door handle.	1	
1550-0180	Cab door panels stainless steel. Includes upper and lower panels with seam below handrail.	1	
1550-0283	Driver and officer cab door windows with manual regulators. For use with new Typhoon and Cyclone cabs.	1	
1550-0284	Rear crew cab door window(s) with manual regulator(s). For use with new Typhoon and 100" wide Cyclone cabs.	1	
1550-0287	Cab doors to be barrier style. For use with new Typhoon and Cyclone only.	1	
1550-0377	All cab doors shall have exterior pull style handles with integral key lock (glass reinforced nylon).	1	

Salescode	Extended Description	Qty	
CAB STEP OPTIONS			
1640-0047	Lower steps to extend 3.5" past cab. For use with legacy Typhoon / Cyclone with barrier style doors and new Typhoon / Cyclone with barrier style or extended doors.	1	
MIRRORS			
1670-0003	Velvac 2010 mirrors. Door mounted west coast style with remote control and heat. N/A with black finish upgrade option.	1	
MISC EXTERIOR CAB OPTIONS			
1550-0020	Windows cab side fixed driver's side.	1	
1550-0033	Windows cab side fixed officer's side.	1	
1675-0022	Pair of 18" handrails located just behind driver and officer front door one each side.	1	
1675-0023	Pair of 18" handrails located just behind driver and officer rear door (ALS doors if equipped) one each side.	1	
1675-0030	Mud flaps, front, black with E-ONE logo.	1	
1675-0047	Rear cab wall to be 3/16" aluminum diamond plate.	1	
1675-0201	Large radius cab wheel well. Includes bolt-on adjustable wheel well trim.	1	
1675-0202	Mounting plate for battery charger receptacle, indicator, air inlet, etc (if applicable). Plate to be removable brushed stainless steel.	1	
HVAC			
1515-0133	Air conditioning with roof top mounted condenser. Includes reduced profile evaporator w/powder coated cover, brushless motors and a rear fan speed switch on the driver side of the rear air distribution housing. Requires A/C controls in multiplex display.	1	
SEATS			
1510-0003	Seats, Inc. brand 911 cab seats.	1	
1510-0008	Seat color gray.	1	
1510-0038	Driver seat 911 air ride.	1	
1510-0042	Officer seat to be 911 fixed SCBA.	1	
1510-0062	Two man bench centered on rear wall with 911 SCBA backs. Includes angled corners.	1	
1510-0234	Seat cover material Turnout Tuff.	1	
1685-0031	Seating capacity tag of four occupants.	1	

Salescode	Extended Description	Qty	
MISC INTERIOR CAB OPTIONS			
1685-0005	Lexan sun visors, driver and officer's side overhead.	1	
1685-0187	Severe duty engine cover, molded polyurethane.	1	
1685-0446	Severe duty overhead console. Includes driver, center and officer overhead ahead of air conditioning plenum. Center overhead includes siren mounting locations. Overhead to match cab interior.	1	
1685-0531	Reduced profile rear engine cover for increased legroom.	1	
1685-0669	Severe duty dash package with low profile center section. Cast alum construction. Includes smooth plate alum lower kick panels; all painted to match cab interior.	1	
1685-0692	Cab insulation package. Includes insulation for ceiling, front wall, rear wall, side walls, below seat risers and in doors.	1	
1685-0891	Cab interior padding to be gray.	1	
CAB ELECTRICAL OPTIONS			
1750-0024-179-04	Auto-Eject receptacle inlet 20 amp located outside driver's door next to handrail with a Yellow cover.	1	
1750-0046-195	Cab Headlights. Position: lower.	1	
1750-0072-592	12 VDC electrical outlet wired battery hot. Location: driver side dash.	1	
1750-0166	ATC override switch.	1	
1750-0198-A31	Battery charger to be located behind driver's seat.	1	
1750-0283	JW Speaker LED cab headlights.	1	
1750-0343	Battery charger E-ONE LPC 20. 120 volt inlet, 20 amp output. Includes status indicator panel located next or close to electrical inlet receptacle or otherwise specified.	1	
1750-0449	Momentary DPF regeneration override switch.	1	
1750-0764	Daytime Running Light TecNiq LED strip (PR) with polished alum housing located between quad headlight bezels (New Typhoon and Cyclone only).	1	
1750-0768	TecNiq D07 LED cab door step area lighting. Includes (2) lights at each door area. Lights to be switched with door ajar.	1	
1750-0987-172	Turn signal Whelen 600 LED amber pair located upper headlight bezel. Flash pattern will match rear selected pattern.	1	
1750-1016	Digital dash display for driver.	1	
5400-0057	Dome lts red/white 4" LED (4). Lights to be located two front and two rear. White light wired through door and light assembly mounted rocker switch. Red light through light assembly mounted rocker switch.	1	

Salescode	Extended Description	Qty	
AERIAL BODY			
3060-0016	Body aerial Metro 100 Quint SideStacker. Includes extended height L2/R2 compartments, combined rear driver side compartments, left rear staircase with pocket style drop down step, 34" wide ladder tunnel and 3" raised rear perimeter aft of rear jack legs for improved angle of departure. 65" high body (for 38.25" turntable height). Requires front tank module. Note: Can also be used with LTH/110 ladders with 40.25" TT height.	1	
BODY COMPT REAR			
3110-0360	Rear of body to have un-painted smooth plate overlay style body panels to facilitate rear body striping.	1	
AERIAL BODY OPTIONS			
3310-0052	Crosslay double 5.5" wide single stack to hold up to 200' of 2.0" DJ (each) or 150'-200' 2.5" DJ (each). Includes storage pan to rear of crosslays (if applicable).	1	
3310-0069	Rear ladder tunnel doors. Vertically hinged smooth plate to match rear body finish.	1	
3310-0096	Doors for rear master and jack control controls. Doors will match rear body finish.	1	
3310-0162	Jack leg opening covers diamond plate (4) sets. Includes diamond plate outrigger covers and fixed diamond plate filler panels. HM100/HR100/110 requires surface mount warning lights.	1	
3310-0354	Auxiliary jack pad 24X24 (4) with 20 degree formed handle. Includes (2) double mounting brackets.	1	
3310-0456	100' Single axle Quint front body module for use with 300 gallon tank and vertical SCR.	1	
3310-0513	Fuel fill hinged door and fixed panel below door each side to rear of rear axle to be diamond plate.	1	
3310-0537	Pike pole/Ladder storage. Holds (4) poles and (1) attic ladder with or without shoes. Available on single axle 100' Quint SideStacker and HR100 Tandem SideStacker. The (4) pike pole tubes to accommodate standard and New York roof hook pike poles. The access door to match the rear body finish.	1	
DOORS			
3300-0007-015	Door single vertical hinged painted. Location(s): R1	1	
3300-0007-017	Door single vertical hinged painted. Location(s): R3	1	
3300-0289-005	Door double vertical hinged w/rotary latches - painted . Location(s): L3 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1	
3300-0289-018	Door double vertical hinged w/rotary latches - painted . Location(s): R4 Includes	1	

Salescode	Extended Description	Qty	
DOORS			
	latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.		
3300-0292-003	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L1. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1	
3300-0292-004	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L2. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1	
3300-0292-006	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L4. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1	
3300-0292-016	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): R2. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1	
SHELVES			
3370-0246	Adjustable shelf for non-transverse compartments. Location:	8	
3370-0247	Tracks for adjustable shelf and/or adjustable tray in a compartment. Location:	8	
COVERS			
3305-0007-000-02	Vinyl Red hose bed cover with attached rear flap(s).	1	
3305-0008-000-02	Vinyl Red crosslay cover with attached side flaps.	1	
PUMP PANELS			
3134-0016	Stainless steel driver and officer side pump panels.	1	
3134-0146	Officer side upper pump access panel to be horizontally hinged with stainless steel door. Includes (2) push button latches and hold open device(s).	1	
MISC PUMP PANEL OPTIONS			
4460-0003	Pump panel tags color coded per NFPA compliance.	1	
PUMP MODULE OPTIONS			
3136-0011	P-Rubber in flex joint(s) between pump module and/or body modules.	1	
WATER TANK			
4010-0030	300 Gallon Water "T" Tank. For use with Aerial applications only.	1	
TANK PLUMBING			
4450-0008	1.5" tank fill Akron manual valve.	1	

Salescode	Extended Description	Qty	
TANK PLUMBING			
4450-0121	3" Tank to pump Akron air actuated valve w/4" tank connection.	1	
LADDER STORAGE / RACKS			
3365-0037-1FM	Center mounted ladder tunnel. Ladder rack to hold: PEL3-35, PEL-28, PEL-24, PRL-16 and PRL-14.	1	
HANDRAILS / STEPS			
3330-0002-050	Slide-out platform, rollerless. Includes chrome grab handle centered on the front face of the platform (includes hand rail as applicable). Located below driver side pump panel.	1	
3330-0100-M20	Step below body. Located below rear of officer side pump panel. Each location requires a minimum of (1) handrail / handhold per NFPA.	1	
MISC BODY OPTIONS			
3340-0093	Mud flaps, rear, black with E-ONE logo.	1	
3340-0282-X73	Tilt Switch & Jack for cab. Tilt switch and manual jack to be located: right side forward jack leg compartment low behind door in access panel (tilt sw behind door).	1	
3340-0486	Diamond plate single axle wheel well. Includes bolt-on composite wheel well liners and bolt-on polished alum fenderettes.	1	
3340-0689	Insulation to protect compartment from exhaust system heat. Locate behind R1 wall.	1	
3340-1632	Diamond plate corner guard for the rear compartment face forward of staircase(s). Guard to wrap around the corner. SideStacker or NPNT w/ side staircase aerial bodies only.	1	
3340-1648	Anodized aluminum trim on bottom edge of all body compartment openings including pump enclosure if applicable with painted edges.	1	
3340-2746	The painted SideStacker aerial body side panels shall be FRP overlays.	1	
SCBA BOTTLE STORAGE			
3320-0005	SCBA Bottle Storage. (4) Cast Product SCBA bottle storage with gasketed doors. (2) each side in rear wheel well area.	1	
3320-0100	Strap, loop style to retain SCBA bottle(s). Locate one per bottle in each exterior body storage compartment.	1	
PUMPS			
4005-0031	Rating 1500 GPM.	1	
4005-0217	Hale DSD Pump 750/1500 GPM single stage. Requires primer option.	1	

Salescode	Extended Description	Qty	
PUMP CERTIFICATION			
4475-0000	Pump certification 750-2250 GPM (or metric/imperial equivalent).	1	
PUMP OPTIONS			
4015-0053-198	Steamers to be Flush + 1". Location: driver's side.	1	
4015-0053-199	Steamers to be Flush + 1". Location: officer's side.	1	
4015-0073	Manual operated master pump drain. The master drain shall be clearly marked and placed in accessible location below running board on driver side (or area directly to rear of panel if no room below panel).	1	
4015-0210	Pump cooler with Innovative Control 1/4 turn valve with "T" handle and label.	1	
4015-0238	Hale electric primer (oil-less).	1	
4015-0384	2-Button electric pump shift.	1	
INTAKES			
4440-0005	2.5" Left Intake Akron Manual Valve.	1	
INTAKE OPTIONS			
4445-0048	Intake pressure relief valve, Task Force Tips.	1	
DISCHARGES AND PRECONNECTS			
4415-0012-654	1.5" Crosslay with Akron manual valve. Location: crosslay 1 & 2.	2	
4415-0014-581	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 1.	1	
4415-0014-582	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 2.	1	
4415-0016-584	2.5" Right Pump Panel Discharge Akron Manual Valve. Location: right side discharge 2.	1	
4415-0034-583	3" Right Pump Panel Discharge Akron Manual Valve (Waterous pumps noted location to be forward lower port). Location: right side discharge 1.	1	
4415-1274	4" waterway discharge w/ Akron electric valve. Requires valve controller option.	1	
DISCHARGE OPTIONS			
4417-0175	Innovative Controls push/pull valve controls with locking T handles.	1	
4417-0177	Innovative Controls 3/4" bleeder/drain valve include 1/4 turn T-handle.	7	
4417-0185	Innovative Controls discharge and intake bezels with integral color code and verbiage for side mount pump panel.	1	
4417-0313-359	Akron 9333 Navigator Pro 2 electric valve controller with full color LCD display. Locate on pump operator panel to control waterway discharge.	1	

Salescode	Extended Description	Qty	
PRESSURE GOVERNORS			
4465-0011	Class 1 TPG pressure governor. Includes, water, oil, volt and tachometer.	1	
GAUGES			
4435-0083	Innovative Controls 10 LED SL series water tank level gauge. On pump panel.	1	
4435-0451	Innovative Controls TC Series 2.5" (63MM) pressure gauge with chrome bezel.	7	
4435-0453	Innovative Controls TC Series 4" (100MM) Master pressure gauges with dual chrome bezel. Includes integrated test ports and alarm.	1	
4435-0458	Pump panel pressure gauges to be 0-400 / Master Intake gauge to be 30-0-400.	1	
ELECTRICAL SYSTEMS			
5010-0049	Vehicle data recorder - 2009 / 2016 / 2024 NFPA compliant. Includes occupant detection shown in multiplex display. E-ONE chassis only.	1	
5010-0094	Nanoprotech (or equivalent) corrosion inhibiting spray coating to be applied on all exposed electrical connections.	1	
5010-0141	V-MUX2 DTD Electrical system for aerals.	1	
5010-0144-649	7" UltraView display for multiplex electrical system. Location: driver's side engine cover.	1	
LIGHT BARS			
5300-0506-000-4V	Front light bar LED color: Red/White with clear lenses (If applicable, includes side facing when colors are the same.)	1	
5300-0515	Whelen MKEZ7 1.5" standard mount for mini front light bars (4).	1	
5300-0524-034	Whelen F4 Mini-Freedom LED light bars (PR) 21.5" with 5 LEDs in each bar. Location: front cab corners.	1	
WARNING LIGHTS			
5600-0078-268-4U	Whelen Super LED beacon (PR) model L31H with RED with RED lenses domes. Location each side of pump module offset to the rear.	1	
5600-0078-479-4U	Whelen Super LED beacon (PR) model L31H with RED with RED lenses domes. Location rear upper body on aerial style brackets.	1	
5600-0105-170	Hazard (door ajar) light 2" LED. Location: center overhead.	1	
5600-0671-3RH-4T	Warning light Whelen ION-T Series model TLI Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear side facing. (Split light head(s) containing "white" light(s) are for additional or non-NFPA warning lights only - NOT for use in a NFPA compliant package.) Note: ION-T Series light only available with clear lenses.	1	
5600-0958-3RE-4T	Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone front facing.	1	

Salescode	Extended Description	Qty	
WARNING LIGHTS			
5600-0958-3RF-4T	Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone forward side facing.	1	
5600-0958-3RG-4T	Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone midship side facing.	1	
5600-0958-3RI-4T	Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear facing.	1	
5600-0958-464-4T	Warning light Whelen 600 series Super LED (PR). Color: RED with CLEAR lenses. Location: (1) each side of cab down low just ahead of rear doors.	1	
SIRENS			
5500-0015	Whelen model 295SLSA1 siren with microphone (replaced 295HFSA1).	1	
5500-0024-170	The primary electronic siren control is to be located center overhead.	1	
SPEAKERS			
5510-0029-209	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: driver side front bumper.	1	
DOT LIGHTING			
5150-0017	License plate light LED with chrome housing located at the rear of the body.	1	
5150-0026	Marker light Truck-Lite LED body/cab package. E-ONE custom cab with aerial ladder, Mid-Mount platform or Bronto bodies only.	1	
5150-0291	Whelen 600 series LED horizontal mount tail lights. Includes LED stop/tail, turn and back-up lights with horizontally mount with individual bezels and weatherproof connectors. Requires turn signal flash pattern.	1	
5150-0299-5WB	Front (if applicable) and rear turn signal flash pattern: populated full light.	1	
LIGHTS - COMPARTMENT, STEP & GROUND			
5380-0232	Step light package Whelen 2" LED - small.	1	
5380-0280	Ground light package TecNiq T440 4" LED - large.	1	
5380-0323	The auxiliary steps below the cab doors and/or below pump module/body (if applicable) to have EON LED lights to illuminate the stepping surface and ground below (IPO lights indicated in the main ground light package).	1	
5380-0325	EON LED ladder tunnel light (EA).	3	
5380-0475	Compartment light package TecNiq E45 LED for large bodies. Includes two lights per compartment (four if transverse).	1	
LIGHTS - DECK AND SCENE			
5390-0215-457	Deck Lights - Optronics Model TLL44 (PR). Location: (1) each side of body rear	1	

Salescode	Extended Description	Qty	
LIGHTS - DECK AND SCENE			
5390-0216	facing up high. Hose bed light Optronics LED model TLL44 Locate at front of hose bed. Switched with work light switch in cab.	1	
5390-0217	Crosslay light Optronics LED model TLL44. Locate to rear of crosslay (SM) and forward of crosslay (TM as applicable). Switched with work light switch in cab.	1	
LIGHTS - NON-WARNING			
5400-0185	LED pump compartment light (EA).	1	
5400-0224	Engine compartment light Optronics LED Series ILL22 (EA).	1	
5400-0259	TecNiq model E10 pump panel LED light package with (3) lights per side pump panel. Pump panels over 45" may require additional lights. Side mount only.	1	
CONTROLS / SWITCHES			
5100-0000-198	Foot switch to control air horns located driver's side.	1	
5100-0000-199	Foot switch to control air horns located officer's side.	1	
5100-0165	Audible door ajar alarm wired through door ajar light. For use with multiplex display(s) only.	1	
CAMERAS / INTERCOM			
5350-0156	FRC ACT 2-way aerial intercom.	1	
5350-0192	Safety Vision back-up camera wired through multiplex display. Video displays automatically when transmission is in reverse. Camera only - does not include monitor.	1	
MISC ELECTRICAL			
5110-0017	Back-up alarm 97 dB.	1	
AERIAL MODEL			
6100-0121	Ladder HR100 with waterway to 80 ft. Includes -6 below grade sweep, fabricated SideStacker style turntable deck, left side console with cover, turntable mansaver bars, split steps at tip and jack leg flood lights. 11' jack spread for use with single axle NPNT and Quint with 470 or less tank.	1	
AERIAL HYDRAULIC SYSTEM OPTIONS			
6150-0003-216	Gauge aerial hydraulic oil level. Electronic display to be located on pump operator's panel.	1	
AERIAL CONTROLS			
6850-0107	Advanced Aerial Control System - Ladder. Includes 7" display, wway flow /	1	

Salescode	Extended Description	Qty	
AERIAL CONTROLS			
	pressure, cradle and rung alignment indicators, air horn sw and monitor stow / deploy.		
MONITORS			
6300-0017	Monitor painted silver from OEM.	1	
6300-0250	Monitor Akron StreamMaster II for ladder (w/o nozzle). Includes tip and base controls. Requires separate nozzle option and OEM paint color option. (Note: HR100 ladder will have restrictions over 1000 GPM)	1	
6300-0256	Nozzle Akron 1250 GPM automatic (electric).	1	
WATERWAY OPTIONS			
6350-0005	Rear 4" NST waterway inlet for rear mounted aerials. Includes chrome cap.	1	
6350-0162	Innovative Controls TC Series 2.5" (63MM) waterway inlet pressure gauge (0-400) with chrome bezel.	1	
AERIAL WARNING LIGHTS			
6550-0002	Outrigger warning lights (4) LED. Truck-Lite model 91R.	1	
AERIAL LIGHTING			
6560-0041	Whelen LED model PFBP12C at base (PR).	1	
6560-0202-231	FireTech model FT-WL-X-9-FT-W-SH LED flood/spot light with white housing. Includes switch on lighthouse and turntable console. Location: left side tip.	1	
SIGN PLATES			
6750-0002-000-39	Aerial sign plates 22 x 144 (PR) painted non-metallic color. Does not include lettering. Color: Job Color.	1	
AERIAL TESTING			
6900-0000	Aerial flow test - 3rd party.	1	
6900-0007	Aerial NFPA certification.	1	
MISC LOOSE EQUIPMENT			
7900-0014	DOT Required Drive Away Kit - Kit includes three (3) triangular warning reflectors with carrying case. This kit is for the end user and is to remain with the truck.	1	
EXTERIOR PAINT			
8100-0084	All applicable pump/pre-connect application modules are to have a job color finish. Includes upper and lower pump modules, crosswalk module and/or speedlay/pre-connect module (as applicable). Rear mounted body/pump module to be painted job color.	1	

Salescode	Extended Description	Qty	
EXTERIOR PAINT			
8100-0116	Rear body surface to have a sanded finish (not painted job color). Includes hinged doors that do not have discrete sales codes and removable panels.	1	
8100-0429-000-7W	Paint lift cylinders, extension cylinders and upper turntable steelwork (does not apply to TT deck) (non-metallic color). Color: As Specified.	1	
8100-0838	PPG brand paint will be used on the E-ONE supplied components.	1	
8100-0841	Paint Body - Large - For Aerials, T/A Tankers, Rear Mounts and Rescues (non-metallic) paint. Color:	1	
8100-0851	Paint E-ONE cab - (non-metallic) paint. Color:	1	
INTERIOR PAINT			
8150-0011	The interior of the cab to be painted multi-tone gray finish.	1	
STRIPING			
8200-0016	White reflective tape on (4) outriggers.	1	
8300-0042	White rubrail scotchlite insert.	1	
8300-0061-000-G6	Chevron "A" style 6" individual Scotchlite striping full width on rear of body. Includes rear facing extrusions, panels and doors. Colors to be Red/Lemon Yellow.	1	
8300-0330	Single NFPA Scotchlite Stripe - up to 6" wide and straight on cab and the body. Size, color and location as specified by the customer.	1	
8300-0381	Yellow perimeter marking to indicate designated standing / walking areas above 48" high in compliance with NFPA 1900/1901 consisting of individual Reflexite diamonds approximately 1" wide. Steps, ladders and areas with a railing or structure at least 12" high are excluded from this requirement.	1	
GRAPHICS			
8400-0022	Logo E-ONE (PR) on aerial lift cylinder. Logo to be black and white reflective material approx 14" long located midway along outward surface of cylinder.	1	
8400-0060	Graphics drawing showing striping, lettering and logos. Requires E-ONE installed graphics.	1	
WARRANTY / STANDARD & EXTENDED			
9100-0102	Meritor 5 year unlimited miles, parts and labor rear drive single or rear drive tandem axle warranty.	1	
9100-0104	Dana 5 year unlimited miles, parts and labor front axle warranty.	1	
9100-0117	General One (1) year or 24,000 Miles Limited Warranty (RFW0001)	1	
9100-0126	Custom chassis One (1) Year or 18,000 Miles Limited Warranty (RFW0101).	1	

Salescode	Extended Description	Qty	
WARRANTY / STANDARD & EXTENDED			
9100-0132	Electrical One (1) Year or 18,000 Miles Limited Warranty (RFW0201).	1	
9100-0135	Aerial Ladder Structure Twenty (20) years or 100,000 Miles Limited Warranty (RFW0403).	1	
9100-0136	Body Structure Aluminum Ten (10) years or 100,000 Miles Limited Warranty (RFW0502).	1	
9100-0138	Cab Structural Ten (10) Years or 100,000 Miles Limited Warranty (RFW0602).	1	
9100-0139	Plumbing and piping (Stainless Steel) Ten (10) years or 100,000 Miles Limited Warranty (RFW0800).	1	
9100-0140	Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).	1	
9100-0141	Cab Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).	1	
9100-0165	Frame Rail Lifetime (50) Years or 250,000 Miles Limited Warranty (RFW0305).	1	
9100-0167	Regulated Emissions Systems Ten (10) Years or 280,000 Miles or 14,000 Engine Hours Limited Warranty (RFW0143).	1	
9100-0169	Regulated Emissions Two (2) Year or 24,000 Miles Tire Warranty (RFW0145).	1	
9100-0170	Regulated Emissions Five (5) Year or 100,000 Miles AC Leak Warranty (RFW0146).	1	
SUPPORT, DELIVERY, INSPECTIONS AND MANUALS			
9300-0000	Vehicle familiarization aerial (Domestic). 3 consecutive days. Use 9300-0315 for additional days.	1	
9300-0009	Manuals, Operator and Service in digital format.	1	
9300-0012	Pump panel approval drawings. Will be provided on purchased units prior to construction.	1	
9300-0016	Approval Drawings-Standard.	1	
9300-0031	Dash/Console panel layout approval drawings. Will be provided on purchased units prior to construction.	1	
9300-0316	Fire Apparatus Safety Guide published by FAMA, latest edition.	1	
Dealer Supplied Equipment			

RESOLUTION NO. 2025-R-136

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SOLE SOURCE PURCHASE OF A LADDER TRUCK FOR THE CITY'S FIRE DEPARTMENT; AUTHORIZING THE FINANCING OF SUCH PURCHASE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENOR'S ERRORS.

WHEREAS, the Fire Chief, together with the Finance Director, presented urgent needs related to essential fire equipment, including the City's ladder truck; and

WHEREAS, the ladder truck has experienced repeated and significant mechanical failures, including a wiring harness fire and secondary motor failure, which materially impair its reliability; and

WHEREAS, the City Commission has determined that maintaining reliable and effective fire response equipment is critical to public safety and the protection of life and property; and

WHEREAS, replacement options were reviewed, including the availability of immediate replacement units from another local government that no longer had use for an extra ladder truck that it had ordered; and

WHEREAS, the City Commission finds that a sole source procurement is warranted in order to secure a replacement ladder truck in a timely manner, given the urgent need and the lack of equivalent alternatives available for immediate delivery; and

WHEREAS, the City Commission further finds it necessary and appropriate to authorize the financing of the purchase to facilitate the acquisition.

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

Section 1. The City Commission hereby authorizes the sole source purchase of a ladder truck for the City's Fire Department, as recommended by the Fire Chief and Finance Director.

Section 2. The City Commission hereby approves and authorizes the financing of said purchase under such terms and conditions as may be deemed advisable and in the best interest of the City by the City Manager and Finance Director, subject to compliance with applicable laws.

Section 3. The Mayor or designated official are authorized to execute such agreements, documents, and instruments as may be necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 25th day of September 2025.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-137 A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2026-2027.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Resolution 2025-R-137 A resolution to Submit Riverfront Park FRDAP Application Palatka
2.	FY2026-2027 Riverfront Park Renovation FRDAP Application

RESOLUTION 2025-R-137

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2026-2027.

WHEREAS, the City of Palatka desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

WHEREAS, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Palatka, Florida corporate limits and among those visiting the area, and

WHEREAS, the city recognizes this need for additional recreational opportunities; and

WHEREAS, meeting the increasing demand , recreation opportunities can best be met with the improvements and additions to the City of Palatka's Riverfront Park as detailed in the application for funding in which the City is submitting an application in the 2026-2027 application cycle requesting \$200,000.00 in grant funds.

NOW THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka as follows:

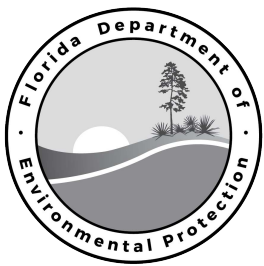
1. That the City of Palatka hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and
2. That the City Manager of the City of Palatka is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on or before September 30, 2025.
3. That as part of the application for the Florida Recreational Development Assistance Program (FRDAP) grant, the Capital Improvements Element of the Comprehensive Plan of the City of Palatka, Florida will be amended to include the development of the Riverfront Park, Phase II in the City of Palatka, if the project is funded in the 2026 – 2027 application cycle.

DULY PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida at a regular meeting on this 25th day of September 2025.

Roberta Correa, Mayor

ATTESTED:

Karen Hayes, MMC, City Clerk



Florida Department of Environmental Protection

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE

Required Signatures: **Adobe Signature**

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: _____

Postmarked: _____

Application Number: _____

1. APPLICANT INFORMATION

A. Name of Applicant: City of Palatka

B. Federal Employer Identification Number: ** 59-6000401

****(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)**

C. Population: 9,840

D. Current Operating Budget: \$20,692,393.00
(This is the operating budget for the city, county or special district, and not just the department budget)

E. Contact Person: Marcia Carty Title: Interim City Manager
(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)

F. Mailing Address: 201 North 2nd Street

City/State: Palatka, Florida Zip Code: 32177-3735

Telephone : (386) 329-0100 E-mail: mcarty@palatka-fl.gov

FAX: (386) 329-0106

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Signature of City or County Manager/Title

DRP-106 (Effective 06-05-2015)

Date

Page 1 of 28

2. PROJECT INFORMATION

A. Name of Project: Riverfront Park Renovations

B. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition: ☐

Development: ☒

☒ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: _____

Trail Construction: ☐

☐ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: _____

Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (October 15, 2021).

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

(Tab as Exhibit "N")

C. PROJECT LOCATION:

Street Address: 100 Memorial Parkway

City: Palatka County: Putnam Zip Code: 32177 -

GIS Coordinates: Latitude: 29°38'40.71" Longitude: 81°37'48.85"

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified (Visit website for example).**

(Tab as Exhibit "K")

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

(Tab as Exhibit "L")

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "M")

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Travis Hudson Senate District Number: 7

State Representative: Bobby Payne House District Number: 20

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: 5.34

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects:

- (a)** Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

The property is on the western shoreline of the St Johns River. Riverfront Park has an existing exercise area, picnic pavilions, playground equipment, amphitheater, fishing pier, boat launch and restrooms. The park has no known historical elements.

- (b)** Indicate if a natural spring is located on project site:

☐ Yes ☒ No

- (c)** Indicate if there is public access to the park either through an existing street or easement:

☒ Yes ☐ No

Describe Public Access:

Enter the park off of Memorial Parkway or South 3rd Street.

(If additional room needed - Tab as Exhibit "P")

2) For Acquisition Projects: (in addition to the above information)

- (a)** If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

N/A

(If additional room needed - Tab as Exhibit "P")

3. FINANCIAL INFORMATION

GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.

A. FRDAP Funds Requested (State Share) Line A \$ 200,000.00

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$ 0.00

2. In-Kind: Line C \$ 0.00

3. Land Value: Line D \$ 0.00

If property is developed, land value CANNOT be used as a match.

Total Local Match: Line E \$ 0.00
Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$ 200,000.00

**Sum of Lines A and E
(Should not total more than \$400,000)**

(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at http://dep.state.fl.us/lands/Land_and_Recreation/Land_Recreation.htm).

(Tab as Exhibit "O")

D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):

On page 7 & 8 as attachment 1, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.

DEVELOPMENT PROJECTS:

PRIMARY RECREATION AREAS AND FACILITIES: Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

SUPPORT FACILITIES AND IMPROVEMENTS: Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

ACQUISITION PROJECTS:

If acquisition project, on page 7 & 8, list the project work plan for the acquisition phase of the project.

(Tab as Exhibit “H”)

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT
PROJECT BUDGET DETAIL

Project Name: Riverfront Park, Phase II

Grantee Name: City of Palatka

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

Task #1: Development of: <u>Riverfront Park</u>	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
<u>(List each Primary project element)</u>	Provide Budget Detail	Provide Budget Detail	
Playground - Renovation	\$1,500.00	0.00	Project Completion Certification
Picnic Facility - Renovation	\$1,500.00	0.00	Final as-built site plan
Boating Facility - Renovation	\$2,500.00	0.00	Florida Recreation and Parks Inventory Form
Fishing Pier - Renovation	\$2,500.00	0.00	Color Photographs of Project
Playground - Splash Pad - New	\$158,000.00	0.00	Notice of Limitation of Use
			Boundary Survey

<u>(List each Support project element)</u>			
Parking Lot - Renovation	\$1,500.00	0.00	
Restroom - Renovation	\$2,500.00	0.00	
Grant Writing, Administration, Engineering and Property Survey	\$30,000.00	0.00	
*All work will be completed in accordance with the approved plans.			
TOTALS:	\$ 200,000.00	\$ 0.00	

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:

DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED: Identify **ALL** elements that will be completed under this Agreement.

DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT: Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

MATCH AMOUNT TO BE CLAIMED: The same level of detail must be provided for match as for reimbursement.

DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION: All of these deliverables must be submitted before final reimbursement can be processed.

Completion Documentation required prior to Reimbursement

PART II — EVALUATION CRITERIA

GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

Provide:

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

☐ Yes ☒ No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

(10 points)

☒ Yes ☐ No

(Tab as Exhibit "A")

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7)**. **Provide quotations or other appropriate references with explanations to justify the correlation.** To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

(Tab as Exhibit "B") (4 points)

Please see Exhibit "B"

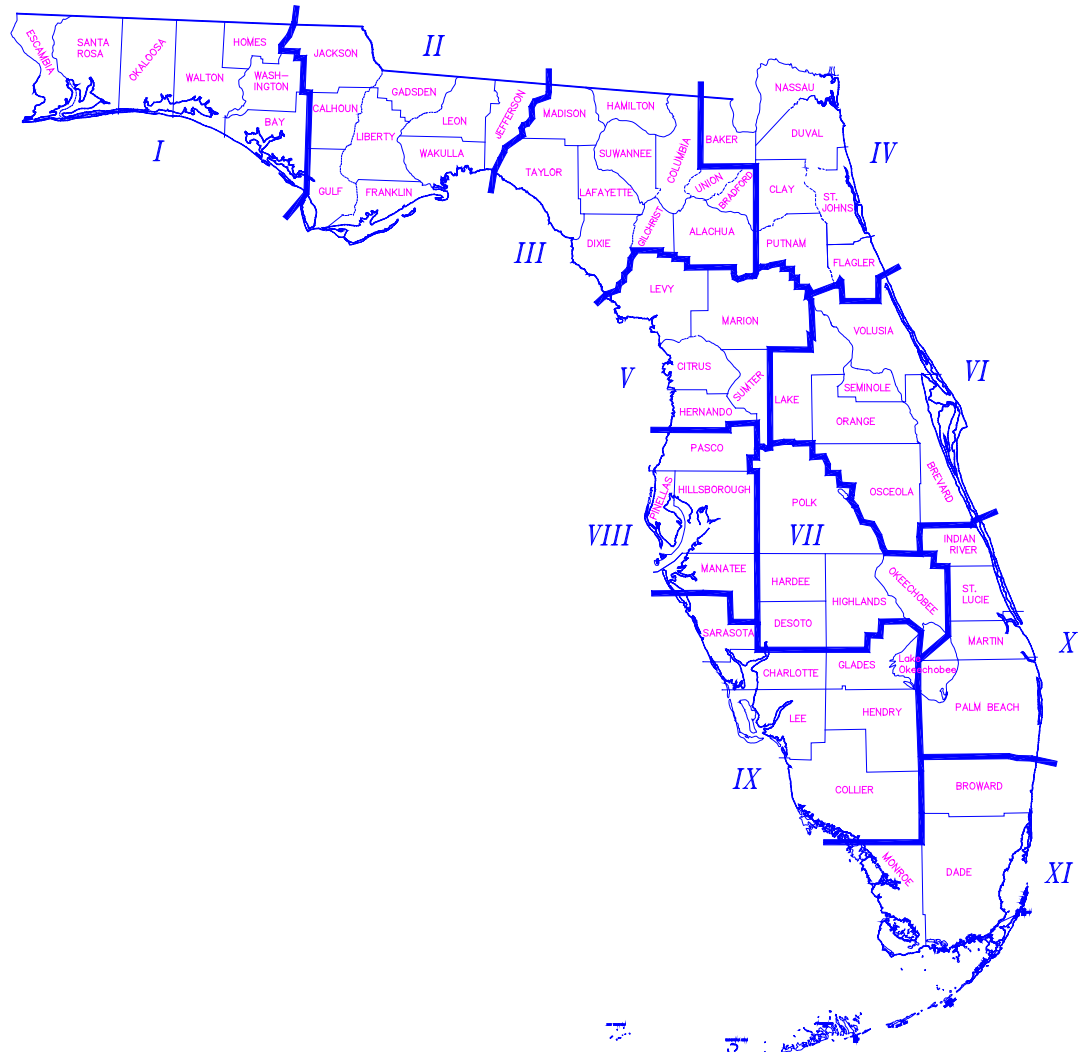
B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 7 & 8 of this application:

(7 points)

- ☐ I Saltwater Beach Activities* Baseball or Softball * Picnicking *Football
Outdoor Swimming Pool Use * Saltwater Non-Boat Fishing * Golf
RV / Trailer Camping * Freshwater Boat Ramp Use * Soccer or Rugby
- ☐ II Saltwater Beach Activities * Nature Study * Historical or Archeological Sites
Baseball or Softball * Picnicking * Freshwater Boat Ramp Use * Football
Hunting * Horseback Riding * Outdoor Swimming Pool Use
- ☐ III Football * Picnicking * Nature Study * Soccer or Rugby * Baseball or Softball
Horseback Riding * Outdoor Basketball * RV / Trailer Camping
Freshwater Boat Ramp Use * Bicycle Riding – Unpaved Trails
- ☒ IV Historical or Archeological Sites * Baseball or Softball * Football
Saltwater Beach Activities * Picnicking * Outdoor Swimming Pool Use * Outdoor
Basketball * Nature Study * Golf * Soccer or Rugby
- ☐ V Picnicking * Football * RV / Trailer Camping * Nature Study * Baseball or Softball
Bicycle Riding - Unpaved Trails * Outdoor Basketball * Soccer or Rugby
Horseback Riding * Outdoor Swimming Pool Use
- ☐ VI Picnicking * RV / Trailer Camping * Football * Baseball or Softball
Outdoor Swimming Pool Use * Nature Study * Historical or Archeological Sites
Outdoor Basketball * Saltwater Beach Activities * Soccer or Rugby
- ☐ VII RV / Trailer Camping * Picnicking * Baseball or Softball * Outdoor Swimming Pool Use
Nature Study * Freshwater Boat Ramp Use * Football * Golf * Horseback Riding
Outdoor Basketball
- ☐ VIII Picnicking * RV / Trailer Camping * Baseball or Softball * Football * Outdoor
Swimming Pool Use Saltwater Beach Activities * Golf * Outdoor Basketball * Outdoor
Tennis * Soccer or Rugby
- ☐ IX Picnicking * RV / Trailer Camping * Saltwater Beach Activities * Outdoor Swimming
Pool Use Golf * Football * Nature Study * Baseball or Softball * Outdoor Tennis *
Historical or Archaeological Sites
- ☐ X Football * Golf * Baseball or Softball * Outdoor Swimming Pool Use * Picnicking *
Outdoor Tennis Saltwater Beach Activities * Outdoor Basketball * RV / Trailer Camping
* Soccer or Rugby

Outdoor Swimming Pool Use * Picnicking * Football * Baseball or Softball * Saltwater Beach Activities * Outdoor Tennis * Golf * Outdoor Basketball * Saltwater Non-Boat Fishing * RV / Trailer Camping



3. PUBLIC PARTICIPATION

Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

- ☒ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.**

(Tab as Exhibit "C-1") (10 points)

- ☒ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit "C-2") (7 points)

- ☒ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results.** **Letters of support are not acceptable to receive points.**

(Tab as Exhibit "C-3") (4 points)

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: **(Check ONLY one):**

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart**. **Must provide both to receive points.**

- ☐ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. **(Tab as Exhibit "D") (6 points)**
- ☒ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. **(Tab as Exhibit "D") (4 points)**
- ☐ The applicant has other means of providing facility development, programming and maintenance. **(Tab as Exhibit "D") (2 points)**

5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity **(within the current or past 3 years)** in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

(A management or maintenance agreement is not acceptable.)

- ☐ Yes ☒ No **(Tab as Exhibit "E") (3 points)**

6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary**. **Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

- ☐ Yes ☒ No **(Tab as Exhibit "G") (5 points)**

DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) **(If undeveloped, state None)**. The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. **Identify and color code different funding phases from the existing facilities.**

(Tab as Exhibit "G") (5 points, if undeveloped)

Amphitheater
Clock Tower
Fountain
Playground
Fishing Pier
Boat Launch
Picnic Area
Restrooms

2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

- A)** List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) **(If developing trails, must have separate trails to receive separate points.**

(Maximum 30 points)

Activity	Points
Playground - Renovation	6
Parking Lot - Re-stripe - Renovation	5
Rest Rooms - Renovation	5
Picnic Facility - Renovation	4
Boating Facility - Renovation	4
Fishing Pier - Renovation	3
Playground - Splash Pad - New	5
Total	32 points

- B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant’s population density as set forth in the study titled “**1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**”. Use the table below to determine in which priority funding need ranking the project falls. **(Check ONLY one):**

☐ Highest Priority Funding Need (13 points)

☒ Second Highest Priority Funding Need (8 points)

Population Density 1 – Population Under 10,000	Rank 1	Construction
	Rank 2	Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1	Renovation
	Rank 2	Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1	Construction
	Rank 2	Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1	Construction
	Rank 2	Renovation
Population Density 5 – Population 100,000 and Over	Rank 1	Renovation
	Rank 2	Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 22-26.)

(15 points)

2. NEEDED RECREATIONAL ACREAGE

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. **Provide the following:**

A. Needed acres/Person and Total Acreage Under Local Control

B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

(Tab as Exhibit "F") (15 points)

3. CAPITAL IMPROVEMENT PLAN

A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

- 1). **Provide:** a letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND-

- 2). **Provide:** a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules). **Highlight project name, amount and year.**

(6 points)

☐ Yes ☐ No

----OR----

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount and cannot be older than 3 years.**

(3 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

**TRAIL CONSTRUCTION CRITERIA
(COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)**

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. **If undeveloped, state None.**) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

(Tab as Exhibit “G”) (5 points, if undeveloped)

2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use **“Florida Greenways and Trails System Plan– 2013-2017”**. **Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.**

(Tab as Exhibit “H”) (6 points)

3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail.
Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.
Designation Agreements must be fully executed by the end of submission period.

☐ Yes ☐ No

(Tab as Exhibit “I”) (3 points)

4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. Provide quotations or appropriate references with **explanations** to justify correlation. **Enclose a copy of the regional or local governmental adopted Greenway Plan.**

(Tab as Exhibit “J”) (4 points)

5. MIXED USE OR SINGLE USE TRAILS

Does the specific trail design demonstrate that the project will support:
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

☐ Yes ☐ No

(8 points)

-----OR-----

Single use recreational trail opportunities?

☐ Yes ☐ No

(6 points)

6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "**1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**". Use the table below to determine in which priority funding need ranking the project falls. **(Check ONLY one)**:

☐ Highest Priority Funding Need

(13 points)

☐ Second Highest Priority Funding Need

(8 points)

Population Density 1 – Population Under 10,000	Rank 1 Rank 2	Construction Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1 Rank 2	Renovation Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1 Rank 2	Construction Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1 Rank 2	Construction Renovation
Population Density 5 – Population 100,000 and Over	Rank 1 Rank 2	Renovation Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

Part III – Supporting Documents

POPULATION DENSITIES

Outdoor Facility Needs Ranked by Priority Index: Population Density 1

Rank	Renovation	Construction			
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>	<u>Points</u>	
1	Playgrounds	6	Baseball Fields	6	Cluster I
2	Support Facilities	5	Softball Fields	5	
3	Tennis Courts	5	Playgrounds	5	Cluster II
4	Rest Rooms	5	Rest Rooms	5	
5	Picnic Facilities	4	Support Facilities	4	Cluster III
6	Baseball Fields	4	Soccer Fields	4	
7	Basketball Courts	4	Basketball Courts	4	
8	Softball Fields	4	Bike Trails	4	
9	Swimming Pools	4	Swimming Pools	4	
10	Boating Facilities	4	Tennis Courts	4	
11	Fishing Piers	3	Picnic Facilities	3	Cluster IV
12	Camping	3	Handball Courts	3	
13	Handball Courts	3	Fishing Piers	3	
14	Football Fields	3	Football Fields	3	
15	Soccer Fields	3	Boating Facilities	3	
16	Beach Access	2	Exercise Trails	2	Cluster V
17	Historical Facilities	2	Camping	2	
18	Shuffleboard Courts	2	Beach Access	2	
19	Nature Trails	2	Historical Facilities	2	
20	Other	2	Shuffleboard Courts	2	
21	Golf Courses	2	Nature Trails	2	
22	Bike Trails	1	Golf Courses	1	Cluster VI
23	Exercise Trails	1	Hiking Trails	1	
24	Hiking Trails	1	Horse Trails	1	
25	Horse Trails	1	Other	1	

Population Density 1 - Population Under 10,000

Outdoor Facility Needs Ranked by Priority Index: Population Density 2

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>
1	Rest Rooms	6	Support Facilities
2	Support Facilities	6	Rest Rooms
3	Playgrounds	6	Playgrounds
4	Baseball Fields	5	Softball Fields
5	Tennis Courts	5	Soccer Fields
6	Softball Fields	5	Baseball Fields
7	Basketball Courts	4	Basketball Courts
8	Boating Facilities	4	Picnic Facilities
9	Swimming Pools	4	Swimming Pools
10	Picnic Facilities	4	Football Fields
11	Soccer Fields	4	Tennis Courts
12	Exercise Trails	3	Handball Courts
13	Football Fields	3	Nature Trails
14	Shuffleboard Courts	3	Bike Trails
15	Handball Courts	2	Boating Facilities
16	Beach Access	2	Other
17	Fishing Piers	2	Exercise Trails
18	Camping	2	Golf Courses
19	Bike Trails	2	Hiking Trails
20	Nature Trails	2	Fishing Piers
21	Other	2	Camping
22	Golf Courses	1	Beach Access
23	Hiking Trails	1	Historical Facilities
24	Historical Facilities	1	Horse Trails
25	Horse Trails	1	Shuffleboard Courts

Population Density 2 - Population From 10,000 to 24,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 3

Rank	Renovation	Construction			
	Facility	Points	Facility	Points	
1	Rest Rooms	6	Baseball Fields	6	Cluster I
2	Playgrounds	6	Soccer Fields	6	
3	Support Facilities	5	Support Facilities	5	Cluster II
4	Tennis Courts	5	Softball Fields	5	
5	Baseball Fields	5	Playgrounds	5	
6	Basketball Courts	5	Boating Facilities	5	
7	Beach Access	4	Football Fields	4	Cluster III
8	Swimming Pools	4	Tennis Courts	4	
9	Soccer Fields	4	Rest Rooms	4	
10	Picnic Facilities	4	Picnic Facilities	4	
11	Football Fields	3	Basketball Courts	3	Cluster IV
12	Softball Fields	3	Other	3	
13	Boating Facilities	3	Exercise Trails	3	
14	Exercise Trails	2	Bike Trails	2	Cluster V
15	Handball Courts	2	Nature Trails	2	
16	Other	2	Camping	2	
17	Golf Courses	2	Handball Courts	2	
18	Shuffleboard Courts	2	Historical Facilities	2	
19	Fishing Piers	2	Swimming Pools	2	
20	Bike Trails	2	Hiking Trails	2	
21	Hiking Trails	2	Golf Courses	2	
22	Nature Trails	2	Beach Access	2	
23	Camping	2	Fishing Piers	2	
24	Historical Facilities	1	Horse Trails	1	Cluster VI
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 3 - Population From 25,000 to 49,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 4

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>
1	Playgrounds	6	Soccer Fields
2	Rest Rooms	5	Playgrounds
3	Support Facilities	5	Picnic Facilities
4	Tennis Courts	5	Baseball Fields
5	Soccer Fields	5	Support Facilities
6	Baseball Fields	5	Swimming Pools
7	Swimming Pools	4	Softball Fields
8	Exercise Trails	4	Basketball Courts
9	Softball Fields	4	Rest Rooms
10	Basketball Courts	4	Other
11	Handball Courts	3	Exercise Trails
12	Picnic Facilities	3	Golf Courses
13	Boating Facilities	2	Tennis Courts
14	Beach Access	2	Boating Facilities
15	Fishing Piers	2	Fishing Piers
16	Shuffleboard Courts	2	Football Fields
17	Football Fields	2	Handball Courts
18	Golf Courses	2	Bike Trails
19	Nature Trails	2	Nature Trails
20	Other	2	Hiking Trails
21	Bike Trails	2	Horse Trails
22	Camping	2	Beach Access
23	Hiking Trails	2	Camping
24	Historical Facilities	1	Historical Facilities
25	Horse Trails	1	Shuffleboard Courts

Cluster I

Cluster II

Cluster III

Cluster IV

Cluster V

Cluster VI

Population Density 4 - Population From 50,000 to 99,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 5

Rank	Renovation	Construction			
	Facility	Points	Facility	Points	
1	Support Facilities	6	Support Facilities	6	Cluster I
2	Rest Rooms	5	Baseball Fields	5	Cluster II
3	Playgrounds	5	Playgrounds	5	
4	Tennis Courts	4	Softball Fields	4	Cluster III
5	Swimming Pools	4	Rest Rooms	4	
6	Boating Facilities	4	Soccer Fields	4	
7	Basketball Courts	4	Picnic Facilities	4	
8	Golf Courses	3	Bike Trails	3	Cluster IV
9	Softball Fields	3	Swimming Pools	3	
10	Picnic Facilities	3	Exercise Trails	3	
11	Historical Facilities	3	Hiking Trails	3	
12	Baseball Fields	3	Other	3	
13	Fishing Piers	3	Golf Courses	3	
14	Exercise Trails	3	Camping	3	
15	Soccer Fields	3	Beach Access	3	
16	Handball Courts	2	Historical Facilities	2	Cluster V
17	Camping	2	Tennis Courts	2	
18	Football Fields	2	Basketball Courts	2	
19	Nature Trails	2	Boating Facilities	2	
20	Beach Access	2	Fishing Piers	2	
21	Bike Trails	2	Football Fields	2	
22	Other	2	Nature Trails	2	
23	Hiking Trails	2	Handball Courts	2	
24	Horse Trails	1	Horse Trails	1	Cluster VI
25	Shuffleboard Courts	1	Shuffleboard Courts	1	

Population Density 5 - Population From 100,000 & Over

CONTACT FOR ADDITIONAL INFORMATION:

Contact	Phone
A. FRDAP Application Information & Help	850/245-2501
B. FRDAP Administrative Rule https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program	850/245-2501
C. Statewide Comprehensive Outdoor Recreation Plan (SCORP) https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning	850/245-3051
D. State Lands, Bureau of Appraisal	850/245-2555
E. Recreation Accessibility and Safety Program Manager, Florida Park Service	850/245-3031
F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan	850/245-2052



Division of State Lands

Land and Recreation Grants Section

Staff Assignments



(850) 245-2501
floridadep.gov/Grants

The Land and Recreation Grants team administers four local, state, and federal grant programs which provide acquisition and recreational program grants throughout Florida each fiscal year. The grant programs are:

- Florida Communities Trust - Park and Open Space Program and Stan Mayfield Working Waterfronts Program
- Florida Recreation and Development Assistance Program
- Land and Water Conservation Fund Program
- Recreational Trails Program

Auditor Selection Committee
Discuss Establishing the Auditor Selection Committee

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is initiating discussion regarding the Auditor Selection Committee process as noted in Section 218.39, Florida Statutes.

BACKGROUND

On June 26, 2014, the City Commission passed and adopted Resolution No. 2014-10-91 to establish an

Audit Committee to assist the City Commission in the selection of an auditor to conduct the annual financial audit required by Section 218.39, Florida Statutes. As a result of this process, on

March 26, 2020, the City Commission passed and adopted a Resolution approving the final ranking and recommendation of the Audit Committee for the selection of HCT Certified Public Accountants and Consultants, LLC, as the City's auditor for FY 2020-2022 with two (2) one-year renewal options. In accordance with Florida Statutes, the Audit Committee conducted the bid and selection process and negotiated the contract with the selected audit firm.

The FY 2023-2024 audit is the final year of the City's contract with HCT HCT, Certified Public Accountants and Consultants, LLC, to conduct annual financial audits in accordance with Chapter 218.39, Florida Statutes. Each local government, prior to entering into a written contract for audit services, must use auditor selection procedures when selecting an auditor to conduct the annual financial audit. Resolutions 2016-12-60 & 2014-10-91 authorize each Commissioner to appoint members of the Audit Committee or elect to serve on the City of Palatka Audit Committee.

PROJECT ANALYSIS

Attached are Auditor Selection and Auditor Selection Committee Guidance prepared by the State of Florida Auditor General. These guidelines are effective for audits of fiscal years ended September 30, 2021, and thereafter and must be followed whenever selection of an auditor occurs. To understand its responsibilities with regard to establishing an Auditor Selection Committee and to understand the responsibilities of the Auditor Selection Committee, this information is being provided now for City Commission review in preparation for a future meeting should City Commission direct that audit services be bid.

Staff Recommendation

City Commission is asked to consider the information and provide direction to staff at the October 2025 meeting, regarding future audit services. Appendix B within the Auditor Selection guidance document provides Questions and Answers that may be especially helpful.

Questions for City Commission consideration:

Who from Commission would like to serve on the Auditor Selection Committee as the chair?

Based on City Commission's responses, staff will return at the October 2025 meeting, regular meeting with a Resolution to activate the Auditor Selection Committee. City Commission would be asked at that meeting to appoint members to the Committee, and the Commissioner Member chairperson would assume responsibility for working with staff to begin the bid and selection process.

ATTACHMENTS

1.	Auditor Selection Guidelines_Sept 2021
2.	Florida Statutes 218.391 Auditor selection procedures
3.	Resolution 2014-10-91
4.	Resolution 2016-12-60

**STATE OF FLORIDA
AUDITOR GENERAL**



**AUDITOR SELECTION
AND
AUDITOR SELECTION COMMITTEE
GUIDANCE**

**EFFECTIVE FOR AUDITS FOR FISCAL YEARS ENDED
SEPTEMBER 30, 2021, AND THEREAFTER**

SEPTEMBER 2021

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Auditor Selection Law

Section 218.391, Florida Statutes,¹ the auditor selection law, establishes required procedures for the selection of auditors to perform the financial audits required by Section 218.39, Florida Statutes, for counties, municipalities, special districts, district school boards, charter schools, and charter career technical centers. These procedures help ensure selection of a qualified auditor and satisfactory audit effort. Section 218.391, Florida Statutes, is included as Appendix A to this document.

The established auditor selection process requires a request for proposal (RFP) for the solicitation of the necessary audit services, and a selection and negotiation process in which fees cannot be the sole or predominant reason for selecting a particular audit firm.

The auditor selection law requires that the governing body of each county, municipality, special district, district school board, charter school, and charter technical career center establish an auditor selection committee. Section 218.391(2)(d), Florida Statutes, provides that while the primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the financial audit, the auditor selection committee may serve other audit oversight purposes as determined by the entity's governing body.

The purpose of this document, which was initially prepared by an Auditor Selection Task Force² established by the Auditor General, is to provide additional nonmandatory guidance regarding the auditor selection committee and the selection of auditors for performing the financial audit required by Section 218.39, Florida Statutes. Specifically, this document provides guidance in the following areas:

- Composition of auditor selection committees.
- Responsibilities of auditor selection committees.
- Audit proposal evaluation factors.
- Use and elements of an RFP for audit services.
- Use and elements of audit services contracts.

Additional auditor selection topics are included in Appendix B - Questions and Answers. A listing of resources used to prepare this guidance is included in Appendix C.

This document includes numerous references to guidance from the Government Finance Officers Association (GFOA) for audit committees because such guidance is relevant to auditor selection committees assigned audit oversight responsibilities.

Auditor Selection Committee Composition and Size

Legal Requirements

Section 218.391, Florida Statutes, provides that the auditor selection committee for a county must, at a minimum, include each of the county officers elected pursuant to the county charter or Article VIII, Section 1(d) of the State Constitution, or their respective designees, and one member of the board of county commissioners or its designee. The auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center must consist of at least three

¹ All statutory references in this guidance are to the 2020 Florida Statutes.

² The Task Force included representatives of the Florida Association of Counties, Florida Association of Court Clerks and Controller, Florida Association of Public Purchasing Officers, Florida Association of Special Districts, Florida Government Finance Officers Association, Florida Institute of Certified Public Accountants, Florida League of Cities, and Florida School Finance Officers Association. Also included were representatives of the Auditor General's Office, the Legislative Auditing Committee, and the former Legislative Committee on Intergovernmental Relations.

members, one of which must be a member of the governing body and who must serve as the committee chair.

No employee of the county, municipality, special district, district school board, charter school, or charter technical career center may serve as a member of the auditor selection committee; however, an employee of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity.

Nonmandatory Guidance

The effectiveness of an auditor selection committee in performing its assigned duties is dependent on the qualifications and skills of its members and the relationship of the members to the governing body.

GFOA Best Practices³ recommend the following regarding the composition of audit committees, which would also apply to auditor selection committees:

- *Ideally, all members of the committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The audit committee also should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose. Such a financial expert should through both education and experience, and in a manner specifically relevant to the government sector, possess 1) an understanding of generally accepted accounting principles and financial statements; 2) experience in preparing or auditing financial statements of comparable entities; 3) experience in applying such principles in connection with the accounting for estimates, accruals, and reserves; 4) experience with internal controls; and 5) an understanding of audit committee functions.*

For governmental entities experiencing difficulty in acquiring financial expertise on the audit committee, alternative means of acquiring such expertise include, but are not limited to, obtaining assistance from another governmental entity's chief financial officer, engaging an independent financial professional, or providing a training program for audit committee members to develop the necessary financial knowledge.

- *To ensure the committee's independence and effectiveness, no governing body member who exercises managerial responsibilities that fall within the scope of the audit should serve as a member of the audit committee.*

GFOA Best Practices⁴ suggest that the actual audit committee membership be composed of the governing body or a subset of the governing body. Under this approach, it is likely that the entity will need to engage an outside party to obtain the needed experience in governmental financial reporting and auditing. The audit committee members should be provided an orientation on the duties and responsibilities of the committee, including such topics as objectives of internal control, accounting, auditing, and financial reporting to assist in making sound judgments.

- *An audit committee should have sufficient members for meaningful discussion and deliberation, but not so many as to impede its efficient operation. As a general rule, the minimum membership of the committee should be no fewer than three.*

Another factor that could affect the size of the audit committee, particularly in smaller communities, is the availability of individuals who possess both the skills desired of an audit committee member and the willingness to make the commitment to perform effectively as a member. It is important that the entity not compromise these factors, as well as independence considerations, in establishing the size of the audit committee.

³ GFOA's Best Practice: *Audit Committees*.

⁴ GFOA's Best Practice: *Audit Committees*.

- *Members of the audit committee should be educated regarding both the role of the audit committee and their personal responsibility as members, including their duty to exercise an appropriate degree of professional skepticism.*

GFOA Best Practices⁵ suggest that audit committee members be provided training regarding the audit committee function. This is particularly critical where the committee members are governing body members who may not possess the needed experience in governmental financial reporting and auditing. At a minimum, such training might include making members familiar with this guidance and the publications referenced herein.

Small Government Considerations

Smaller entities may experience difficulty in obtaining the necessary experience in governmental financial reporting and auditing from a source that is independent from financial management of the entity. Qualified persons willing to provide such experience may simply not be available within the community. In such instances, the small entity might consider consulting with larger entities in the area to identify employees or consultants of those entities who might be willing to work with their auditor selection committee. A smaller entity may also opt to include members of the auditor selection committee of the larger entity on its auditor selection committee. Regardless of the method used to provide an auditor selection committee function, ultimate responsibility for the selection of the auditor rests with the governing body.

Auditor Selection Committee Responsibilities

Legal Requirements

The primary purpose of the auditor selection committee, as contemplated in Section 218.391, Florida Statutes, is to assist in the selection of an auditor to conduct the financial audit required by Section 218.39, Florida Statutes.

Section 218.391(3), Florida Statutes, establishes the duties of the auditor selection committee to include:

- Establishment of factors to be used for the evaluation of audit services to be provided by an audit firm.
- Public announcement of an RFP.
- Provision of interested firms with the RFP.
- Evaluation of proposals provided by qualified firms.
- Ranking and recommendation in order of preference of no fewer than three firms deemed to be the most highly qualified to perform the required services. If fewer than three firms respond to the RFP, the committee shall recommend such firms as it deems to be the most highly qualified.

The auditor selection committee may also serve other audit oversight purposes as determined by the entity's governing body.

Nonmandatory Guidance

- Establishment of the Auditor Selection Committee. GFOA Best Practices⁶ advise that the audit committee be formally established by charter, enabling resolution, or other appropriate legal means. Likewise, Florida local governmental entity auditor selection committees should be formally established by charter, ordinance, resolution, or written policies and procedures adopted by the governing body. In addition to addressing the composition of the auditor selection committee (see the previous section, Auditor Selection Committee Composition and Size), the formal means by which the auditor selection committee is established should define the

⁵ GFOA's Best Practice: *Audit Committees*.

⁶ GFOA's Best Practice: *Audit Committees*.

committee's responsibilities and prescribe committee member qualifications consistent with GFOA recommendations.

GFOA Best Practices⁷ recommend that the audit committee be established in such a manner that the auditors engaged to conduct the financial audit report directly to the audit committee. If the auditor selection committee is assigned oversight responsibilities with respect to the independent audit and the establishment of internal controls and adequate management processes, the GFOA's Best Practice: *Audit Committees* (October 2008) should be consulted for additional guidance.

- Auditor Selection Committee Responsibilities. GFOA Best Practices⁸ indicate that an audit committee is a practical means for a governing body to provide much needed independent review and oversight of the government's financial reporting processes, internal controls, and independent auditors. GFOA Best Practices further indicate that, by effectively carrying out its functions and responsibilities, an audit committee helps to ensure that management properly develops and adheres to a sound system of internal controls, that procedures are in place to objectively assess management's practices, and that the independent auditors, through their own review, objectively assess the entity's financial reporting practices.

The GFOA's publication, *Governmental Accounting, Auditing, and Financial Reporting* (2020), also known as the GFOA Blue Book,⁹ indicates that governing bodies are responsible for ensuring that management fulfills its obligations in regard to internal control and financial reporting. The GFOA Blue Book¹⁰ also indicates that governing bodies typically establish audit committees for this purpose and audit committee responsibilities, in addition to audit oversight, include selecting the auditors. Accordingly, although State law assigns this task to the auditor selection committee, consideration should be given to using the auditor selection committee as an audit committee as contemplated by the GFOA.

The GFOA Blue Book¹¹ further indicates that:

- The auditors should report directly to the audit committee.
- The audit committee should have access to the reports of any internal auditors, as well as access to any annual internal audit work plans.
- The audit committee should publish the results of its work in an annual written report to the governing body.

Should the auditor selection committee be assigned audit oversight responsibilities that are in addition to the statutorily mandated auditor selection committee responsibilities (i.e., used as an audit committee as contemplated by the GFOA), consideration should be given to GFOA guidance regarding audit committee responsibilities. For example, the GFOA's *Audit Management Handbook* (GFOA Handbook) recommends that, in addition to auditor selection, the audit committee perform the following functions:

- Monitoring the Audit
 - Monitoring Activity During the Audit. The GFOA Handbook¹² indicates that concerns of interest to the audit committee during the audit would include whether the audit is progressing on schedule and whether potential problems are identified and immediately corrected, if appropriate. Potential problems might include difficulties in gathering information or contacting key personnel, discovery of instances or indications of fraud,

⁷ GFOA's Best Practice: *Audit Committees*.

⁸ GFOA's Best Practice: *Audit Committees*.

⁹ GFOA Blue Book, Chapter 43, page 43-1.

¹⁰ GFOA Blue Book, Chapter 43, pages 43-1 and 43-2.

¹¹ GFOA Blue Book, Chapter 43, pages 43-2 through 43-4.

¹² GFOA Handbook, Chapter 6, pages 87 and 88.

waste, or abuse that require immediate attention, and circumstances that could result in a modified opinion. Monitoring can be accomplished through periodic progress reports or meetings.

- Review of Final Audit Reports. The GFOA Handbook¹³ recommends that the audit committee review each of the auditor's reports to gain a thorough understanding of problems identified by the auditor to provide the background needed to address resolution of the problems. In view of the emphasis placed on management letters in Florida law and the Rules of the Auditor General,¹⁴ an auditor selection committee assigned audit oversight responsibilities should review the management letters required to be submitted as a part of the audit report. For the committee to effectively review the results of the audit, the results must be communicated in a manner that assures a thorough understanding by the committee members. In lieu of relying solely on the delivery of a written audit report, this might be accomplished at a public meeting¹⁵ in which committee members have an opportunity to ask questions of the auditors. This could be done either in addition to, or in conjunction with, a public meeting of the entity's governing body at which governing body members would also have an opportunity to question the auditors. If the findings are presented at a governing body meeting, consideration should be given to a meeting convened solely or predominantly for this purpose to assure that the findings are adequately communicated.

- Audit Resolution

The GFOA Handbook¹⁶ points out that while it is management's responsibility to implement corrective action related to audit findings, the audit committee should be responsible for monitoring management's implementation. The GFOA Handbook suggests that governing bodies may want to require management to answer to the governing body for any failure to implement corrective action plans in a timely manner to the satisfaction of the audit committee.

Specified entities are required by Auditor General Rule 10.558(2) to provide the Auditor General with responses to all audit findings included in their financial audit reports. The responses are required to include corrective action designed to prevent recurrence of any findings included in the audit report.

- Auditor Evaluation

The GFOA Handbook¹⁷ views auditor evaluation as the first step of the subsequent year's audit procurement or, if audit procurement is not scheduled for the subsequent year, a process for identifying and recommending needed improvements in the auditor's performance. The GFOA Handbook recommends that the audit committee meet with management to discuss matters pertaining to the auditor's performance, including: ability to meet deadlines; compliance with other provisions of the audit contract; competence and cooperativeness of the audit staff; and thoroughness and reasonableness of audit adjustments, findings, and recommendations.

In assessing the overall effectiveness of the audit, the auditor selection committee may determine a need for audit procedures that are in addition to the minimum procedures

¹³ GFOA Handbook, Chapter 6, pages 88 through 91.

¹⁴ All references in this guidance to Rules of the Auditor General rules are to *Chapter 10.500, Rules of the Auditor General* effective for fiscal years ending September 30, 2020, and thereafter.

¹⁵ Auditor selection committee meetings are subject to the Sunshine Law (Section 286.011, Florida Statutes) as discussed in question 11 of Appendix B - Questions and Answers.

¹⁶ GFOA Handbook, Chapter 6, page 92.

¹⁷ GFOA Handbook, Chapter 6, page 92.

necessary to issue an opinion on financial statements. Such information would be useful in preparing future requests for proposals.

- Communications with the Auditor Selection Committee. If the auditor selection committee is assigned audit oversight responsibilities (i.e., is acting as an audit committee), effective communication between the auditors and the auditor selection committee is necessary. Financial audits conducted pursuant to Section 218.39, Florida Statutes, must be conducted in accordance with auditing standards generally accepted in the United States¹⁸ and government auditing standards.¹⁹ Auditing standards generally accepted in the United States require that auditors communicate certain matters with the audit committee or other subgroup of those charged with governance²⁰ and communicate with the audit committee regarding internal control-related matters²¹ and identified or suspected noncompliance with laws and regulations.²²

Small Government Considerations

While smaller entities may lack the resources to expand the use of the auditor selection committee to accommodate all or many of the nonmandatory audit oversight functions described above, all entities, regardless of size, are required to use the committee for auditor selection. The entities are encouraged to use the auditor selection committees for the other functions to the extent available in their particular circumstances. Additional discussion regarding the establishment of auditor selection committees by small governments is included in the Auditor Selection Committee Composition and Size section.

Audit Proposal Evaluation Factors

Legal Requirements

Section 218.391(3)(a), Florida Statutes, requires that the auditor selection committee establish factors to be used for the evaluation of audit services to be provided and that such factors include, but not be limited to, ability of personnel, experience, ability to furnish the requested services, and such other factors as may be determined by the committee to be applicable to the particular requirements. Section 218.391(3)(d), Florida Statutes, prohibits the use of compensation as the sole or predominant factor for evaluating proposals.

Nonmandatory Guidance

Consistent with Florida law, GFOA Best Practices²³ state “The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor’s ability to perform a quality audit. Price should not be allowed to serve as the sole criterion for selection of an independent auditor.”

- Audit Firm Qualifications. While Florida law prescribes minimal audit firm qualifications that must be considered in selecting an auditor, the *GFOA Handbook*²⁴ describes an evaluation process to be used in selecting the auditor that includes certain mandatory criteria that must be met by the auditor to qualify for further consideration. The criteria listed by the *GFOA Handbook* include:

¹⁸ These standards are promulgated by the AICPA in its publication *AICPA Professional Standards*. All references in this guidance to *AICPA Professional Standards* are to such standards codified as of July 1, 2020.

¹⁹ These standards are promulgated by the Comptroller General of the United States in the publication *Government Auditing Standards*.

²⁰ *AICPA Professional Standards*, AU-C Sections 260.08 -.14.

²¹ *AICPA Professional Standards*, AU-C Sections 265.11 -.15.

²² *AICPA Professional Standards*, AU-C Sections 250.21 -.23.

²³ GFOA’s Best Practice: *Audit Procurement*.

²⁴ GFOA Handbook, Chapter 5, page 79.

- Meets applicable independence requirements.
- License to practice as a CPA in the State.
- Receipt of adequate continuing professional education by key personnel.
- Completion of a quality control review within the past 3 years.
- A history of performing quality audits.
- **Technical Qualifications.** The GFOA Handbook²⁵ indicates that if a point system is used to evaluate proposals, the total points should be divided between two categories for technical qualifications of proposers: (1) expertise and experience and (2) audit approach. Expertise and experience qualifications could include, for example:
 - Past experience and performance on comparable government engagements.
 - Quality of the firm's professional personnel to be assigned to the engagement and quality of the firm's management support personnel to be available for technical consultation.
 - Experience with specific State and Federal grant programs.
 - Information technology expertise.

Audit approach qualifications include, for example:

- Adequacy of proposed staffing plan (hours and level) for the various segments of the engagement.
- Adequacy of sampling techniques.
- Adequacy of analytical procedures.

The GFOA Handbook²⁶ points out that technical qualifications should be tailored to meet each government's unique environment and specific audit requirements and cites as an example a government that sponsors its own pension plan for employees, which might require actuarial expertise. The GFOA Handbook also recommends assignment of point value ranges to each criterion to aid in the evaluation of the technical qualifications of proposers, which allows the entity to reflect the relative importance of the qualifications for that government and engagement (i.e., allows the entity the flexibility to reflect qualitative differences in the qualifications presented in the proposals).

Use and Elements of Request for Proposal

Legal Requirements

Pursuant to Section 218.391(3)(c), Florida Statutes, the auditor selection committee must provide interested audit firms with an RFP. The RFP is required to include information on how proposals are to be evaluated and such other information as the committee determines is necessary for the firm to prepare a proposal.

Nonmandatory Guidance

The GFOA Blue Book²⁷ states that an effective RFP serves two purposes: 1) provides enough information about the entity to allow potential auditors to assess whether their particular experience and resources would be a "good match" for the engagement, and 2) elicit enough information from responding audit firms to assess their ability to perform a high quality government audit.

²⁵ GFOA Handbook, Chapter 5, page 80 and 81.

²⁶ GFOA Handbook, Chapter 5, page 81.

²⁷ GFOA Blue Book, Chapter 43, page 43-13.

- Public Announcement for Audit Services. Section 218.391(3), Florida Statutes, provides that the auditor selection committee shall publicly announce an RFP and provide interested firms with the RFP. To achieve the benefits of a competitive selection process, it is critical that there be sufficient responses by qualified audit firms to the RFP. The GFOA Handbook²⁸ states that a well-planned solicitation effort is needed to identify a sufficient number of qualified audit firms. This can be accomplished in a variety of ways and the law does not mandate any specific method. The method selected should provide sufficient time for the potential responders to prepare an appropriate response. The NIGP: Institute for Public Procurement,²⁹ in its publication *Public Procurement Guide for Elected and Senior Government Officials*,³⁰ indicates that potential service providers should be given a minimum of 14 to 30 days to prepare bids or proposals.

To promote competition, the method of noticing the RFP should be designed to reach as many potential providers of audit services as possible. The GFOA Handbook³¹ identifies several methods for identifying and of reaching qualified audit firms from which proposals can be solicited, including advertisement in local newspapers, notice in a publication of the state society of certified public accountants, inquiries of other entities in the same region, and direct mailing to audit firms. In Florida, the Auditor General maintains a database of local government audit reports received, including the names of the audit firms that conducted the audits, thereby providing another source that entities may find useful for identifying and reaching potential audit firms. If the entity opts to advertise in a newspaper, the newspaper selected should have adequate coverage to assure an opportunity for a sufficient number of responses.

- Elements of the Request for Proposal. The GFOA Handbook³² includes a list of 24 information elements that should be considered in designing an RFP for audit services. These elements generally either provide information to the prospective proposers regarding the RFP evaluation process or assure that adequate information is provided by the proposers to allow for an informed decision by the entity. It may not be necessary to include all of these elements in the RFP, but each element should be considered, and those elements considered to be appropriate for the given circumstances should be incorporated. The elements listed in the GFOA Handbook consist of:

1. *How proposals will be evaluated.*

The RFP should clearly state the factors upon which the selection will be based and could provide:

- a. The relative weights of the evaluation factors, particularly with respect to qualifications and price, when price is considered as one of the evaluation factors.
- b. A statement that price will not be the sole or predominant factor to assure that highly qualified firms will receive appropriate consideration and to discourage the submission of proposals with unrealistically low prices by less qualified firms.
- c. Auditor qualifications that are mandatory for all proposers.
- d. Particular qualifications that will be considered more favorably (e.g., experience with particular grant programs).

²⁸ GFOA Handbook, Chapter 4, page 27.

²⁹ NIGP: Institute for Public Procurement is a membership-based, nonprofit organization composed of members representing Federal, state, provincial and local government levels throughout the United States and Canada and provides support to professionals in the public sector procurement profession.

³⁰ NGIP *Public Procurement Guide for Elected and Senior Government Officials* (2016), page 17.

³¹ GFOA Handbook, Chapter 4, pages 27 and 28.

³² GFOA Handbook, Chapter 4, pages 29 through 45.

2. *Procedures to be followed in the proposal process.*

The prospective proposers who will be incurring the cost of preparing and presenting a proposal will need specific information as to how to respond to the RFP. Such information might include:

- a. The appropriate format to use in making the proposal.
- b. Identification of a contact person.
- c. Whether there will be a pre-proposal conference.
- d. Information regarding the submission of proposed prices (i.e., audit fees), such as the form or timing of submission of the proposed audit fee or the level of detail required to support the proposed audit fee (e.g., number of hours x level of staff at set rate per hour).³³
- e. Other aspects of the proposal process, including submission deadlines, consideration of late proposals, and notification of evaluation and auditor selection results.

3. *Brief description of the entity and its accounting systems and financial reporting structures.*

Prospective proposers require information that will provide a basis for determining the type and amount of resources that will be needed to perform the audit. This information might include:

- a. General description of the entity, including:
 - i. The entity's fiscal year.
 - ii. Services the entity provides its citizens.
 - iii. Organizational chart and key personnel.
 - iv. Size of the entity (e.g., geographic area, number of employees, total budget or payroll).
 - v. The entity's documented policies and procedures.
- b. Fund structure and basis of accounting.
- c. Involvement in Federal awards programs and State financial assistance projects.
- d. Description of pension plans.
- e. Information regarding component units and joint ventures.
- f. Magnitude of financial operations.
- g. Scope of information systems, including networking, software vendors, and major applications.
- h. Existence, size, and scope of the internal audit function.
- i. Contact person for access to prior audit information.

4. *Known weaknesses in the entity's internal control structure.*

Prospective proposers will want to be made aware of significant known internal control deficiencies. This could be accomplished by providing the proposers with a copy of the prior year external audit report (including financial statements, auditor's reports, and management letters), prior year adjusting entries, and the status of prior audit report findings (corrected or uncorrected). It may also be useful to provide proposers recent relevant internal audit reports.

³³ Section 218.391, Florida Statutes, permits consideration of compensation in selecting the auditor; however, Section 218.391(3)(d), Florida Statutes, prohibits the use of compensation as the sole or predominant factor for evaluating proposals. Additionally, Section 218.391(5), Florida Statutes, provides that the method used by the entity to select, and negotiate a contract with, an auditor must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39, Florida Statutes, and the entity's needs.

5. *Anticipated implementation problems arising from new authoritative pronouncements.*

An entity's readiness to implement new pronouncements, laws, or regulations having a significant impact on the entity's financial operations and reporting could impact the auditor's consideration of the resources needed to perform the audit.

6. *Principal contacts inside and outside the entity.*

Examples of contacts that proposers might want to be aware of as individuals with whom they will be expected to interact during the engagement include:

- a. Chief executive officer.
- b. Chief financial officer.
- c. Auditor selection or audit committee members.
- d. Director of internal audit.
- e. Grants management personnel.
- f. Legal counsel.

7. *Level of assurance to be required of the auditor for each type of information contained within the report.*

The auditor will need to be made aware of circumstances that might impact the scope of the audit. Such circumstances might include the audit of the financial statements of a component unit by another audit firm or a determination of compliance with specific legal requirements that will require an auditor's report based on an examination conducted in accordance with *AICPA Professional Standards*³⁴ pursuant to Auditor General Rule 10.556(10).

8. *Auditing standards required for the engagement.*

Pursuant to Florida law³⁵ and Auditor General Rule 10.551(3), all required financial audits of entities in Florida are to be performed in accordance with *Government Auditing Standards* promulgated by the Comptroller General of the United States. The RFP might include a statement to this effect to avoid any misunderstanding.

9. *The auditor's specific reporting responsibilities.*

Although the auditor's reporting responsibilities are described in the auditing standards and the Rules of the Auditor General, the GFOA Handbook recommends listing the reporting responsibilities in the RFP. This could be most easily accomplished by reference to the Rules of the Auditor General, Chapter 10.550 (*Local Governmental Entity Audits*), Chapter 10.800 (*Audits of District School Boards*), or Chapter 10.850 (*Audits of Charter Schools and Charter Technical Career Centers, the Florida Virtual School, and Virtual Instruction Program Providers*), as appropriate. For Florida local governmental entity financial audits, the scope of the work to be performed by the auditor could include:

- a. Expression of opinion in conjunction with a full-scope audit of a comprehensive annual financial report (CAFR) (optional under Florida law and Rules of the Auditor General) or a report on basic financial statements only (minimum requirement for all local government audits).
- b. Federal or state single audit reports (required if certain thresholds are met).
- c. Management letter (required for all local government audits).

³⁴ *AICPA Professional Standards*, AT-C Section 315.

³⁵ Financial audits required by Section 218.39, Florida Statutes, and defined by Section 218.31(17), Florida Statutes, must be conducted in accordance with *Government Auditing Standards*.

- d. An auditor's report prepared in accordance *AICPA Professional Standards* pursuant to Auditor General Rule 10.556(10).

Expected deliverables should also include any requirement for separate opinions for any debt issues or to meet any other reporting requirements.

10. *The type and amount of assistance available from the entity.*

Entities can sometimes reduce the cost of their audits by providing certain assistance to the auditor. To formulate the type and amount of resources to be applied to the audit, the auditor needs information as to the type and extent of assistance that will be available from the entity. The GFOA Handbook refers to various types of assistance including internal audit support, clerical support, and preparation of schedules. A statement might be included acknowledging that the entity is responsible for preparing draft financial statements. Any anticipated concerns regarding the ability of the entity to do so should be disclosed.

11. *Required audit timetable and deliverables.*

The GFOA Handbook recommends that the RFP include the latest acceptable dates for the following:

- a. Entrance conference.
- b. Completion of interim audit work.
- c. Completion of year-end field work.
- d. Submission of audit adjustments and draft findings.
- e. Exit conference.
- f. Issuance of reports.

12. *Additional services to be required of the auditor.*

Auditors often provide additional services beyond audit services; however, the ability of auditors to provide nonaudit services to an audit client has been severely limited by *Government Auditing Standards*. Careful consideration should be given to the restrictions on such services prior to including them in the RFP. *Government Auditing Standards*³⁶ suggest that auditors performing nonaudit services obtain agreement from the entity's management that management will perform the following functions regarding nonaudit services:

- a. Assume all management responsibilities.
- b. Oversee the services using an individual with suitable skill, knowledge, or experience.
- c. Evaluate the adequacy and results of the services.
- d. Accept responsibility for the results of the services.

13. *Information on auditor workspace and access to telephones, copiers, FAX machines, and computers.*

The GFOA Handbook suggests that the RFP include information on the location and type of workspace that will be made available to the auditor, as well as availability of telephones, Internet access, copy machines, FAX machines, and computer hardware and software.

14. *Procedures to be followed to determine if additional audit work is necessary and the fee basis applicable to such work.*

Circumstances sometimes arise in which the scope of the audit may need to be expanded

³⁶ *Government Auditing Standards* (2018 Revision) paragraph 3.76.

beyond what was anticipated in the RFP. For example, an entity might request the auditor to perform additional work in an area where the auditor discovered certain control weaknesses. The GFOA Handbook recommends that the RFP indicate that the scope of the audit may only be broadened with the entity's consent and request that proposers indicate how the fee for additional work related to a scope expansion would be determined.

15. Information needed from proposers to evaluate their qualifications.

A primary purpose of the RFP is to provide the entity with information needed to assess the professional skill and experience of the auditors who will perform the engagement. The GFOA Handbook recommends that the RFP ask for the following information from the proposer:

- a. Overall size of the audit firm.
- b. Location and number of professional staff who will perform the engagement.
- c. Identification and qualifications of personnel to be assigned to the engagement, including:
 - i. Names and government audit experience of the partner in charge of the audit and other partners who will be assigned review or quality control functions.
 - ii. Names of the manager and other supervisory personnel who will be assigned to the engagement, including information about their government audit experience.
 - iii. Information on certification, licensure, and CPE training of each of the above.
 - iv. Information on membership in professional societies (e.g., AICPA, FICPA, FGFOA, GFOA, AGA) of each of the above.
 - v. Background and qualifications, including experience, of all other professional audit or other staff assigned to the engagement.

The GFOA Handbook also recommends that the RFP clearly set forth: (1) the circumstances in which the audit staff may be changed; (2) the need for new staff to meet the same level of qualifications; and (3) the entity's right to reject or approve replacements.

16. Requirement for auditors to furnish a statement that they meet the appropriate criteria for independence.

Auditors are required to maintain independence, both in fact and appearance, regarding audit clients. The GFOA Handbook suggests that the RFP require a formal statement from the proposers that they meet the guidelines for independence as set forth in applicable auditing standards.

17. Request for references from other entity clients.

The GFOA Handbook suggests that the RFP ask proposers to furnish the names of governments (preferably of similar type and size) for which they have recently performed similar audits, and contact information for those governments.

18. Request for information on the results of peer reviews.

*Government Auditing Standards*³⁷ require that auditors performing audits in accordance with those standards (in Florida, this includes local governmental entity financial audits conducted pursuant to Section 218.39, Florida Statutes) undergo external peer review at least once every 3 years. The GFOA Handbook recommends that the RFP ask proposers to provide the entity with a report on their most recent peer review, and whether it included a review of the quality of specific government audits. The RFP could also ask for the results of desk or field reviews of their audits by Federal or state agencies.

³⁷ *Government Auditing Standards* (2018 Revision) paragraph 5.84.

19. *Request for information on the status of any disciplinary actions undertaken against the firm.*

The GFOA Handbook recommends that the RFP request information on whether any disciplinary action has been taken against the firm at the Federal or state level and, if such action has been undertaken, the current status of the action. In Florida, certified public accountants may be subject to punishment for a misdemeanor committed pursuant to Section 473.322(2), Florida Statutes, or to disciplinary action by the Florida State Board of Accountancy pursuant to Section 473.323(3), Florida Statutes.

20. *Request for detailed information on the proposer's anticipated audit approach.*

The GFOA Handbook points out that, in addition to information regarding the proposer's qualifications, the proposer's audit approach should be evaluated to determine that the proposer has a sound understanding of the scope of the engagement and the entity's environment. Additionally, the entity needs assurance that the proposer will apply the appropriate level of effort needed to perform the engagement satisfactorily. The GFOA Handbook recommends that the RFP ask for the following types of information:

- a. The extent to which the firm proposes to employ statistical sampling techniques.
- b. The extent to which the firm proposes to employ analytical procedures.
- c. The manner in which the firm intends to segment the engagement.
- d. The hours of staff time at each level that will be devoted to each segment.
- e. The approach proposed for gaining and documenting the auditor's understanding of the entity's internal controls.
- f. The approach proposed for determining which laws and regulations should be tested for compliance.
- g. The method of drawing samples for tests of compliance.

21. *Requirements applicable to working papers and cooperation with other auditors.*

The GFOA Handbook recommends that the RFP clearly establish the period for retention of the auditors working papers by the auditor and parties who are allowed access to the working papers. In establishing the retention period, the entity should consider that *AICPA Professional Standards*³⁸ require financial statement auditors to retain "audit documentation of any nature" (this would include audit working papers) for at least 5 years after release of the audit report. This should be considered a minimum retention period in drafting an audit services contract. The GFOA Handbook also recommends that the RFP include provisions requiring accessibility to the working papers by Federal cognizant agencies; principal auditors, where component units are audited by other auditors; parties designated by the entity as part of an audit quality control review; and successor auditors for matters relating to continuing accounting significance.

22. *Policy toward joint proposals or the use of subcontracting.*

The use of subcontracting or joint ventures on the part of auditors can be a means for encouraging participation by smaller firms. The GFOA Handbook recommends that any subcontracting after the audit contract is awarded be subject to the entity's right to approve or reject subcontracting firms. Further, if joint proposals or subcontracting is allowed, the RFP should request proposers to identify the firm that will serve as the principal auditor.

23. *Right to reject proposals, demand additional information, and use unsuccessful proposals.*

The GFOA Handbook recommends that the RFP indicate that the entity:

- a. Retains the right to reject any or all proposals.
- b. Retains the right to request additional information from proposers and failure to provide

³⁸ *AICPA Professional Standards*, AU-C Section 230.17.

- the information could result in rejection of a proposal.
 - c. Reserves the right to retain proposals and use ideas from them.
 - d. Is not obligated in any manner to reimburse firms for costs incurred in connection with responding to the RFP.
24. *Any additional language to meet the requirements of applicable laws and regulations.*

The GFOA Handbook suggests that the entity be aware of and include any specific language required by law or regulation.

Use and Elements of Audit Services Contract

Legal Requirements

Section 218.391(7), Florida Statutes, requires that every procurement of audit services be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. An engagement letter signed and executed by both parties constitutes a written contract. The written contract shall include, at a minimum, the following:

- A provision specifying the services to be provided and fees or other compensation for such services.
- A provision requiring that invoices for fees and other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.
- A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. Section 218.391(8), Florida Statutes, provides that written contracts may be renewed (pursuant to renewal periods specified in the contract) without the use of auditor selection procedures and that such renewals shall be in writing.

Nonmandatory Guidance

The audit services contract is a legally binding agreement that should be prepared and reviewed with the advice of legal counsel. The GFOA Handbook³⁹ suggests that the written agreement incorporate by reference the terms of the RFP and specific language regarding the understanding between the entity and the auditors. The entity should also be careful to ensure that the written agreement terms are consistent with the terms of the successful proposal.

- **Engagement Letter.** While Section 218.391(7), Florida Statutes, authorizes the use of an engagement letter as an audit services contract, if it is signed by both parties, the use of an engagement letter does not relieve the need to include all provisions that would constitute a good contract and protect both the entity and the auditor.
- **Required Contract Elements.** As indicated above, there are certain legally required elements that must be included in the audit services contract. Additional guidance for each of these elements follows:
 - *Services to be provided and fees or other compensation (Section 218.391(7)(a), Florida Statutes).* AICPA Professional Standards⁴⁰ indicate that agreed upon terms of the audit engagement should include, among other things, the objective and scope of the audit, the responsibilities of the auditor, and the responsibilities of entity management. AICPA Professional Standards⁴¹ also suggest elaborating on the scope of the audit, to include reference to applicable legislation, regulations, generally accepted auditing standards, and ethical and other pronouncements of professional bodies to which the auditor adheres. Florida law and the Rules of the Auditor General include several requirements that impact the

³⁹ GFOA Handbook, Chapter 6, page 85.

⁴⁰ AICPA Professional Standards, AU-C Section 210.10.

⁴¹ AICPA Professional Standards, AU-C Section 210.A24.

scope of the audit in addition to the required auditor's reports on the financial statements and State and Federal programs. Specifically addressing these requirements in the contract helps to preclude any subsequent misunderstandings regarding the auditor's responsibilities.

- *Invoices for fees and other compensation in sufficient detail to demonstrate compliance with the contract (Section 218.391(7)(b), Florida Statutes).* AICPA Professional Standards⁴² suggest that the basis on which fees are computed and any billing arrangements be included in the engagement letter (contract). The basis for payment may vary from a lump sum arrangement to specific rates to be paid for the services of specific employees or categories of employees of the audit firm and reimbursement for specific costs, such as travel, incurred in connection with the engagement. The level of detail on the invoice sufficient to demonstrate compliance with the terms of the contract will vary according to the basis for payment. In the case of a fixed fee contract, the basis for payment should be clearly defined within the audit services contract. If the contract identifies certain employees for which the firm will be paid at specified hourly rates, the contract should require invoices that indicate the numbers of hours worked by each employee and application of the appropriate rates. If the contract provides for reimbursement for certain actual costs, the contract should require invoices that demonstrate the costs actually incurred by the firm in the form of receipts or similar documentation.
- *Contract period, renewals, and termination (Section 218.391(7)(c), Florida Statutes).* The contract must specify the number of years for which it will be in effect, including any options for renewal on the part of the entity. The law does not prescribe a maximum term for an audit services contract or a maximum number of renewal periods. Once the contract period, including renewals, has expired, any further required audit services must be subjected to the auditor selection law as required by Section 218.391, Florida Statutes.

The GFOA's Best Practice: *Audit Procurement* recommends that governmental entities enter into multiyear agreements of at least 5 years in duration when obtaining the services of an independent auditor. The GFOA points out that such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit and can also help reduce audit costs by allowing auditors to recover certain "start-up" costs over several years, rather than a single year. The appropriate length for the audit services contract is left to the judgment of the entity. However, as the auditor selection process established by law is intended to ensure selection of a qualified auditor and satisfactory audit effort, entities should avoid establishing excessive contract periods.

- Additional Contract Elements. Additional elements that are recommended by the GFOA Handbook⁴³ to be made a part of the audit services contract include:
 - An independence assertion by the auditor.
 - Language describing the actions to be taken in the event of a disagreement as to whether certain procedures are within the scope of the contract.
 - Provisions to assure the availability of the auditor's services to aid the entity in the defense of claims that may arise as the result of audit work.
 - Language concerning opportunities for socially and economically disadvantaged individuals (such language may be required by law or regulation).
 - Clarification of the auditor's duty to maintain the confidentiality of certain sensitive information.

⁴² AICPA Professional Standards, AU-C Section 210.A24.

⁴³ GFOA Handbook, Chapter 6, pages 85 through 87.

- Provisions establishing the entity's rights to terminate the contract and the procedures for doing so.
- Stipulation as to how the value of the auditor's work is to be determined if the engagement is terminated prior to completion.
- Language establishing the auditor's sole liability for claims arising from the auditor's performance of the engagement.
- Language requiring both the entity and the auditor to attempt to resolve disputes amicably.
- Language requiring formal notification to the other party in the event of a disagreement (e.g., a disagreement over the scope of the audit) and indicating what is to be considered notification in such instance (e.g., registered mail).
- Language specifying how the terms of the contract can be waived or modified.
- Language clarifying that the contract's separate provisions are to stand alone, so that a failure to meet one provision does not nullify the entire contract.
- A requirement for the auditor to obtain insurance coverage.
- A prohibition against the auditor's delegating or subcontracting audit work without the entity's permission.

In developing audit contracts, entities should consider an article⁴⁴ titled *Contract Issues for Governmental Audits* that was jointly developed by the AICPA and GFOA to educate governments and their auditors about clauses in contracts and engagement letters in the governmental environment that may not meet *AICPA Professional Standards* and that may create uncertainty about the auditor's independence.

As shown above, different professional organizations have placed varying emphasis on the contents of the contract for audit services. Entity management must determine the most appropriate provisions for a contract in a given set of circumstances. The specific elements and language to be included within a contract will ultimately be a matter of agreement between the entity and the audit firm.

⁴⁴ A link to this article is provided on the AICPA's Web site at www.aicpa.org/search.html?source=AICPA&q=Contract+Issues+for+Governmental+Audits.

Appendix A - Auditor Selection Law

218.391 Auditor selection procedures.

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. 218.39.

(2) The governing body of a county, municipality, special district, district school board, charter school, or charter technical career center shall establish an auditor selection committee.

(a) The auditor selection committee for a county must, at a minimum, consist of each of the county officers elected pursuant to the county charter or s. 1(d), Art. VIII of the State Constitution their respective designees, and one member of the board of county commissioners or its designee.

(b) The auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center must consist of at least three members. One member of the auditor selection committee must be a member of the governing body of an entity specified in this paragraph, who shall serve as the chair of the committee.

(c) An employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may not serve as a member of an auditor selection committee established under this subsection; however, an employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity.

(d) The primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. 218.39; however, the committee may serve other audit oversight purposes as determined by the entity's governing body. The public may not be excluded from the proceedings under this section.

(3) The auditor selection committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the auditor selection committee, and negotiate a contract, using one of the following methods:

- (a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.
- (b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.
- (d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.
- (5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. 218.39 and the needs of the governing body.
- (6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.
- (7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services.
- (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.
- (c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.
- (8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.
- (9) If the entity fails to select the auditor in accordance with the requirements of subsections (3)-(6), the entity must again perform the auditor selection process in accordance with this section to select an auditor to conduct audits for subsequent fiscal years.

History.--s. 65, ch. 2001-266; s. 1, ch. 2005-32; s. 15, ch. 2019-15.

Appendix B - Questions and Answers

General

1. **Question:** Are the auditor selection requirements of Section 218.391, Florida Statutes, to be applied whenever a local governmental entity (entity) contracts with a CPA firm for any audit services?

Answer: No. Section 218.391, Florida Statutes, applies only to contracting for the financial audit required by Section 218.39, Florida Statutes. However, the use of selection procedures provided for in Section 218.391, Florida Statutes, and other Federal, State, or local laws is advisable when contracting for any audit services.

2. **Question:** Is there a legal requirement or recommendation for mandatory rotation of auditors after a specified number of years or at the end of an audit services contract?

Answer: No. Unless the entity has established its own mandatory auditor rotation requirement, there is no legal requirement for the mandatory rotation of auditors. The current auditor may be included in the auditor selection process at the end of the current audit services contract.

The GFOA's Best Practice: *Audit Procurement* provides "While there is some belief that auditor independence is enhanced by a policy requiring that the independent auditor be replaced at the end of the audit contract ... the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory auditor rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory."

3. **Question:** If an entity is satisfied with the existing auditor and can negotiate acceptable fees, can the contract for financial audit services be renewed without going through the auditor selection procedures required by Section 218.391, Florida Statutes?

Answer: A contract for financial audit services can be renewed only as provided in the contract, which is required to include a provision specifying the contract period, including renewals.

4. **Question:** Are the auditor selection procedures required to be used only when an entity decides to change auditors or initiate a request for proposals process?

Answer: No. The revised auditor selection procedures are required to be followed when an audit contract period expires. The audit contract is required to include a provision specifying the contract period, including renewals.

5. **Question:** Chapter 2019-15, Laws of Florida, effective July 1, 2019, amended Section 218.391(2), Florida Statutes, to revise the requirements for establishing the auditor selection committee and appointing committee members. Does this impact an audit services contract that was in effect at July 1, 2019?

Answer: No. An audit services contract that was in effect at July 1, 2019, can remain in effect through the end of the original contract term, including renewals. Entities are required to comply with the new auditor selection committee requirements for auditor selection procedures initiated after July 1, 2019.

6. **Question:** Are audit services contracts required to include renewal option provisions?

Answer: No. The contract is not required to include a renewal provision; however, a contract cannot be renewed in the absence of such a provision.

7. **Question:** Is there a minimum or maximum number of years that an audit contract must cover?

Answer: No. The audit services contract must specify a contract period including renewals, but the law does not specify a minimum or maximum number of years that an audit services contract must cover. This is left to the discretion of the entity and is a matter of agreement between the entity and the audit firm. The entity should use prudent business practices in establishing the contract period.

8. **Question:** Section 218.391(4)(c), Florida Statutes, provides that a governing body may select a firm recommended by the auditor selection committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method. Which specific provisions of the law may be considered nonmandatory under this provision by the application of an alternative methodology?

Answer: Regardless of the negotiation method used, an entity's governing body must establish an auditor selection committee pursuant to Section 218.391(2), Florida Statutes, and the auditor selection committee must perform its functions in accordance with the requirements of Section 218.391(3), Florida Statutes. Regardless of the method used to select the audit firm, compensation may not be the sole or predominant factor used to select the firm (Section 218.391(3)(d) and (4)(c), Florida Statutes).

9. **Question:** Can an auditor selection committee ratify, after the fact, a request for proposal previously developed and issued by City personnel or City personnel's evaluation and ranking of proposals submitted by interested firms?

Answer: No. Pursuant to Section 218.391(3), Florida Statutes, the auditor selection committee is required to create (and provide interested firms with) a request for proposals and to evaluate and rank proposals submitted by interested firms. An auditor selection committee's statutorily prescribed duties may not be delegated to a subordinate or other entity absent statutory authorization (see Attorney General Opinion 2012-31).

10. **Question:** Can an entity select an auditor to conduct a financial audit pursuant to Section 218.39, Florida Statutes, by piggybacking off of another entity's audit contract?

Answer: No. Pursuant to Section 218.391(2), Florida Statutes, an entity seeking such audit services must establish an auditor selection committee and the committee must apply the auditor selection procedures prescribed by Section 218.391(3), Florida Statutes. This law does not include a provision that would allow for piggybacking, and an auditor selection committee's statutorily prescribed function may not be delegated to a subordinate or other entity absent statutory authorization (see Attorney General Opinion 2012-31).

11. **Question:** Are auditor selection committee meetings subject to the Sunshine Law (Section 286.011, Florida Statutes)?

Answer: Yes. Auditor selection committee meetings are subject to the Sunshine Law (i.e., noticing meetings and keeping minutes for all meetings) because the committee is not just fact-finding in nature but also makes decisions in ranking proposals and recommending to the governing body firms deemed to be the most highly qualified to perform the auditing services. See discussion regarding application of the Sunshine law to advisory boards in Part I, Section B.1, of the Attorney General's Government-in-the-Sunshine Manual.

Auditor Selection Committee

12. **Question:** Section 218.391(2)(a), Florida Statutes, provides that the auditor selection committee for a county must, at a minimum, consist of each of the county officers elected pursuant to the county charter or Article VIII, Section 1(d) of the State Constitution or their respective designees and one member of the board of county commissioners or its designee. May a county officer (i.e., clerk of the court, sheriff, property appraiser, tax collector, supervisor of elections, or any other such officer in whom any portion of the fiscal duties of the such officers are under law separately placed)

designate an employee of the county officer to serve in place of the county officer on the county's auditor selection committee?

Answer: Pursuant to Section 218.391(2)(c), Florida Statutes, an employee of a county cannot serve on the county auditor selection committee. The term "employee" is not explicitly defined for purposes of applying this law; however, the term "county" as used in Section 218.391(2)(a), Florida Statutes, encompasses county officers and the board of county commissioners, indicating that the legislature intended the restriction imposed by Section 218.391(2)(c), Florida Statutes, to apply to employees of a county officer or of the board of county commissioners. Accordingly, a county officer may not designate an employee of a county officer to serve in place of the county officer on the county auditor selection committee. However, the employee may serve in an advisory capacity for the auditor selection committee.

13. **Question:** Section 218.391(2)(b), Florida Statutes, provides that the auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center must consist of at least three members, and one member must be a member of the governing body who must serve as the committee chair. Does this mean that only one member of the governing body may serve on the committee?

Answer: No. The committee can have as many members of the governing body as desired, but at least one member must be a member of the governing body who must be the committee chair.

Dependent Special Districts

14. **Question:** A dependent special district exceeds the audit threshold established by Section 218.39, Florida Statutes, and must provide for a financial audit requirement. Although the district is audited as part of a county or municipality pursuant to Section 218.39(3)(a), Florida Statutes, the district opts to also provide for a separate financial audit. Does the district have to select the auditor for the separate financial audit in accordance with Section 218.391, Florida Statutes?

Answer: No. As the district is not required to provide for a separate financial audit pursuant to Section 218.39, Florida Statutes, it is not required to follow the auditor selection procedures prescribed by Section 218.391, Florida Statutes. However, the use of such selection procedures is advisable to help ensure selection of a qualified auditor and satisfactory audit effort.

15. **Question:** A dependent special district exceeds the audit threshold established by Section 218.39, Florida Statutes, and must provide for a financial audit requirement. The district opts not to be audited as part of a county or municipality pursuant to Section 218.39(3)(a), Florida Statutes, but instead opts to provide for its own financial audit. Does the district have to select the auditor in accordance with Section 218.391, Florida Statutes?

Answer: Yes. As the district is required to provide for a financial audit pursuant to Section 218.39, Florida Statutes, it is required in this situation to follow the auditor selection procedures prescribed by Section 218.391, Florida Statutes.

16. **Question:** A dependent special district does not exceed the audit threshold established by Section 218.39, Florida Statutes; however, the district opts to provide for a financial audit. Does the district have to select the auditor in accordance with Section 218.391, Florida Statutes?

Answer: No. As the district is not required to provide for a financial audit pursuant to Section 218.39, Florida Statutes, it is not required to follow the auditor selection procedures prescribed by Section 218.391, Florida Statutes. However, the use of such selection procedures is advisable to help ensure selection of a qualified auditor and satisfactory audit effort.

Community Redevelopment Agencies

17. **Question:** A community redevelopment agency (CRA) exceeds the audit threshold established by Section 163.387(8), Florida Statutes, and must provide for its own financial audit. Does the CRA have to select the auditor in accordance with Section 218.391, Florida Statutes?

Answer: Yes. Chapter 2021-226, Laws of Florida, amended Section 218.39(1)(h), Florida Statutes, to include CRAs. Because Section 218.391, Florida Statutes, regarding auditor selection procedures applies to all audits conducted pursuant to Section 218.39, Florida Statutes, auditors conducting 2020-21 and subsequent fiscal year audits of CRAs must be selected pursuant to Section 218.391, Florida Statutes.

18. **Question:** A CRA provides for an audit required by Section 218.39, Florida Statutes, by being included in a county or municipality audit pursuant to Section 218.39(3)(a), Florida Statutes; however, the CRA is also required to provide for its own separate financial audit pursuant to Section 163.387(8), Florida Statutes. Can the auditor who conducted the county or municipality financial audit also conduct the separate CRA financial audit?

Answer: Yes. Section 163.387(8), Florida Statutes, does not specify how the CRA is to select an auditor to conduct the required audit and does not include any restrictions on the CRA's selection of an auditor. However, in deciding whether to use the auditor who conducts the CRA's parent entity (county or municipality) financial audit, the CRA should consider whether it would benefit from applying its own auditor selection procedures because, while the parent entity's auditor selection process was designed to find an auditor to conduct a financial audit of a county or municipality, the CRA's selection process should be designed to find an auditor to conduct a financial audit of the CRA. As CRAs are a unique type of local governmental entity, an auditor with the knowledge and experience needed to conduct an audit of a county or municipality may not necessarily have sufficient knowledge and experience needed to conduct an audit of a CRA.

Use of Compensation as Evaluation or Ranking Factor

19. **Question:** If compensation is used as one of the factors to evaluate firms and the governing body of an entity chooses to select a firm other than the auditor selection committee's highest-recommended firm and documents the reason for not selecting the highest-ranked firm pursuant to Section 218.391(4)(b), Florida Statutes, does the next ranked firm become the highest-ranked firm, requiring documentation as to the reason for nonselection, before a firm ranked lower than that firm can be selected?

Answer: The law does not specifically address this circumstance; however, it would be reasonable to conclude that justification is necessary and should be documented for the selection of any firm over a higher ranked firm.

20. **Question:** If compensation is used as one of the factors to evaluate firms and the governing body of an entity chooses to select a firm other than the auditor selection committee's highest-recommended firm pursuant to Section 218.391(4)(b), Florida Statutes, what documentation is required to justify selection of a firm other than the highest-ranked firm?

Answer: Required documentation as to the reason for not selecting the highest-ranked firm under Section 218.391(4)(b), Florida Statutes, is not described in the law. Such documentation could include a statement made by the governing body, possibly in the form of a resolution and included in the minutes of the governing body, describing the factors that caused the governing body to decide that selection of the next ranked firm was in the entity's best interest. Those factors might include inability to negotiate a satisfactory contract with the highest-ranked firm or information provided to the governing body subsequent to the ranking process. However, as specified in Section 218.391(4)(c), Florida Statutes, the decision to select a firm cannot be based on compensation as the sole or predominant factor.

21. **Question:** If compensation is used as a ranking factor, may the governing body also use the alternative method prescribed by Section 218.391(4)(c), Florida Statutes, to select the audit firm or must they use the method prescribed by Section 218.391(4)(b), Florida Statutes?

Answer: The alternative methodology referred to in Section 218.391(4)(c), Florida Statutes, may include the use of compensation as a ranking factor as long as compensation is not the sole or predominant factor used to rank proposals and select the firm.

22. **Question:** If compensation is 20 percent of the ranking criteria and all other factors are each less than 20 percent, is compensation then the predominant factor, or must it be predominant of all factors combined, i.e., greater than 50 percent of all combined?

Answer: “Predominant” is not defined in the law with respect to auditor selection. Certainly, weighting compensation at greater than 50 percent of all combined factors, would constitute “predominant.” Black’s Law Dictionary defines “predominant” as “Something greater or superior in power and influence to others, with which it is connected or compared.”

Noncompliance with Auditor Selection Law

23. **Question:** Pursuant to Section 218.391(9), Florida Statutes, if an entity fails to select the auditor in accordance with Section 218.391(3)-(6), Florida Statutes, the entity must again perform the auditor selection process in accordance with this section to select an auditor to conduct audits for subsequent fiscal years. Does Section 218.391(9), Florida Statutes, apply to a situation where an entity selects an auditor to conduct a financial audit required by Section 218.39, Florida Statutes, without use of an auditor selection committee appointed by the entity’s governing body?

Answer: Yes. An entity cannot comply with Section 218.391(3), Florida Statutes, unless the entity’s governing body has established an auditor selection committee to carry out the responsibilities prescribed by Section 218.391(3), Florida Statutes.

24. **Question:** An entity is notified that its auditor engaged to conduct a financial audit required by Section 218.39, Florida Statutes, was not selected in accordance with the requirements of Section 218.391(3)-(6), Florida Statutes. What should the entity do?

Answer: The entity should carefully review its auditor selection process to ensure compliance with Section 218.391(3)-(6), Florida Statutes. In doing so, the entity may want to consult with its legal counsel. If it is determined that the entity did not select the auditor in accordance with Section 218.391(3)-(6), Florida Statutes, the entity, at a minimum, must perform the auditor selection in accordance with Section 218.391, Florida Statutes, for the subsequent fiscal year audit as required by Section 218.391(9), Florida Statutes. However, if possible (e.g., an audit contract for the current fiscal year has not been executed, or if executed, can be legally terminated without significant financial costs, and there is sufficient time to reselect the auditor and comply with the audit report submittal deadline), the entity should reperform the auditor selection process for the current fiscal year audit.

25. **Question:** An auditor becomes concerned (e.g., through the process of responding to a request for proposal for audit services) that an entity may not be selecting an auditor to conduct a financial audit required by Section 218.39, Florida Statutes, in accordance with the requirements of Section 218.391(3)-(6), Florida Statutes. What should the auditor do?

Answer: The auditor should notify the entity’s governing body of the concern. The entity may not be aware of the Section 218.391, Florida Statutes, auditor selection requirements or that its auditor selection process is not in accordance with that law. At a minimum, the auditor’s notification should help ensure the entity’s future compliance with Section 218.391, Florida Statutes. Also, depending on the timing of the auditor’s notification, the entity may decide to reperform the auditor selection process. Auditors should also consider refraining from responding to a request for proposal for audit services from entities they know to be in violation of Section 218.391, Florida Statutes.

Appendix C - Auditor Selection and Auditor Selection Committee Resources

AICPA Audit Committee Effectiveness Center

(www.aicpa.org/forthepublic/auditcommitteeeffectiveness)

AICPA Professional Standards promulgated by the American Institute of Certified Public Accountants as of July 1, 2020.

Audit Management Handbook, Stephen J. Gauthier, Government Finance Officers Association (1989) (Note: Publication of this *Handbook* was discontinued several years ago as a result of 1996 changes to the Federal Single Audit Act and changes in GFOA policy; however, the references to the *Handbook* in this guidance are consistent with current GFOA policy.)

Choosing an External Auditor: A Guide to Making a Sound Decision, Mid-America Intergovernmental Audit Forum (May 2007)

(https://www.pdfFiller.com/100306568-Choosing_an_External_Auditorpdf-Selecting-performance-audit-topics-PSC-doa-alaska-)

GFOA's Best Practice: *Audit Procurement*, Government Finance Officers Association (www.gfoa.org/best-practices/internal-controls)

GFOA's Best Practice: *Audit Committees*, Government Finance Officers Association (www.gfoa.org/best-practices/internal-controls)

Government Accounting, Auditing, and Financial Reporting (2020), Government Finance Officers Association

Government Auditing Standards issued by the Comptroller General of the United States (www.gao.gov/yellowbook)

How to Avoid a Substandard Audit: Suggestions for Procuring an Audit (May 1988), National Intergovernmental Audit Forum (www.gao.gov/products/137493)

Public Procurement Guide for Elected and Senior Government Officials promulgated by the NIGP: Institute for Public Procurement (2016) (www.nigp.org/home/find-procurement-resources/elected-officials-procurement-guide)

Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XIV](#)

TAXATION AND FINANCE

[Chapter 218](#)

FINANCIAL MATTERS PERTAINING TO POLITICAL SUBDIVISIONS

[View Entire Chapter](#)

218.391 Auditor selection procedures.—

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. [218.39](#).

(2) The governing body of a county, municipality, special district, district school board, charter school, or charter technical career center shall establish an auditor selection committee.

(a) The auditor selection committee for a county must, at a minimum, consist of each of the county officers elected pursuant to the county charter or s. 1(d), Art. VIII of the State Constitution or their respective designees and one member of the board of county commissioners or its designee.

(b) The auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center must consist of at least three members. One member of the auditor selection committee must be a member of the governing body of an entity specified in this paragraph, who shall serve as the chair of the committee.

(c) An employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may not serve as a member of an auditor selection committee established under this subsection; however, an employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity.

(d) The primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. [218.39](#); however, the committee may serve other audit oversight purposes as determined by the entity's governing body. The public may not be excluded from the proceedings under this section.

(3) The auditor selection committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the auditor selection committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. [218.39](#) and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

- (a) A provision specifying the services to be provided and fees or other compensation for such services.
- (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.
- (c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

(9) If the entity fails to select the auditor in accordance with the requirements of subsections (3)-(6), the entity must again perform the auditor selection process in accordance with this section to select an auditor to conduct audits for subsequent fiscal years.

History.—s. 65, ch. 2001-266; s. 1, ch. 2005-32; s. 15, ch. 2019-15.

EXHIBIT "A"

RESOLUTION No. 2014-10-91

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, CREATING A CITY OF PALATKA AUDIT COMMITTEE TO IMPLEMENT CONTROLLING STATE LAW; PROVIDING FOR THE COMMITTEE'S PURPOSE, MEMBERSHIP, TERMS, DUTIES, RESPONSIBILITIES AND MEETINGS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Chapter 218, Part III, *Florida Statutes*, contains the *Uniform Local Government Financial Management and Reporting Act*; and

WHEREAS, Section 218.391, *Florida Statutes*, provides that each local government shall establish an audit committee to assist the governing body in selecting an auditor to conduct the annual financial audit required by Section 218.39, *Florida Statutes*; and

WHEREAS, the City of Palatka has complied with all requirements and procedures of Florida law in processing and advertising this Resolution; and

WHEREAS, the foregoing whereas clauses are hereby adopted as the legislative findings of the City Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, as follows:

Section 1. Creation of City Audit Committee: Purpose.

(a.) There is hereby established a City of Palatka Audit Committee to be composed of members appointed by the City Commission.

(b.) The purpose of the Audit Committee is to serve in an advisory capacity to the City Commission in the selection of an auditor to conduct the City's annual financial audit and for other purposes as directed by City Commission.

Section 2. Membership.

(a.) *Members of Initial Audit Committee.* The initial Audit Committee shall consist of five (5) members, one each appointed by each city commissioner and one appointed by the Mayor/Commissioner. The initial term for the members appointed by Commissioners Group 2, Group 4 and the Mayor/Commission shall be for two years, ending June 30, 2016, with subsequent terms being four-year terms. The initial term for the members appointed by Commissioners Groups 1 and 3 shall be four years, ending June, 30, 2018, with subsequent terms being four-year terms.

(b.) *Members of future audit committees* shall be selected based upon their eligibility, qualifications and willingness to serve whenever a vacancy exists; provided however, that the City Commission may elect to serve as the Committee by resolution approved at any City Commission meeting, or may appoint as many of its members or City Staff to the Committee as it deems appropriate in its sole discretion.

(c.) *Eligibility.*

(1.) All members of the Audit Committee shall be City residents, or current or former employees or principals of financial institutions, accounting, auditing or investment firms doing business within the City, who do not have any direct financial or business interests involving the City.

(2.) All members should, through education and experience, possess a basic understanding of government financial reporting and auditing, or related financial management expertise that is specifically relevant to the government sector.

(d.) *Appointments.* Members of the Audit Committee, who are not sitting City Commissioners, shall be appointed by the City Commission for terms that are established as set forth in this resolution.

Section 3. Duties and Responsibilities.

(a) The Audit Committee shall assist the City Commission in selecting an auditor, in accordance with the provisions of Section 218.391, *Florida Statutes*, to conduct the City's annual financial audit required by Section 218.39, *Florida Statutes*, more specifically:

(b) The Audit Committee shall:

- (1) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.
- (2) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.
- (3) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.
- (4) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (1) above, it shall not be the sole or predominant factor used to evaluate proposals.
- (5) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (1) above. If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(c) The Audit Committee shall monitor the annual City audit and the processes relating to the performance of the annual City audit, review the financial statements prior to completion of the annual City audit, review the results of the annual City audit, evaluate management's proposed corrective action plans to any comments by the City auditors, monitor those action plans, and evaluate the City auditors performance and such other performance matters as may be appropriate.

(d) The Audit Committee shall perform such other duties as assigned by City Commission from time-to-time by adoption of a resolution.

(e) All future Audit Committees shall have the duties and responsibilities set forth in this Section.

Section 4. Meetings.

(a) The Audit Committee shall meet as often as necessary in order to adequately accomplish its duties.

(b) All meetings shall be advertised and conducted in accordance with Florida's Open Meeting Laws.

Section 5. Future Implementing Actions.

- (a) The City Manager is assigned the responsibility to take any and all necessary administrative actions that may be desirable or necessary to implement the actions of the Committee to be taken pursuant to the provisions of this Resolution.
- (b) The City Attorney is instructed to assist the Audit Committee and the City Manager in the implementation of this Resolution.

Section 6. Effective Date. This Resolution shall take immediate effect upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 26th day of June, 2014.

CITY OF PALATKA


By: Its MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM
AND CORRECTNESS:


CITY ATTORNEY

RESOLUTION No. 2016 – 12 - 60

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AMENDING THE MEMBERSHIP AND TERMS OF THE CITY OF
PALATKA AUDIT COMMITTEE AND PROVIDING AN
EFFECTIVE DATE**

WHEREAS, Chapter 218, Part III, *Florida Statutes*, contains the *Uniform Local Government Financial Management and Reporting Act*; and

WHEREAS, Section 218.391, *Florida Statutes*, provides that each local government shall establish an audit committee to assist the governing body in selecting an auditor to conduct the annual financial audit required by Section 218.39, *Florida Statutes*; and

WHEREAS, during regular session on June 26, 2014, the Palatka City Commission adopted Resolution No. 2014-10-91 (**Resolution – see Exhibit A attached hereto**) creating a City of Palatka Audit Committee to implement controlling state law, which provided for the committee's purpose, membership, terms, duties, responsibilities and meetings; and

WHEREAS, *Section 2* of said **Resolution** set forth the membership of initial and future audit committees; and

WHEREAS, *Section 2 (b)* of said **Resolution**, entitled *Members of future audit committees*, provided that the City Commission may elect to serve as the future Committee by resolution approved at any City Commission meeting, or may appoint as many of its members or City Staff to the committee as it deems appropriate in its sole discretion; and

WHEREAS, the City Commission now deems it appropriate and in the best interest of the City to elect to serve as the members of the City of Palatka Audit Committee; and

WHEREAS, the foregoing whereas clauses are hereby adopted as the legislative findings of the City Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, as follows:

Section 1. That the City Commission hereby elects to serve and appoints its members to serve as the members of the City of Palatka Audit Committee;

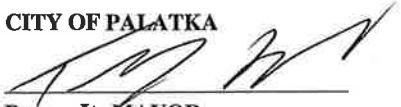
Section 2: That terms for Committee members are to coincide with the terms of office of those members of those particular members of the Palatka City Commission holding the office of Commissioner Group 1, Commissioner Group 2, Commissioner Group 3, Commissioner Group 4 and Mayor Commissioner, each term being four (4) years, ending December 31st of the year of election for Commissioner Groups 1 & 3 or Commissioner Groups 2 & 4 and Mayor/Commissioner.

Section 3: That all provisions of Resolution No. 2014-10-91, a copy of which is attached hereto and incorporated herein, which are not in conflict with this Resolution shall be and remain in full force and effect

Section 4. That this Resolution shall take immediate effect upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 8th day of September, 2016.

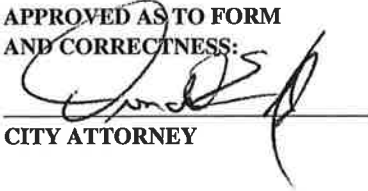
CITY OF PALATKA

By:  Its MAYOR

ATTEST:


CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**


CITY ATTORNEY

ORDINANCE NO. 2025-55

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE AND AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: CHAPTER 34. FIRE PREVENTION AND PROTECTION, CHAPTER 46 OFFENSES AND MISCELLANEOUS PROVISIONS, CHAPTER 50. PARKS AND RECREATION, CHAPTER 82. TRAFFIC AND VEHICLES, CHAPTER 86. UTILITIES, AND CHAPTER 95. ADMINISTRATIVE FEES; PROVIDING FOR CONFLICT, SEVERABILITY, EFFECTIVE DATE, AND SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka annually modifies its fee schedule within Appendix A of the City's Code of Ordinances to reflect the changes the City will adopt in the new fiscal year's budget; and

WHEREAS, an exemption to the requirement for a business impact estimate exists for Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget Fla. Stat. 166.041(4)(c)3; and

WHEREAS, the City deems it in the best interest of its citizens to have one place in the code section for registration of vacant structures and foreclosed, blighted, unsecured, or abandoned structures.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section I. The certain portions of the City of Palatka Municipal Code designated as Sec. 30-214 and Sec. 30-215 are hereby amended as follows:

Section II. Appendix A, Chapter 34. Fire Prevention and Protection, Chapter 46 Offenses and Miscellaneous Provisions, Chapter 50. Parks And Recreation, Chapter 82. Traffic and Vehicles, Chapter 86. Utilities, and Chapter 95. Administrative Fees shall be and the same is hereby amended to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section III. All ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section III. If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section IV. This Ordinance shall take effect upon its passage as provided by law.

Section V. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section VI. SCRIVENER'S ERRORS: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 10th day of September, 202.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 25th day of September 2025.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Coding: Words in ~~strikeout~~ type are deletions from existing text.
 Words in underline type are additions.

APPENDIX A FEE SCHEDULE

The various fees and charges referred to in the Code are set out in the following schedule:

Chapter 1. General Provisions

§ 1-11(a). Court costs assessment for use in law enforcement education and training programs \$2.00

Chapter 10. Alcoholic Beverages

§ 10-1. Alcoholic beverages, scope and applicability.

(a) Alcohol beverage license administrative review fee \$100.00

(Ord. No. 14-25, § III, 9-25-2014; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

Chapter 14. Animals

§ 14-12. Fees for redemption of impounded cats or dogs in heat (estrus) to be charged in addition to the per day impoundment fees under subsection 14-96(a) \$65.00

§ 14-67. Annual fee for certification of registration for a dog classified as dangerous, \$250.00

§ 14-96. Impoundment and redemption fees.

(a) *Impoundment.* A fee of \$10.00 shall be charged to the owner for each day, or fraction thereof, of impoundment, for feeding and caring for such animal. The city manager shall have the discretion to waive any portion or all of the impoundment fee if the animal would otherwise be destroyed.

(b) *Redemption from impoundment.*

(1) First redemption by the owner within calendar year \$25.00

(2) Second redemption by the owner within calendar year \$45.00

(3) Each redemption by the owner thereafter within calendar year \$65.00

§ 14-97. Deposit for redemption of unvaccinated animal \$30.00

(Ord. No. 14-25, § III, 9-25-2014)

§ 14-98. Adoption fee for impounded animal redeemed by person other than owner, when animal already sterilized and vaccinated \$20.00

§ 14-121. Redemption Fees for quarantine of rabid animal (bite cases) to be charged in addition to the per day impoundment fees under subsection 14-96(a):

(a) Redemption from impoundment to quarantine (first offense) \$25.00

(b) Redemption from impoundment to quarantine (second and subsequent offenses) \$50.00

(Ord. No. 98-27, § 1, 12-15-1998; Ord. No. 10-33, § 8, 12-9-2010)

Chapter 18. Buildings and Building Regulations

§§ 18-268 through 18-348. Reserved.

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Editor's note(s)—Ord. No. 2023-21, § IV(Exh. A), adopted Sept. 28, 2023, repealed §§ 18-268—18-348, which pertained to Buildings and Building Regulations fees and derived from (Ord. No. 07-11, § I, adopted May 24, 2007; Ord. No. 13-41, § I, adopted Sept. 26, 2013; Ord. No. 14-28, § 20, adopted Oct 23, 2014.

Chapter 22. Cemeteries

§ 22-4. Prices for lots and permits in city cemeteries:

- (1) Adult lot (5 ft. × 10 ft.) \$750.00*/**
- (2) Infant or cremains-only lot (2.5 ft. × 5 ft.) \$375.00*/**
- (3) Burial permit \$150.00***
- (4) Burial permit when permit is not obtained prior to burial \$300.00****
- (5) Site marking fee \$25.00
- (6) Monument fee \$25.00
- (7) Document and administration fee \$70.00

* Plus applicable doc stamps and recording fees, to be collected at time of lot sale.

** Cremains may be interred in an adult or infant lot or cremains-only lot, or in an existing adult or infant gravesite at the head or foot of the casket, or in addition to an existing urn in a cremains-only lot.

*** All burial permit requests shall be made at least one full business day prior to burial preparation during regular cemetery office hours.

**** Fee may be reduced by the city manager in emergency situations.

(Ord. No. 07-17, § II, 9-28-2007; Ord. No. 13-41, § II, 9-26-2013; Ord. No. 07-17, § II, 9-28-2007; Ord. No. 13-41, § II, 9-26-2013; Ord. No. 14-17, § 3, 7-10-2014; Ord. No. 15-38, § VII, 10-22-2015; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Chapter 34. Fire Prevention and Protection

Value of construction for permits will be determined by the most recent publishing of the ICC Building Valuation Data, which estimates per square foot value according to the type of construction and building use. Building use shall be based on the predominant occupancy classification for the majority of the structure per floor.

Fire Prevention Building Permit Fees	
New construction and major renovation value of the predominate occupancy classification, multiplied by the total square footage of the structure under the roof, multiplied by 0.15% (min. fee \$100.00) This includes all applicable fire safety inspections necessary for completion of project (Reinspection fees below)	Includes alarm sprinkler system, fire flow water systems and hood suppression systems on the project. Unless submitted as separate permits. Applied to new construction and major renovation of stand-alone primary use structures of a commercial nature. Included are apartments, condominiums, resorts, stores, offices, restaurants, and industrial occupancies.
Minor renovations and change use value of the actual work being done, multiplied by 0.15% (Min. fee \$100.00) This includes all applicable fire safety inspections	Includes alarm, sprinkler system, fire flow water systems and hood suppression systems on the project. Unless submitted as separate permits. Applied to minor renovations and change of use of

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necessary for completion of project. (Reinspection fees below)	structures of a commercial nature. Included are apartments, condominiums, resorts, stores, offices, restaurants, and industrial occupancies.
Fire Prevention Reinspection Fees	
First reinspection	\$ 50.00
Second reinspection	\$ 80.00
Additional reinspection	\$100.00
Nuisance alarm fee (more than two calls, same issue, within 12 months)	\$150.00
Fire Prevention Stand-Alone Permits	
Fire alarm permit—FACP and up to 20 devices (incl. two site inspections)	\$100.00
Additional devices over 20	\$1.50/device
Reinspection fees shall be accrued according to the reinspection section of this schedule where the inspections exceed the two-trip limits	
Fire sprinkler system permit (incl. three site inspections for a single riser and up to 50 heads)	\$125.00
Additional sprinkler heads	\$1.00 (per sprinkler head)
Additional sprinkler risers	\$50.00 (per sprinkler riser)
Reinspection fees shall be accrued according to the reinspection section of this schedule where the inspections exceed the three-trip limits.	
Hood and suppression system (incl. two site inspections)	\$100.00 (<u>per hood</u>)
Reinspection fees shall be accrued according to the reinspection section of this schedule where the inspections exceed the three-trip limits.	
Gas/fuel systems (incl. three site visits and up to five gas convenience outlets)	\$100.00
Additional gas convenience outlet	\$10.00 (per outlet over five)
Eight or more outlets may require an emergency management review based on location	\$50.00
Reinspection fees shall be accrued according to the reinspection section this schedule where the inspections exceed the three-trip limits.	
<u>Underground fire line inspection</u>	<u>\$50.00</u>
<u>Fire pump inspections</u>	<u>\$50.00</u>
Special Permits (All Include 1 Site Visit Where Applicable)	
Sign permits	\$50.00
Tents and membrane structures	\$50.00
Fireworks sales (temporary)	\$50.00
Fireworks sales (wholesale or retail)	\$50.00/year
Fireworks displays	\$50.00 + stand-by fee
Fire stand-by fee*	\$75.00 + \$50.00/hr. (two-hour min.)
Explosives (blasting operations)	\$50.00/event

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APPENDIX A FEE SCHEDULE

Explosives (blasting operations) annual	\$250.00/year
Explosives (manufacture, sale, storage)	\$50.00/year
Mobile food service vendors	\$50.00/event
Mobile food service vendors	\$250.00/year
* Fire stand-by fee includes one engine and two firefighter II personnel. Stand-by time for calculating purposes includes 30 minutes prior to and 30 minutes after the event for set-up and break-down time.	

(Ord. No. 19-06, § I(Exh. 1), 2-14-2019; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Chapter 46. Offenses and Miscellaneous Provisions

§ 46-163. Fee for redemption of abandoned shopping cart impounded by city.

- (a) Redemption fee under section 46-163(a): \$10.00 for each cart to cover minimal retrieval cost and, in addition thereto, \$0.50 per day for storage for each cart.
- (b) Redemption fee under section 46-163(b): \$10.00.

§ 46-191. School Zone Safety

(a) Citation fee - \$100.00

(b) Administrative hearing cost if found guilty of offense \$100.00

(c) Cancellation of hearing fee - \$50.00

(d) Uniform Traffic Citation fee - \$303.00 - Fee when violator fails to pay the citation and the citation is turned into a uniform traffic citation. Violator pays \$100.00 citation cost and a \$203.00 admin fee to the Clerk of the Court.

Chapter 50. Parks and Recreation

§ 50-150. Special permits—Fees.

- a. Park permits—See section 50-281, special events schedule of fees.
- b. Rentals (all rental fees include tax).
 - i. Booker Park Pavilion and kitchen (hours of operation 9:00 a.m.—~~8:30~~6:00 p.m.)**
 - 1. Full day \$250.00**
 - 2. +Requires, cleaning fee minimum \$50.00
 - ii. ~~Price Martin Community~~ Center (hours of operation 9:00 a.m.—~~10:30~~10:00 p.m.)**
 - 1. Per hour ~~\$60.00~~70.00* 3 hour minimum required.
 - 2. ~~Full day~~\$450.00**+
 - 3. +Requires, cleaning fee minimum \$50.00
 - iii. Bronson House (hours of operation 9:00 a.m. - 10:00 p.m.)***

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1. Per hour \$100.00*
 2. Full day \$800.00***
 3. +Requires, cleaning fee minimum \$75.00
- iv. Any park gazebo, picnic pavilion or open space, rental only (hours of facility rental operation 8:00 a.m. - 6:00 p.m.)*
1. Per hour \$20.00
 2. Full day \$150.00
 3. +Requires, cleaning fee minimum \$25.00
- v. Forrester, Fred Green and Shaw Buck Ballfields (hours of operation 9:00 a.m. - 8:30 p.m.)
1. Monday—Friday per day \$75.00*
 2. Saturday, Sunday \$150.00*
 3. +Requires, cleaning fee minimum \$25.00
- vi. ~~River Center (hours of operation 9:00 a.m.—10:30 p.m.)**~~
1. ~~Meeting room, per hour \$40.00*~~
 2. ~~Building and roof, per hour (not to include lobby during operating hours) \$100.00**~~
 3. ~~Rooftop, per hour (not to include lobby during operating hours) \$50.00**~~
 4. ~~Building and roof, full day (not to include lobby during operating hours) \$650.00**~~
 5. ~~+Requires, cleaning fee minimum \$50.00~~
- vii. Jenkins Community Center (hours of operation 9:00 a.m.—~~10:30~~10:00 p.m.)
1. Multipurpose room, per hour \$60.00 3 hour minimum required.
 2. ~~Multipurpose room, full day \$450.00**~~

* Requires \$50.00 deposit.

** Requires \$250.00 deposit

*** Requires \$300.00 deposit

+Requires \$50.00 cleaning fee minimum

++ Early access rate is \$25.00 per hour maximum of two hours

In the event additional treatment, excessive cleaning, facility tables and chairs are not broken down and put up and/or damage repairs are required to return the facility to its operating opening state, an additional fee will be assessed prior to release of the deposit. Additional fee for cleaning services would be \$25.00/hr.

The City of Palatka reserves the right upon review to require the presence of one or more police officers at a cost of ~~\$34.00~~ \$45.00 an hour per officer during any event.

(Ord. No. 13-41, § III, 9-26-2013; Ord. No. 14-25, § IV, 9-25-2014; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

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§ 50-281. Division 4—Special events schedule of fees.

Attendance is based upon historical data. In a case where no historical data is available, the minimum fee shall be based on the lowest per day fee. Attendance formula means the total attendance divided by the number of days of operation.

Permit fees—Per day:

Attendance Rate	Permit Fee
"Class A" permit fee per day attendance of 5'000 plus	400.00 \$500.00
"Class B" permit fee per day attendance of 1'001 to 5,000	300.00 \$400.00
"Class C" permit fee attendance of 101 to 1,000	100.00 \$200.00
"Class D" permit fee attendance of 10 to 100	\$50.00 \$100.00

Note: School district events occurring on school district property are exempt from application fees but not from fees for service.

Daily fees for special events with an estimated attendance of more than 30,000 for any one day shall be set by the city commission.

Fees for services provided by city personnel:

The following fees are for police and fire personnel, and the building inspector assigned to special duty to provide security services for all special events:

Police personnel	\$45.00 per hour (two-hour minimum)
Fire personnel	\$45.00 per hour (two-hour minimum)
Building inspector	\$45.00 per hour (two-hour minimum)
Public works personnel	\$45.00 per hour (two-hour minimum)
Community affairs personnel	\$45.00 per hour (two-hour minimum)

(Ord. No. 03-23, Art. IV, 10-23-2003; Ord. No. 13-41, § III, 9-26-2013; Ord. No. 14-02, § II(Exh. B), 1-9-2014; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022)

Chapter 54. Planning

§ 54-78. Historic districts.

- (a) Historic district certificate of appropriateness \$350.00
- (b) Historic district certificate of appropriateness (after the fact) \$500.00
- (c) Historic district certificate of appropriateness (administrative review) \$50.00
- (d) Historic district creation/expansion No fee

(Ord. No. 14-25, § VI, 9-25-2014; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

Chapter 62. Signs

§ 62-49. Sign permit fees.

- (a) Cost valuation with minimum permit fee of \$100.00

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- (b) Additional fees include: Plan review and any additional required inspections (i.e. footing and electrical)
 - (c) An electrical permit will be required if illuminated
- (Ord. No. 07-11, § I, 5-24-2007; Ord. No. 13-41, § IV, 9-26-2013; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

Chapter 66. Solid Waste

§ 66-2. Residential container(s):

- (1) The deposit is the amount as defined in section 86-312 of appendix "A" shall apply.
- (2) Residential container replacement fee for damaged or stolen cans \$90.00
- (3) Extra residential container fee \$90.00

(Ord. No. 13-41, § V(1), 9-26-2013; Ord. No. 17-21, § III, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022)

§ 66-3(b). Commercial and non-residential garbage containers:

Commercial and nonresidential container fee*:

- (1) ½ yard \$90.00
- (2) 1-yard \$470.00
- (3) 2-yard \$595.00
- (4) 4-yard \$775.00
- (5) 6-yard \$1,015.00
- (6) 8-yard \$1,160.00
- (7) Special container fee for containers with a different configuration from normal top load containers shall be at cost.
- (8) Special use container(s) service fee \$165.00

* Fee shall be assessed upon creation of a new commercial or nonresidential account and upon replacement of container(s) unless the account is less than six months old.

Fee for picking up and cleaning garbage containers Actual cost

(Ord. No. 17-21, § III, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022)

§ 66-4. Bulk waste items.

- (a) Bulk waste collection under two cubic yards, per cubic yard, per pickup \$20.17
- (b) For each bulk waste collection equal to or greater than two cubic yards, per cubic yard, per pickup \$34.50

(Ord. No. 17-21, § III, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

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§ 66-9. Garbage collection rates.

- (a) For each residence, apartment or other single-family dwelling unit \$27.10
- (b) For each commercial enterprise or business establishment and any building or occupancy other than single-family, per cubic yard per pickup \$6.93

(Ord. No. 02-12, § 1, 9-26-2002; Ord. No. 04-30, § 1, 9-23-2004; Ord. No. 06-41, § 1, 10-1-2006; Ord. No. 08-09, § 1, 9-25-2008; Ord. No. 11-46, § 1, 9-22-2011; Ord. No. 13-41, § V(1), 9-26-2013; Ord. No. 13-41, § V(2), 9-26-2013; Ord. No. 14-25, § VII, 9-25-2014; Ord. No. 16-45, § I, 10-13-2016; Ord. No. 17-21, § III, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Chapter 70. Streets, Sidewalks and Other Public Places

§ 70-31(c). Permit fee for placing wares/items on sidewalk in DB and DR zoning districts\$25.00

(Ord. No. 10-31, § 7, 10-28-2010)

§ 70-101(a). Use of Docking Facilities Charges For Services

	Transient Daily Rate	Transient Half Day Rate		Transient Weekly [∕]	Electric Per Day*		Pump Out	Water	Check Out	
		Tues— Thur	Fri— Mon		110a	30/50			Time	Late/ hour**
Up to 34 feet	\$30.00	\$10.00	\$15.00	\$180.00	\$5.00	\$10.00	\$10.00	\$0.00	11:00 a.m.	\$10.00
Over 34 feet	\$1.00/ foot	\$0.5/foot	\$0.5/foot	\$200.00	\$5.00	\$10.00	\$10.00	\$0.00	11:00 a.m.	\$10.00
No dockage							\$20.00	\$10.00		

* Same rate or full or half day

** Maximum late fee/day \$30.00 or \$1.00/foot > 34 feet

[∕] Consecutive seven days / 1

Exceptions/Exclusions

- Flexible rates / group rates
- Events hosted in City of Palatka and Riverfront Area
- Events hosted by or on POA by PBM or approved by PBM
- Allowed to be adjusted for group booking of four or more by Palatka Boathouse Marina (PBM) at PBM's discretion
- Special events rates to be adjusted up or down based on demand by PBM at PBM's discretion

(Ord. No. 2024-04, § I(Exh. A), 5-23-2024)

Chapter 74. Subdivisions

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Fee Schedule:

- (a) Street vacation/abandonment \$750.00
- (b) Subdivision Development Plan or Preliminary Plat review \$1,000.00
- (c) Final plat base fee \$1,000.00
- (d) Fee for filing final plat (for each lot contained in the subdivision) \$5.25
- (e) Lot split \$250.00
- (f) Developer agreement, including PUD \$2,000.00

(Ord. No. 13-41, § VI, 9-26-2013; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 21-32, I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

Chapter 78. Taxation

§ 78-165. Transfer of business tax.

- (a) Transfer on sale of business or transfer from one location to another location: Ten percent of the annual business tax receipt fee, but not less than \$10.00 or more than \$75.00.

(Ord. No. 13-17, § 3, 9-26-2013; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

§ 78-170. Business tax schedule.

- (a) An initial registration fee shall be charged per applicant \$50.00
- (b) The following categories and tax amounts are provided:

Arts and Entertainment (Examples include art galleries, carnival, sporting venues, theatre) \$250.00

Coin, slug or card operated machines, other than Electronic Gaming Establishments, per machine \$8.00

Industrial (Examples include manufacturers, concrete plant, foundry, sawmill, packing house) \$60.00

Medical (Examples include ambulance service, medical practitioners, hospital, nursing home) \$160.00

Professional (Examples include attorney, insurances, funeral, tax preparer, engineer) \$60.00

Retail (Examples include fueling stations, auto dealers, merchandise sales, florist, general store) \$115.00

Service (Examples include salon, storage, lawn maintenance, shipping) \$50.00

Trades (Examples include plumber, painter, hauling, building contractor, signs) \$50.00

Utility (Examples include power agency, gas plant, railroad, cable, telephone) \$350.00

Any business, profession, industry, or occupation not covered in this schedule \$50.00

(Ord. No. 00-14, § 1, 6-29-2000; Ord. No. 07-11, § I, 5-24-2007; Ord. No. 13-17, § 3, 9-26-2013; Ord. No. 16-44, § 1, 10-13-2016; Ord. No. 21-32, I(Att.), 9-23-2021; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

Editor's note(s)—Ord. No. 2023-21, § IV(Exh. A), adopted Sept. 28, 2023, repealed §§ 78-202 and 78-203, which pertained to business tax on coin-operated machines generally and business tax on coin-operated machines

when owner operates own machines on own premises, respectively, and derived from Ord. No. 13-17, § 3, adopted Sept. 26, 2013.

Chapter 82. Traffic and Vehicles

§ 82-86. Truck Route Violations.

(c) Citation fee \$100.00.

(d) Administrative hearing cost if found guilty of offense \$100.00

(Ord. No. 03-09, § 1, 4-10-2003)

Chapter 86. Utilities

§ 86-215. Discharge of contents of septic tanks into sewer system.

(c) Fees: Septic dumping charge: \$0.10 per gallon, payable at time of service.

(Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 21-32, I(Att.), 9-23-2021)

§ 86-285. Miscellaneous fees.

(a) Late payment fee (assessed after 20 days): \$5.00 or 1.5%, whichever is greater.

(b) Next business day reconnection fee when services have been suspended or disconnected for nonpayment during normal hours of operation (Monday through Friday, 8:00 a.m.—3:30 p.m., excluding holidays) \$40.00

(c) Reconnection fee when services have been suspended or disconnected for nonpayment, when such reconnection is requested for the same day \$50.00

Weekends, holidays, or after normal hours of operation \$60.00

(d) Trip fee: In lieu of disconnection \$35.00

Additional trip for turn on and testing \$35.00

(e) Turn on fee: During normal hour of operation \$35.00

After normal business hours \$85.00

(f) Temporary on/off:

Next day (turn off) \$25.00

Next day (turn on) \$35.00

Same day (turn off) \$45.00

Same day (turn on) \$55.00

After hours (turn off) \$85.00

After hours (turn on) \$85.00

(g) Transfer of service (change of account/service is not interrupted) \$35.00

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- (h) Fire flow test: Copies of existing fire flow tests conducted within the last three years and within 1,000 linear feet within the project site are provided for free. If a new fire flow test is requested the fee is \$250.00.
- (i) Meter accuracy test: First test is free, subsequent tests within 12 months are \$65.00 for meters up to two inches in size. Meters larger than two inches will be charged actual cost of accuracy test.
- (j) Repair fee (8:30 a.m.—4:00 p.m.): \$85.00 (1 man); and \$120.00 (2 men).
Repair fee after hours: \$120.00 (1 man); and \$180.00 (2 men).

- (k) Leak adjustment: The Palatka Gas Authority is hereby authorized to adjust water bills resulting from involuntary use of water due to leaks in water service lines or detective plumbing issues. Additional approval by two City of Palatka officials is required for any adjustments over \$300.00. Unusually high-water usage is defined where the customer's bill exceeds the average monthly consumption for the previous 12 months by a minimum of 10,000 gallons.

Customers who experience unusually high-water usage with a corresponding spike in their monthly water bill may be considered for a billing adjustment after completing the appropriate form titled "Leak Adjustment Request Form" within 30 days after (1) notification of possible leak concern by Palatka Gas Authority OR (2) the customer has detected an issue and has repaired it. An Adjustment is available no more than once in a 12-month period per customer account. All customers requesting a billing adjustment are required to be current on all accounts.

To apply for an adjustment, the customer must submit a copy of the repair invoice/payment receipt from company performing the work. The repair invoice/payment receipt should include the address, date and nature of the work. If self-repaired, the customer must provide a brief written explanation of the repairs performed and provide copies of invoice/receipt for repair parts. If repairs have not been completed, no adjustment will be made. The customer's prior average consumption usage over a period of 12 months will be compared to customer's usage during the unexplained high-water usage period to determine excessive water usage to be adjusted. For customers with less than 12 months' water usage, staff will extrapolate 12 months of usage. The adjustment will be applied to the unusually high usage period. Residential accounts calculation for water adjustment will be total consumption during unusually high periods, multiplied by the average consumption billing tier rate. Nonresidential, construction and irrigation accounts calculation for water adjustment shall be 50 percent of the difference between consumption usage during the unexplained high water usage period and the customers prior average consumption. Residential calculation for sewer adjustment will be either the difference between the customer's unusually high period and the average usage multiplied by the average billing tier rate or forgiveness of all consumption over average if documentation is provided the water did not enter the sewer system. Nonresidential, construction and irrigation accounts calculation for sewer adjustment shall be 50 percent of the difference between consumption usage during the unexplained high water usage period and customers prior average consumption or forgiveness of all consumption over average if documentation is provided the water did not enter the sewer system. Adjustments shall not exceed a 12-month period without city commission approval.

- (l) Back-flow installation fee: At cost
- (m) Back-flow inspection fee: At cost
- (n) Water tanker fill-up fee \$50.00 per trip and per 1,000 gallons (nonresidential).
- (o) Pool fill-up fee \$30.00 fee and per 1,000 gallons (nonresidential) water only.

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(Ord. No. 07-18, § 1, 9-27-2007; Ord. No. 10-03, § 1, 2-11-2010; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-32, I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023; Ord. No. 2024-01, § I(Exh. A), 3-28-2024)

Water Rates and Charges

§ 86-311. New water connections.

- (a) *Connection fee.* All persons desiring new water service connections shall pay the following fee for the type of service desired:
- (1) Three-quarter-inch tap or less \$1,000.00
 - (2) One-inch tap \$1,500.00
 - (3) Two-inch tap \$3,000.00
 - (4) Tap larger than two inches: Actual cost: Tap will be made by certified contractors at their expense. Meter shall meet city specifications.
- (b) *Reserved.*
- (c) *Line charge.* The line charge shall be in the amount of actual cost incurred by the city in the installation of such line.

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 07-23, § 8.12, 12-17-2007; Ord. No. 12-40, § 1b., 9-27-2012; Ord. No. 18-07, § I (Exh. 1), 9-27-2018; Ord. No. 2022-23, § I(Att.), 9-22-2022)

§ 86-312. Utility deposit and miscellaneous fees.

(1) *Residential service:*

- a. Inside city—minimum \$245.00*

Inside city—maximum \$360.00*

- b. Outside city—minimum \$265.00*

Outside city—maximum \$385.00*

** Applicants for any utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior to the date when service is requested to begin.

*** Refunds for any security deposits may be requested after 24 months of service, provided that a good payment record has been established. A good payment record would be: not more than one past due notice (penalty charges) in any 12-month period, no disconnection of service for non-payment, no dishonored checks, no evidence of tampering and no evidence of fraudulent use of the utilities system. The security deposit will be refunded through credit on the customer's utility account. If a customer's good payment record is not maintained after the refund of the deposit the customer will be required to reestablish a deposit at the current rate for a new account.

(2) *Nonresidential service:*

- a. Three-quarter-inch connections—minimum: \$375.00 or average of two and one-half months' estimated bills, whichever is greater*

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Three-quarter-inch connections—maximum: Average of past four months' bills*

- b. One inch or larger connections—minimum: Average of two and one-half months' estimated bills*

One inch or larger connections—maximum: Average of past four months' bills*

* If the current deposit on hand is below the maximum amount stated above and the account is suspended or disconnected for nonpayment, there shall be an additional charge equal to one-half of the past month's bill added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

** Applicants for any utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior to the date when service is requested to begin.

*** Refunds for any security deposits may be requested after 24 months of service, provided that a good payment record has been established. A good payment record would be: not more than one past due notice (penalty charges) in any 12-month period, no disconnection of service for non-payment, no dishonored checks, no evidence of tampering and no evidence of fraudulent use of the utilities system. The security deposit will be refunded through credit on the customer's utility account. If a customer's good payment record is not maintained after the refund of the deposit the customer will be required to reestablish a deposit at the current rate for a new account.

(3) *Irrigation service:*

- a. Inside city—Minimum: \$185.00 or average of two and one-half months' estimated bills, whichever is greater*

Inside city—Maximum: Average of past four months' bills*

- b. Outside city—Minimum: \$250.00 or average of two and one-half months' estimated bills, whichever is greater*

Outside city—Maximum: Average of past four months' bills*

* If the current deposit on hand is below the maximum amount stated above and the account is suspended or disconnected for nonpayment, there shall be an additional charge equal to one-half of the past month's bill added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

** Applicants for any utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior to the date when service is requested to begin.

*** Refunds for any security deposits may be requested after 24 months of service, provided that a good payment record has been established. A good payment record would be; not more than one past due notice (penalty charges) in any 12-month period, no disconnection of service for non-payment, no dishonored checks, no evidence of tampering and no evidence of fraudulent use of the utilities system. The security deposit will be refunded through credit on the customer's utility account. If a customer's good payment record is not maintained after the refund of the deposit the customer will be required to reestablish a deposit at the current rate for a new account.

(4) *Construction service:*

- a. Inside city—Minimum: \$105.00 or average of two and one-half months' estimated bills, whichever is greater*

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Inside city—Maximum: Average of past four months' bills*

- b. Outside city—Minimum: \$135.00 or average of two and one-months' estimated bills, whichever is greater*

Outside city—Maximum: Average of past four months' bills*

(5) *Meter accuracy tests:*

- a. Meters up to two inches, first test is free, and subsequent tests within 12 months are \$50.00.
b. Meters larger than two inches will be charged to the actual cost of accuracy test.

(Ord. No. 07-18, § 2, 9-27-2007; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023; Ord. No. 2024-01, § I(Exh. A), 3-28-2024)

§ 86-314. Water rates inside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$34.34 <u>\$35.71</u>
Master-Metered Residential Accounts	\$28.29 <u>\$29.42</u>
$\frac{3}{8}$ ", $\frac{1}{2}$ " and 1" Nonresidential	\$35.34 <u>\$36.75</u>
1½" Nonresidential	\$101.34 <u>\$105.39</u>
2" Nonresidential	\$102.52 <u>\$106.62</u>
3" Nonresidential	\$388.17 <u>\$403.70</u>
4" Nonresidential	\$565.63 <u>\$588.25</u>
6" Nonresidential	\$742.38 <u>\$772.07</u>
8" Nonresidential	\$1,025.20 <u>\$1,066.20</u>
10" Nonresidential	\$1,308.02 <u>\$1,360.34</u>
* Fire suppression services to be billed single base facility charge over a 12-month period per tap size.	
* Separate irrigation and construction meters to be charged base facility charge per meter size per month.	
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)				
	Tier 1	Tier 2	Tier 3	Tier 4
Individually and Master-Metered Residential Accounts Per dwelling unit Rate per 1,000 gallons	0—4,000 \$1.62 <u>\$1.68</u>	4,001—8,000 \$2.71 <u>\$2.82</u>	8,001—12,000 \$5.41 <u>\$5.63</u>	12,000+ \$10.79 <u>\$11.22</u>
Nonresidential Accounts Per meter Rate per 1,000 gallons	All use \$3.33 <u>\$3.46</u>			
Separate Irrigation and Construction Only Meters/Accounts	0—12,000 \$5.41 <u>\$5.63</u>	12,000+ \$10.79 <u>\$11.22</u>		

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Per meter Rate per 1,000 gallons				
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All rates are figured per 1,000 gallons.

(Ord. No. 98-18, § 1, 9-24-1998; Ord. No. 99-14, § 1, 9-23-1999; Ord. No. 00-23, § 1, 9-28-2000; Ord. No. 01-30, § 1, 9-27-2001; Ord. No. 02-10, § 1, 9-26-2002; Ord. No. 04-28, § 1, 9-23-2004; Ord. No. 06-39, § 1, 9-28-2006; Ord. No. 07-15, § 1, 9-27-2007; Ord. No. 09-44, § 1, 9-24-2009; Ord. No. 11-45, § 1, 9-22-2011; Ord. No. 12-40, § 1c., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § I(Exh. 1), 9-24-2020; Ord. No. 20-09, § II(Exh. 1), 11-5-2020; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

§ 86-315. Water rates outside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$53.02 <u>55.13</u>
Master-Metered Residential Accounts	\$42.43 <u>44.13</u>
$\frac{5}{8}$ ", $\frac{3}{4}$ " and 1" Nonresidential	\$53.02 <u>55.13</u>
1½" Nonresidential	\$152.01 <u>158.09</u>
2" Nonresidential	\$153.78 <u>159.93</u>
3" Nonresidential	\$582.25 <u>605.55</u>
4" Nonresidential	\$848.45 <u>882.38</u>
6" Nonresidential	\$1,113.57 <u>1,158.11</u>
8" Nonresidential	\$1,537.80 <u>1,599.31</u>
10" Nonresidential	\$1,962.03 <u>2,040.51</u>
* Fire suppression services to be billed single base facility charge over a 12-month period per tap size.	
* Separate irrigation and construction meters to be charged base facility charge per meter size per month.	
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)				
	Tier 1	Tier 2	Tier 3	Tier 4
Individually and Master-Metered Residential Accounts				
Per dwelling unit	0—4,000	4,001—8,000	8,001—12,000	12,000+
Rate per 1,000 gallons	\$5.01 <u>5.21</u>	\$4.07 <u>4.23</u>	\$8.12 <u>8.44</u>	\$16.19 <u>16.84</u>
Nonresidential Accounts				
Per meter	All use			
Rate per 1,000 gallons	\$5.01 <u>5.21</u>			
Separate Irrigation and Construction Only Meters/Accounts				
Per meter	0—12,000	12,000+		
Rate per 1,000 gallons	\$8.12 <u>8.44</u>	\$16.19 <u>16.84</u>		

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All rates are figured per 1,000 gallons.

(Ord. No. 99-14, § 2, 9-23-1999; Ord. No. 00-23, § 2, 9-28-2000; Ord. No. 01-30, § 2, 9-27-2001; Ord. No. 02-10, § 2, 9-26-2002; Ord. No. 04-28, § 2, 9-23-2004; Ord. No. 06-39, § 2, 9-28-2006; Ord. No. 07-15, § 2, 9-27-2007; Ord. No. 09-44, § 2, 9-24-2009; Ord. No. 11-45, § 2, 9-22-2011; Ord. No. 12-40, § 1d., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 20-09, § II(Exh. 1), 11-5-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Sewer Rates and Charges

§ 86-342. Sewer connection charges.

All persons desiring new sewer service connections to the city sewer mains shall pay to the city the following charges for sewer tap connections to all sewers, both main and lateral, of the city:

- (1) *Connection fee.* \$2,500.00
- (2) *Line charge.* The line charge shall be equal to the actual cost to the city for installation of any sewer line necessary to connect the new service location to the existing city sewer, including installation of any necessary pumping station.
- (3) *Reserved.*
- (4) *Reserved.*
- (5) *Reserved.*
- (6) Fees incurred for work not covered above shall be determined by the utilities superintendent.

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 07-23, § 8.12, 11-15-2007; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 2022-23, § I(Att.), 9-22-2022)

§ 86-343. Reconnection fee for sewer service customers outside city Actual cost

(Ord. No. 17-21, § IV, 9-28-2017)

§ 86-344. Sewer rates inside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$40.18 <u>41.79</u>
Master-Metered Residential Accounts	\$36.17 <u>37.62</u>
$\frac{5}{8}$ ", $\frac{3}{4}$ ", and 1" Nonresidential	\$64.28 <u>66.85</u>
1½" Nonresidential	\$84.68 <u>88.07</u>
2" Nonresidential	\$105.04 <u>109.24</u>
3" Nonresidential	\$360.20 <u>374.61</u>
4" Nonresidential	\$600.33 <u>624.34</u>
6" Nonresidential	\$673.85 <u>700.80</u>
8" Nonresidential	\$900.50 <u>936.52</u>

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10" Nonresidential	\$1,350.75 <u>1,404.78</u>
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)			
	Tier 1	Tier 2	Tier 3
Individually and Master-Metered Residential Accounts			
Per dwelling unit	0—4,000	4,001—14,000	14,000+
Rate per 1,000 gallons	\$1.96 <u>2.04</u>	\$3.31 <u>3.44</u>	N/A
Nonresidential Accounts			
Per meter	All use		
Rate per 1,000 gallons	\$3.31 <u>3.44</u>		

- (b) *Outside individually and master-metered residential bill:* Usage of more than 14,000 gallons per month per dwelling unit shall not be billed.

(Ord. No. 99-15, § 1, 9-23-1999; Ord. No. 00-24, § 1, 9-28-2000; Ord. No. 01-31, § 1, 9-27-2001; Ord. No. 02-11, § 1, 9-26-2002; Ord. No. 04-29, § 1, 9-23-2004; Ord. No. 06-40, § 1, 9-28-2006; Ord. No. 07-16, § 1, 9-27-2007; Ord. No. 09-45, § 1, 9-24-2009; Ord. No. 12-41, § 1e., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

§ 86-345. Sewer rates outside city limits.

- (a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$60.27 <u>62.68</u>
Master-Metered Residential Accounts	\$54.26 <u>56.43</u>
$\frac{5}{8}$ ", $\frac{3}{4}$ ", and 1" Nonresidential	\$96.43 <u>100.29</u>
1½" Nonresidential	\$127.01 <u>132.10</u>
2" Nonresidential	\$157.56 <u>163.86</u>
3" Nonresidential	\$540.30 <u>561.91</u>
4" Nonresidential	\$900.48 <u>936.52</u>
6" Nonresidential	\$1,010.77 <u>1,051.21</u>
8" Nonresidential	\$1,350.76 <u>1,404.78</u>
10" Nonresidential	\$2,026.11 <u>2,107.17</u>
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)			
	Tier 1	Tier 2	Tier 3
Individually and Master-Metered Residential Accounts			

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Per dwelling unit Rate per 1,000 gallons	0—4,000 <u>\$2,943.06</u>	4,001—14,000 <u>\$4,975.17</u>	14,000+ N/A
Nonresidential Accounts Per meter Rate per 1,000 gallons	All use <u>\$4,945.14</u>		

- (b) *Outside individually and master-metered residential bill:* Usage of more than 14,000 gallons per month per dwelling unit shall not be billed.

(Ord. No. 98-19, § 1, 9-24-1998; Ord. No. 99-15, § 2, 9-23-1999; Ord. No. 00-24, § 2, 9-28-2000; Ord. No. 01-31, § 2, 9-27-2001; Ord. No. 02-11, § 2, 9-26-2002; Ord. No. 04-29, § 2, 9-23-2004; Ord. No. 06-40, § 2, 9-28-2006; Ord. No. 07-16, § 2, 9-27-2007; Ord. No. 09-45, § 2, 9-24-2009; Ord. No. 12-41, § 1f., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Chapter 90. Vehicles for Hire

§ 90-30. Application fee for taxicab company permit, annually \$15.00

(Ord. No. 13-17, § 2, 3-28-2013; Ord. No. 14-25, § IX, 9-25-2014)

§ 90-72. Application fee for taxicab drivers permit, bi-annually \$15.00

(Ord. No. 13-17, § 2, 3-28-2013; Ord. No. 14-25, § IX, 9-25-2014)

Chapter 94. Zoning

§ 94-39. Fee schedule for zoning actions.

- (a) Annexation: \$700.00, with a waiver allowed by the city manager with the written findings that the annexation will substantively and positively impact one or more of the following: utility system efficiency, utility system revenue enhancement, environmental protection, or fiscal relief.
- (b) Small scale amendment, less than 50 acres \$1,500.00
- (c) Large scale amendment, 50 acres or greater \$2,500.00
- (d) Conditional use and variance:

Residential \$1,000.00

Nonresidential \$1,245.00

- (e) Electronic gaming establishment, annual inspection, with possible additional charges not to exceed \$1,000.00 to allow for third-party expert review of machines and software \$500.00
- (f) Outdoor sales administrative review \$100.00
- (g) Rezoning \$1,565.00

Single lot residential rezoning \$985.00

- (h) Rezoning with a concurrent small-scale future land use map amendment, less than 50 acres \$2,000.00
- (i) Rezoning with a concurrent large-scale future land use map amendment, 50 acres or greater \$2,500.00

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- (j) Rezoning, planned unit development \$2,140.00
- (k) Rezoning, planned unit development minor modification \$400.00
- (l) Rezoning, planned unit development major modification \$1,440.00
- (m) Fee for site clearing and/or tree removal/relocation permit \$200.00
- (n) Fee for site clearing and/or tree removal/relocation permit after the fact \$500.00
- (o) Appeal of staff decision \$300.00

Concurrency certification, plus cost of traffic study if necessary \$150.00

- (p) Mobile food vendor, location regulations \$50.00
- (q) Development or site plan review, major \$1,150.00

Stormwater Management Inspections, Commercial sites or Subdivisions larger than three lots, per inspection \$300.00

Final Site Construction Inspection, per inspection \$300.00

- (r) Site plan review, minor (accessory building, single-family residential lot) \$50.00
- (s) Variance (residential) \$450.00
- (t) Variance (nonresidential) \$550.00
- (u) Variance (after the fact) \$750.00
- (v) Zoning/Municipal Code text change \$450.00
- (w) Zoning, Code Enforcement or Lien verification letter \$65.00
- (x) For land use, zoning and site plan applications, for each acre greater than ten acres \$25.00
- (y) Traffic impact study review Third party costs
- (z) Comprehensive plan text amendment \$2,300.00
- (aa) Land development code amendment \$1,200.00
- (bb) Conceptual Plan Review \$200.00
- (cc) Staff review hourly rate (for items not listed) \$50.00
- (dd) Resubmittal fees: For Preliminary Plat/Subdivision Plan, Planned Unit Development, Amendment to Planned Unit Development, Change Determination, Development Plan, or Commercial/Multi-Family plans submitted through the commercial review process, a fee of ½ the original fee will be assessed on the third submittal
- (ee) Processing and Distance Measurement \$275.00

Processing and Distances applies to Medical Marijuana Dispensary, Electronic Gaming Establishment or Alcoholic Beverage License Review Applications

- (ff) Refund Policy—Planning Department
 1. Except as provided below, no refunds of application fees are permitted.
 2. Comprehensive Plan Amendment Application Refund (both small and large scale) and Rezoning Application Refund—If the application is withdrawn at least THREE WEEKS prior to the published

advertisement for the first public hearing, the applicant shall be refunded half of the original fee paid at the time of application submittal. Applications withdrawn AFTER this time shall not receive a refund.

3. Small Scale Comprehensive Plan Amendments and Rezoning—Small Scale Comprehensive Plan Amendments and Rezoning shall be allowed ONE CONTINUANCE to the next available amendment cycle. If the applicant withdraws the amendment before adoption in the next cycle, no monies will be refunded. (Large Scale Comprehensive Plan Amendments shall not be allowed to continue to the next cycle - if they are withdrawn prior to adoption, the applicant will forfeit all fees.)

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 13-17, § 3, 3-28-2013; Ord. No. 13-41, § VIII, 9-26-2013; Ord. No. 14-25, § X, 9-25-2014; Ord. No. 16-44, § 2, 10-13-2016; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023; Ord. No. 2024-10, § II(Exh. A), 9-30-2024)

§ 94-186(c)(5)c. Fee for site clearing and/or tree removal/relocation permit \$30.00

(Ord. No. 07-11, § I, 5-24-2007)

Chapter 95. Administrative Fees

§ 95-1. Fee schedule for administrative processing actions.

- (a) Inspections required by fire chief for business tax receipt, food trucks, change of use, miscellaneous \$50.00 per hour
- (b) Actions which require public hearing advertisements, such as annexations, land use and zoning changes, variances, conditional uses, etc., shall ~~also be charged for such advertisement \$160.00~~ be paid by the applicant in full on a case-by-case basis

(Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022)

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 2025-55" More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE AND AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: CHAPTER 34. FIRE PREVENTION AND PROTECTION, CHAPTER 46 OFFENSES AND MISCELLANEOUS PROVISIONS, CHAPTER 50. PARKS AND RECREATION, CHAPTER 82. TRAFFIC AND VEHICLES, CHAPTER 86. UTILITIES, AND CHAPTER 95. ADMINISTRATIVE FEES; PROVIDING FOR CONFLICT, SEVERABILITY, EFFECTIVE DATE, AND SCRIVENER'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:

¹ See Section 166.041(4)(c), Florida Statutes.

- a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

N/A

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.

N/A

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

N/A

4. Additional information the governing body deems useful (if any):

**Second Public Hearing - Adopting of the Millage Rate and Budget for Fiscal year 2025-2026
Staff Report**

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Attached is presented the City of Palatka's Fiscal Year 2025-2026 Tentative Budget. The attached budget is based upon all the input and changes that have been discussed at the five budget workshops held from June to September 2025, individually and in groups, with Department Heads and Commissioners. The staff have worked diligently to build an operating budget which moves the City forward, while protecting the financial interests of the City. The proposed budget does include a 4% increase in water and sewer base rates or in the solid waste collection rates. Also, included is the truth in the millage statement that is required to be read before the adoption of the millage levy resolution, as well as the forms DR-420, DR 420 TIF, amid DR-420 MMP, where the millage rate is tentatively set at 6.4000, which means that the final millage cannot exceed that rate. On August 4, 2025, with resolution number 2025-R-100, the Commissioners approved and adopted the tentative millage rate of 7.000 mills. The first of two readings of the budget then occurred on September 10, 2025.

BACKGROUND

Chapter 200 of Florida Statutes sets a timetable for calculating and notifying the public of the process of setting ad valorem millage rates and adopting a budget. The statute identifies timeframes and briefly describes the tasks to be completed. The rolled-back rate of 6.2397 is not a tax increase, since the percentage of the difference between the current proposed rate and the current year's aggregate rolled-back rate would be zero. To keep the current rate of 6.4000 as the City's millage rate would be considered a tax increase, since the percentage of change, when compared to the rolled-back rate is 2.57%.

We have received the certification of tax value from the County Appraiser. For fiscal year 2025, the preliminary gross taxable value is \$739,656,112, which is a 4% or \$25,970,391 increase from the 2024 value of \$714,185,521. The proposed millage rate of 6.4000 would generate \$4,733,799.

The proposed budget for the fiscal year of 2025-2026 is balanced and reflects a total of \$85,592,317 in both revenues and expenses. The 2024-2025 originally approved budget was \$75,924,388 or an increased of 12.7%, in the amount of \$9,667,929. The 2025-2026 proposed budget includes operating costs of \$25,422,328 (29.7%), personnel costs of \$18,262,385 (21.3%), capital expenses of \$16,025,671 (18.7%) and grant expenses of

\$25,881,933 (30.2%).

Highlights for the fiscal year 2025-2026 budget include the following:

General Fund

- Public Records Request software \$12K and ADP maintenance costs of \$30K.
- Assistant City Manager and Human Resource Director position were added.
- Police Union negotiations fiscal impact of over \$100K
- Police vehicle financing costs are included.
- City Hall and Annex Renovations decreased to \$120K. Remaining funds to renovate chamber

and finish building out Annex.

- Street Light capital improvements of \$193K are included.
- Police Department personnel cost increase by \$64K (1 position)
- Public Works-Cemetery capital costs of \$35K for tree removal and office upgrades.
- Parks Capital includes \$345K for playground renovations and \$120K to improve (2) parks

pickleball courts and recreation area.

- Fire assessment variable and fixed rates remain the same as prior year
- Fire Union negotiations fiscal impact of \$170K
- Fire truck and ladder truck financing costs are included.

Airport Fund

- Increased by \$536,589 from \$3,793,105 to \$4,329,694 due to uptick in grant activity.

TIF/CRA Fund

- \$300K Downtown bump out project included.
- Retail strategies, branding, and costs to update the CRA plan total over \$110K

- Transfers to Better Place for the Streetscape increased by over \$200K

Golf Fund

- Operating costs increased by 11K

Utilities Funds

- Water Treatment Plant capital cost includes over \$600K for Water Tower, Scada Rebuild, Skidsteer, VFD Replacement, and flow meters.
- Reclamation's capital improvements total over \$600K. This includes Omni Beacons, Flow Control Gates, Shutoff valves, and effluent panels.

Sanitation Funds

- Capital costs include a solid waste truck.

Better Place

- More grants are expected to be completed - from \$14,946,260 to \$19,351,007 or \$4,404,747 more

ARPA

- Less funds remaining to be disbursed or encumbered

PROJECT ANALYSIS

Staff Recommendation

Adopt the Resolutions setting the proposed millage rate and tentative budget in the amount of \$85,592,317, which is based upon the proposed millage rate of 6.4000.

ATTACHMENTS

1.	Final Budget Script 2025-2026
2.	2025 Certified DR 420 forms
3.	Proposed Budget Highlights FY25-26

CITY OF PALATKA COMMISSION PUBLIC HEARING SCRIPT
SEPTEMBER 25, 2025,
SECOND PUBLIC HEARING 6:00 PM
ADOPTING THE FISCAL YEAR 2025-2026 MILLAGE AND BUDGET

I. Introduction to Public Hearing for City of Palatka Fiscal Year 2025-2026 Final Millage and Budget

MAYOR:

The Palatka City Commission convenes the FINAL Public Hearing on the City of Palatka Fiscal Year 2025-2026 Millage Rates and Final Budget as required by Florida Statutes, Chapters 129 and 200 and as advertised in the Truth-in-Millage (TRIM) Notices.

If anyone in our audience is here for the purpose of contesting their assessment, a petition for adjustment with the Value Adjustment Board needed to have been filed by 5:00 PM Wednesday, September 10, 2024, as stated in the TRIM notices sent via first class mail by the County's Property Appraiser to every taxpayer on the property value assessment roll.

For those in attendance this evening wishing to address the Commission, citizen comments will be taken following the overview of the final budget by the Finance Director.

The Finance Director, Chantel Pierre, will now present an explanation of the proposed and rolled back millage rates.

II. Fiscal Year 2025-2026 Proposed Millage Rates and Final County Budget

A. Explanation of the County's Proposed and Rolled Back Millage Rates

FINANCE DIRECTOR:

Mayor and Commission, this evening we will take a few actions related to the adoption of the proposed millage rate and budget for the Fiscal Year ending September 30, 2026.

Tonight's hearing is the first of two public hearings required to be held per Florida Statutes, prior to the adoption of final millage rate and budget by a taxing authority.

As such, this is the final budget hearing, and final adoption of the millage rates and budgets will be considered tonight.

Florida Statutes require the name of the taxing authority, the millage rate to be levied, the rolled-back rate and the percentage change over rolled-back rate be publicly announced. In addition, one of the requirements of the Truth-in-Millage Legislation is to provide information about why proposed millage rates differ from the rolled back millage rates.

Rolled back millage rate is defined as "the millage rate, which, exclusive of new construction, additions to structure, deletions, and property added due to geographic boundary changes will provide the same ad valorem tax revenue for each taxing authority as was levied during the prior year."

The TRIM process requires that a notice of “tax increase” be advertised when the current year proposed aggregate millage rate exceeds the calculated aggregate rolled back millage rate. The aggregate rolled back millage rate is calculated by dividing the prior year adjusted property tax revenue by the current year taxable property value, multiplied by 1,000. The current year taxable value does not include new construction and tax increment (CRA) values.

For the Fiscal Year 2025-2026 Budget, the aggregate proposed operating millage for the City of Palatka is 6.4000 mills, which is 2.57 % greater than the rolled back rate of 6.2397 mills.

The increase in property tax revenue is essential to fund the appropriations needed to operate the General City-wide budget. This is inclusive of personnel costs, operating costs, capital expenses, as well as grant matches.

B. Overview of Fiscal Year 2025-2026 Final Budget and Adjustments made to that Budget.

FINANCE DIRECTOR:

Mayor and Commission, the total Final Budget for fiscal year 2025-2026 is \$85,592,317.

I am happy to answer any questions pertaining to the changes, or on the budget before you, currently.

MAYOR:

Are there any questions from members of the Commission?

III. Citizens Comments on Fiscal Year 2025-2026 Final Millage Rates and Final Budget

MAYOR:

I would now like to invite citizens to comment on the fiscal year 2025-2026 proposed millage rates and final budget. Please come forward to the podium if you wish to address the Commission. Fill out a yellow speaker card that can be found in the back of the room.

Citizen Comments allowed at this time.

MAYOR (following all citizen comments):

I will now close the public comment section of this public hearing.

IV. City of Palatka Commissioners Action on FY 2025-2026 Final Millage Rate and Final Budget

V.

A. Adjustments by Motion to the City of Palatka Fiscal Year 2025-2026 Final Budget

FINANCE DIRECTOR:

Mayor and Commission, the budget document before you, the "FY25-26 Final Budget", includes appropriations described earlier. Any additional adjustments to this budget can be made by

motion at this time.

MAYOR:

Commission: any adjustments to be made to the budget document must be made by Motion now.

(If there are any adjustments they should be made and approved by motion at this time)
If there are NO adjustments, no motion need be made.

B. Adoption of Resolution Establishing Fiscal Year 2025-2026 Proposed City of Palatka Millage Rate

FINANCE DIRECTOR:

Mayor and Commission, Florida Statutes require the Commission to adopt the millage rates prior to adopting the related budget. As such, before you is Resolution Number 2025-R-124. This resolution includes the total General Fund millage rate for Fiscal Year 2025-2026 is 6.4000 which is unchanged from FY24-25.

Clerk:

Read Resolution 2025-R-124 caption/title.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, PUTNAM COUNTY, FLORIDA, ADOPTING THE FINAL OPERATING MILLAGE RATE FOR THE PURPOSE OF LEVYING OF AD VALOREM TAXES FOR THE CITY OF PALATKA, PUTNAM COUNTY, FOR FISCAL YEAR 2025-2026; AND PROVIDING FOR SCRIVENER'S ERRORS

CITY COMMISSION MOTION:

Move to approve Resolution Number 2025-R-124 adopting the final millage rates for fiscal year ending September 30, 2026.

(REMEMBER: Second, discussion, public comment on the motion, vote)

C. Adoption of Resolution Adopting the Fiscal Year 2025-2026 Final Budget

FINANCE DIRECTOR:

Mayor and Commission, subsequent to the Commission adopting the Fiscal Year 2025-2026 millage rate, you must then adopt the corresponding "Fiscal Year 2025-2026". Before you is Resolution Number 2025-R-125 which will adopt the final budget for the fiscal year ending September 30, 2026, pursuant to the provisions of Chapter 200, Florida Statutes.

Clerk:

Read Resolution 2025-R-125 caption/title.

A RESOLUTION OF THE CITY OF PALATKA ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026; PROVIDING FOR

**SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND
PROVIDING FOR SCRIVENER'S ERRORS**

CITY COMMISSION MOTION:

Move to approve Resolution Number 2025-R-125 adopting the final budget for the fiscal year ending September 30, 2026.

(REMEMBER: Second, discussion, public comment on the motion, vote)

VI. Conclusion of Public Hearing

FINANCE DIRECTOR:

Mayor and Commission, the budget related business for this evening's public hearing is complete. Thank you.

MAYOR:

This concludes the Final TRIM Public Hearing.



CERTIFICATION OF TAXABLE VALUE

DR-420
R-5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025		County : Putnam	
Principal Authority : City of Palatka		Taxing Authority : City of Palatka - Operating	
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value of real property for operating purposes	\$	631,797,836 (1)
2.	Current year taxable value of personal property for operating purposes	\$	106,621,855 (2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,236,421 (3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	739,656,112 (4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	1,389,926 (5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	738,266,186 (6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	714,185,521 (7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES ☐ NO	Number 3 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	☐ YES ☒ NO	Number 0 (9)
Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
SIGN HERE	Signature of Property Appraiser: Electronically Certified by Property Appraiser		Date : 6/30/2025 11:26:32 AM
SECTION II : COMPLETED BY TAXING AUTHORITY			
If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.			
10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422)	6.4000 per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$ 4,570,787	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	\$ 403,464	(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$ 4,167,323	(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$ 70,394,750	(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$ 667,871,436	(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	6.2397 per \$1000	(16)
17.	Current year proposed operating millage rate	6.4000 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$ 4,733,799	(18)

Continued on page 2

19.	TYPE of principal authority (check one)		☐ County	☐ Independent Special District	(19)
			☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)		☒ Principal Authority	☐ Dependent Special District	(20)
			☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)		☐ Yes	☒ No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs				STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)		\$	4,167,323	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)			6.2397 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)		\$	4,615,232	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (The sum of Line 18 from all DR-420 forms)		\$	4,733,799	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)			6.4000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1 , multiplied by 100)			2.57 %	(27)
First public budget hearing		Date :	9/11/2025	Time :	6:00 PM EST
				Place :	201 N 2nd Street Palatka 32177
Taxing Authority Certification			I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
S I G N H E R E			Signature of Chief Administrative Officer :		
			Date :		
			Title :		
			Contact Name and Contact Title :		
Mailing Address :			Physical Address :		
City, State, Zip :			Phone Number :		
			Fax Number :		

Instructions on page 3



TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2025		County : Putnam	
Principal Authority : City of Palatka		Taxing Authority : City of Palatka - Operating	
Community Redevelopment Area : City of Palatka CRA - Central Business		Base Year : 1983	
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value in the tax increment area	\$ 67,948,717	(1)
2.	Base year taxable value in the tax increment area	\$ 14,750,255	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$ 53,198,462	(3)
4.	Prior year Final taxable value in the tax increment area	\$ 59,728,900	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$ 44,978,645	(5)
SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/30/2025 11:26:32 AM	
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.			
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$ 50,538,539	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$ 276,764	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	(7e)
Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
Signature of Chief Administrative Officer :		Date :	
S I G N		Contact Name and Contact Title :	
H E R E		Physical Address :	
City, State, Zip :		Phone Number :	Fax Number :



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025		County : Putnam		
Principal Authority : City of Palatka		Taxing Authority : City of Palatka - Operating		
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No	(1)
IF YES, STOP STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.				
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	6.2397 per \$1,000		(2)
3.	Prior year maximum millage rate with a majority vote from 2023 Form DR-420MM, Line 13	9.6113 per \$1,000		(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	6.4000 per \$1,000		(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.				
Adjust rolled-back rate based on prior year majority-vote maximum millage rate				
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	714,185,521	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$	6,864,251	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	403,464	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$	6,460,787	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	667,871,436	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	9.6737 per \$1,000		(10)
Calculate maximum millage levy				
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	9.6737 per \$1,000		(11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0451		(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	10.1100 per \$1,000		(13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	11.1210 per \$1,000		(14)
15.	Current year adopted millage rate	6.4000 per \$1,000		(15)
16.	Minimum vote required to levy adopted millage: (Check one)			(16)
☐ a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.				
☐ b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. Enter Line 15 on Line 17.				
☐ c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. Enter Line 15 on Line 17.				
☐ d. Referendum: The maximum millage rate is equal to the adopted rate. Enter Line 15 on Line 17.				
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16).	per \$1,000		(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$	739,656,112	(18)

Continued on page 2

Taxing Authority : City of Palatka - Operating		DR-420MM-P R. 5/12 Page 2	
19.	Current year adopted taxes (Line 15 multiplied by Line 18, divided by 1,000).	\$	4,733,799 (19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000).	\$	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUS		STOP HERE. SIGN AND SUBMIT.	
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage . (The sum of all Lines 19 from each district's Form DR-420MM-P)	\$	0 (21)
22.	Total current year adopted taxes (Line 19 plus Line 21).	\$	4,733,799 (22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (The sum of all Lines 20 from each district's Form DR-420MM-P).	\$	0 (23)
24.	Total taxes at maximum millage rate (Line 20 plus Line 23).	\$	0 (24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☐ YES ☒ NO	(25)
Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
Signature of Chief Administrative Officer :		Date :	
Title :		Contact Name and Contact Title :	
Mailing Address :		Physical Address :	
City, State, Zip :		Phone Number : Fax Number :	

Complete and submit this form to the Department of Revenue with the completed DR-487, Certification of Compliance, within 30 days of the final hearing.



TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025		County : Putnam	
Principal Authority : City of Palatka		Taxing Authority : City of Palatka - Operating	
Community Redevelopment Area : City of Palatka CRA - North Historic (Addition; 1994)		Base Year : 1994	

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	6,234,538	(1)
2.	Base year taxable value in the tax increment area	\$	1,099,110	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	5,135,428	(3)
4.	Prior year Final taxable value in the tax increment area	\$	5,582,980	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	4,483,870	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		6/30/2025 11:26:32 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)	
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	4,878,657	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	37,673	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	(7a)	
7b.	Prior year operating millage levy from Form DR-420, Line 10	per \$1,000		(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	(7c)	
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	%		(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	(7e)	

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

**CITY OF PALATKA
2024-2025 PROPOSED BUDGET HIGHLIGHTS**

**CITY OF PALATKA
2025-2026 BUDGET HIGHLIGHTS**

FUNDS	DESCRIPTION	AMOUNTS	OPERATING	PERSONNEL	GRANT	CAPITAL
001	GENERAL	\$25,868,802	\$9,632,432	\$13,262,633	\$120,016	\$2,853,721
005	AIRPORT	\$4,329,694	\$1,413,663	\$483,697	\$2,412,334	\$20,000
030	TIF CRA	\$2,814,774	\$1,671,906	\$107,627	\$0	\$1,035,241
042	GOLF	\$185,679	\$165,679	\$0	\$0	\$20,000
041	UTILITIES	\$27,623,292	\$9,640,169	\$2,809,902	\$9,043,443	\$6,129,778
043	SANITATION	\$4,135,597	\$2,107,866	\$1,598,526	\$0	\$429,205
101	BETTER PLACE	\$19,351,007	\$790,612	\$0	\$13,022,669	\$5,537,726
300	ARPA	\$1,283,471		\$0	\$1,283,471	\$0
2025 - 2026	TOTALS	\$85,592,317	\$25,422,328	\$18,262,385	\$25,881,933	\$16,025,671
<i>Percentage of 2025-2026 budget</i>		<u>100.0%</u>	<u>29.7%</u>	<u>21.3%</u>	<u>30.2%</u>	<u>18.7%</u>

2024 - 2025 BUDGET COMPARED TO PROPOSED 2025 - 2026 BUDGET

2024 - 2025 ORIGINAL	TOTALS	\$75,924,388	\$22,707,109	\$16,198,333	\$19,398,340	\$17,620,606
	DIFFERENCE	<u>(\$9,667,929)</u>	<u>(\$2,715,219)</u>	<u>(\$2,064,052)</u>	<u>(\$6,483,593)</u>	<u>\$1,594,935</u>
2024 - 2025 AMENDED	TOTALS	\$78,295,102	\$23,133,231	\$16,367,530	\$21,225,376	\$17,568,966
	DIFFERENCE	<u>(\$7,297,215)</u>	<u>(\$2,289,097)</u>	<u>(\$1,894,855)</u>	<u>(\$4,656,558)</u>	<u>\$1,543,295</u>

**CITY OF PALATKA
2024-2025 PROPOSED BUDGET HIGHLIGHTS**

**CITY OF PALATKA
BUDGET VARIANCE BETWEEN 2025-2026 AND 2024-2025**

PROPOSED BUDGET 2025-2026			2024-2025 ORIGINAL & FINAL APPROVED BUDGET			
FUNDS	DESCRIPTION	AMOUNTS	ORIGINAL APPROVED BUDGET 10/1/2024	APPROVED & AMENDED BUDGET 9/5/2025	VARIANCE BETWEEN ORIGINAL 24-25 & 25-26 BUDGETS	VARIANCE BETWEEN AMENDED 24-25 & 25-26 BUDGETS
001	GENERAL	\$25,868,802	\$23,259,095	\$23,916,861	\$2,609,707	\$1,951,941
005	AIRPORT	\$4,329,694	\$3,793,105	\$5,170,306	\$536,589	(\$840,612)
030	TIF CRA	\$2,814,774	\$2,188,830	\$2,188,830	\$625,944	\$625,944
042	GOLF	\$185,679	\$174,578	\$174,578	\$11,101	\$11,101
041	UTILITIES	\$27,623,292	\$26,009,137	\$26,032,356	\$1,614,155	\$1,590,935
043	SANITATION	\$4,135,597	\$4,006,922	\$4,006,922	\$128,675	\$128,675
101	BETTER PLACE	\$19,351,007	\$14,946,260	\$15,258,788	\$4,404,747	\$4,092,219
300	ARPA	\$1,283,471	\$1,546,461	\$1,546,460	(\$262,990)	(\$262,989)
TOTALS		\$85,592,317	\$75,924,388	\$78,295,102	\$9,667,929	\$7,297,215

Percentage of 2025-2026 budget

11.3%

8.5%

**CITY OF PALATKA
2024-2025 PROPOSED BUDGET HIGHLIGHTS**

Major reasons for the above change is the following:

General Fund

1. Public Records Request software \$12K and ADP maintenance costs of \$30K.
2. Assistant City Manager and Human Resource Director position were added.
3. Police Union negotiations fiscal impact of over \$100K
4. Police vehicle financing costs are included.
5. City Hall and Annex Renovations decreased to \$120K. Remaining funds to renovate chamber and finish building out Annex.
6. Street Light capital improvements of \$193K are included.
7. Police Department personnel cost increase by \$64K (1 position)
8. Public Works-Cemetery capital costs of \$35K for tree removal and office upgrades.
9. Parks Capital includes \$345K for playground renovations and \$120K to improve (2) parks pickleball courts and recreation area.
10. Fire assessment variable and fixed rates remain the same as prior year
11. Fire Union negotiations fiscal impact of \$170K
12. Fire truck and ladder truck financing costs are included.

Airport Fund

1. Increased by \$536,589 from \$3,793,105 to \$4,329,694 due to uptick in grant activity.

TIF/CRA Fund

1. \$300K Downtown bump out project included.
2. Retail strategies, branding, and costs to update the CRA plan total over \$110K
3. Transfers to Better Place for the Streetscape increased by over \$200K

Golf Fund

1. Operating costs increased by 11K

Utilities Funds

1. Water Treatment Plant capital cost includes over \$600K for Water Tower, Scada Rebuild, Skidsteer, VFD Replacement, and flow meters.
2. Reclamation's capital improvements total over \$600K. This includes Omni Beacons, Flow Control Gates, Shutoff valves, effluent panels, r

Sanitation Funds

1. Capital costs include a solid waste truck.

Better Place

1. More grants are expected to be completed - from \$14,946,260 to \$19,351,007 or \$4,404,747 more

ARPA

1. Less funds remaining to be disbursed or encumbered

RESOLUTION NO. 2025-R-124

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PALATKA, PUTNAM COUNTY, FLORIDA, ADOPTING THE FINAL
OPERATING MILLAGE RATE FOR THE PURPOSE OF LEVYING OF
AD VALOREM TAXES FOR THE CITY OF PALATKA, PUTNAM
COUNTY, FOR FISCAL YEAR 2025-2026; AND PROVIDING FOR
SCRIVENER'S ERRORS**

WHEREAS, the City Commission of the City of Palatka of Putnam County, Florida, during Regular Session on August 4, 2025, adopted City of Palatka Resolution No. 2025-R-100 setting the Fiscal Year 2025-2026 Tentative Millage Rates following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City Commission of the City of Palatka of Putnam County, Florida, held a First Public Hearing on the Fiscal Year 2025-2026 proposed budget on September 10, 2024, as required by Florida Statute 200.065; and **ADOPTED** City of Palatka Resolution No. 2025-R-114 to adopt the Tentative and Proposed Millage Rate, as required by Florida statute 200.065; and

WHEREAS the City Commission of the City of Palatka of Putnam Count, Florida, held a second public hearing during Regular Session on September 25, 2025, regarding the adoption of the final budget as required by Florida Statue 200.065; and

WHEREAS the gross taxable value for operating purposes which is not exempt from taxation within the City of Palatka of Putnam County has been certified by the County Property Appraiser to the City of Palatka as \$739,656,112.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka of Putnam County, Florida, that:

1. the Fiscal Year 2025-2026 operating millage rate for the City of Palatka is 6.4000 mills, which is more than the rolled-back rate of 6.2397 mills by 2.57%.
2. this Resolution shall take effect immediately upon its adoption.
3. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Resolution.
A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 25th day of September 2025.

CITY OF PALATKA

By: MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

RESOLUTION NO. 2025-R-125

A RESOLUTION OF THE CITY OF PALATKA ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS the Annual Budget contains fund appropriations and establishes projected revenue and expenditure levels for all funds and divisions for the current fiscal year and the fiscal year commencing on October 1, 2025; and

WHEREAS Florida Statutes §200.065(2)(c) requires that a public hearing be held on the tentative budget, and Florida Statutes §200.65(2)(d) requires that a public hearing be held to finalize the budget and adopt a millage rate; and

WHEREAS Florida Statutes §200.065(2)(d) requires that within 15 days after the meeting adopting the tentative budget, the taxing authority shall advertise in a newspaper of general circulation of its intent to finally adopt a millage rate and budget. The final hearing must be held within 2 to 5 days of the advertisement. Sections 129.03 and 200.065, F.S. outlines the exact requirements of said advertisements; and

WHEREAS the City of Palatka of Putnam County, Florida on September 10, 2025, held a public hearing as required by Florida Statutes §200.65; and adopted Resolution No. 2025-R-123 to adopt the tentative budget for FY 2024-2025; and

WHEREAS, on September 21, 2025, the City of Palatka advertised in the Palatka Daily News its intent to finally adopt a millage rate and budget; and

WHEREAS the City of Palatka of Putnam County, Florida, set forth the appropriations and revenue estimate for the Budget for the Fiscal Year 2025-2026 in the amount of Eighty-Five Million, Five Hundred Ninety-two Thousand, Three Hundred Seventeen and 00/100 dollars (\$85,592,317.).

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka of Putnam County, Florida:

1. The Fiscal Year 2025-2026 Tentative Budget is hereby adopted;
2. The Fiscal Year 2025-2026 Tentative Budget, as filed with the City Clerk, contains the expenditures and reserves estimate, and the revenues and cash balances of the City of Palatka, Florida for the fiscal year from October 1, 2025, to September 30, 2026, both dates inclusive. Said Budget was submitted to the City Commission of the City of Palatka, Florida, by the City Manager as required by and pursuant to Section 39(6) of the City Charter of the City of Palatka, Florida. The 2025-2026 Tentative Budget is hereby fixed and determined in the amount of Eighty-Five Million, Five Hundred Ninety-two Thousand, Three Hundred Seventeen and 00/100 dollars (\$85,592,317.), and is hereby in all respects adopted and confirmed as so fixed and determined, and the City Clerk is hereby directed to enter the same upon the Minutes of the City of Palatka, Florida;
3. The City Manager is hereby authorized to expend such sums in accordance with this resolution and the other applicable provisions of the Charter and Ordinances of the City of Palatka, Florida and State law;
4. Properly advertised Public Hearings have been held on September 10, 2025 and September 25, 2025, at 6:00 PM as required by law. Copies of the budget are on file at the Office of the City Clerk for inspection and on the City of Palatka website;
5. If any provision or portion of the Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Resolution shall remain in full force and effect;
6. This Resolution shall take effect immediately upon its adoption;
7. The City Manager or designee, without public hearing, is authorized to correct any

typographical scrivener’s errors, which do not affect the intent of this Resolution.
A corrected copy shall be posted in the public record by the City Clerk.
PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 25th
day of September 2025.

CITY OF PALATKA

By: _____
It’s MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Second Reading: ADOPT 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.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 5.5 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) & Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1).

BACKGROUND

The application is for approx. 5.5 acres parcel located at 0 Kelley Smith School 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 is currently vacant. The applicant wishes to connect to the City's water & 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 5.5 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & 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 Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.

ATTACHMENTS

1.	PB 25-08 0 Kelley Smith Staff Report
2.	Ordinance 2025-31 ANNEX PB 25-08 (4)
3.	Business Impact ORD 2025-31
4.	Annex App & Fee
5.	Aerial Photo Kelley Smith School Rd.
6.	MAP 0 Kelley Smith School Rd
7.	Deed

Case PB 25-08- Annex, Amend Future Land Use Map and Rezone
Address: 16-10-26-0000-0240-0013 Kelley Smith School Rd., Approx. 5.5 acres
Applicants: Putnam County School District Board

STAFF REPORT

DATE: May 23, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 5.5 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) & Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Agricultural (AG) 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. 5.5 acres parcel located at 0 Kelley Smith School 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 is currently vacant. The applicant wishes to connect to the City's water & sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

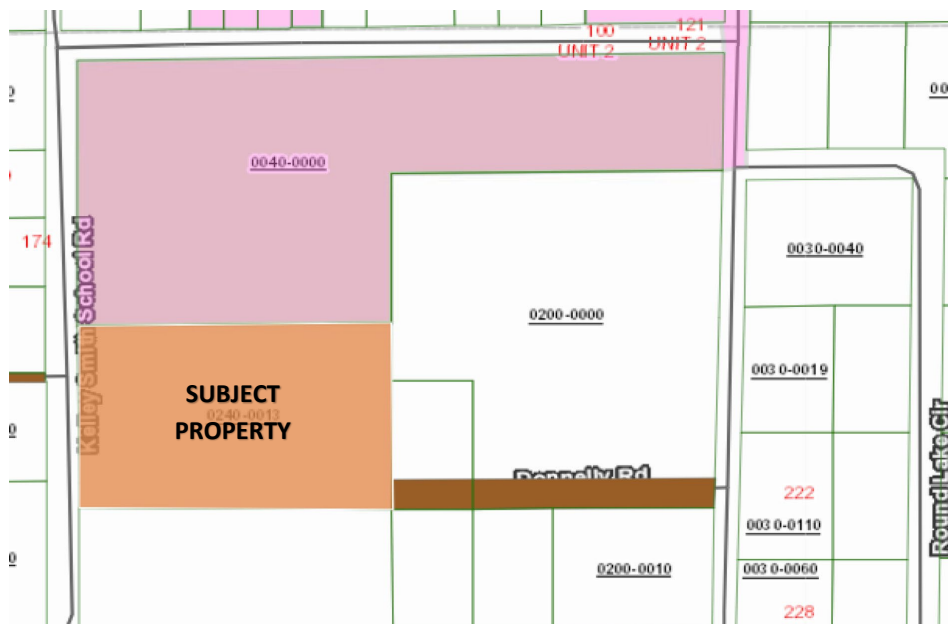


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & PC Urban Reserve (UR)	Putnam County Agricultural (AG)
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 Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR)	County Agricultural (AG)
East	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF)	County Agricultural Estate (AE)
West	County Agricultural	County Urban Reserve (UR)	County Agricultural (AG)

PROJECT ANALYSIS**Annexation Analysis**

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be “reasonably compact”.

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. 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: Water and sewer are available to the site in question. The applicant desires to connect to the City water and 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

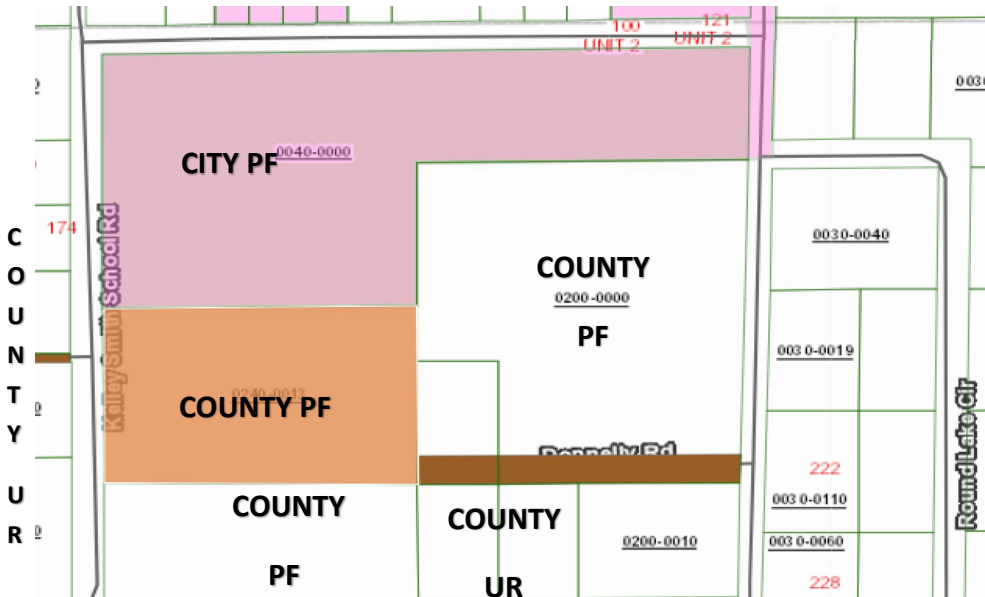


Figure 2: Current Future Land Use

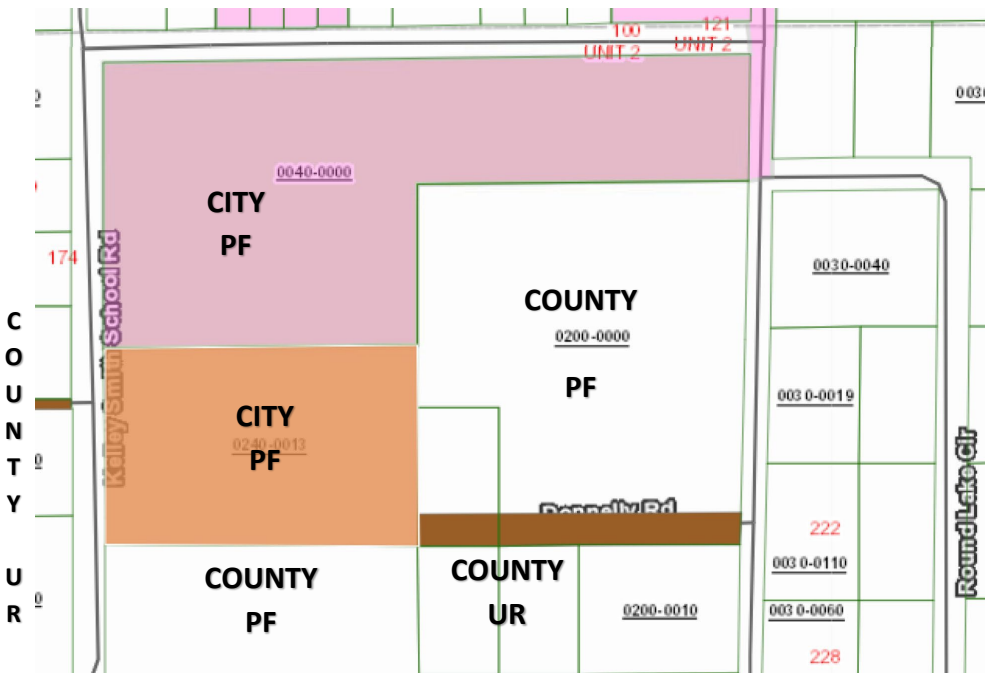


Figure 3: Proposed Future Land Use

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 and sewer connections. This annexation would be contiguous, as it borders City limits to the North. The use of this parcel will be school related.

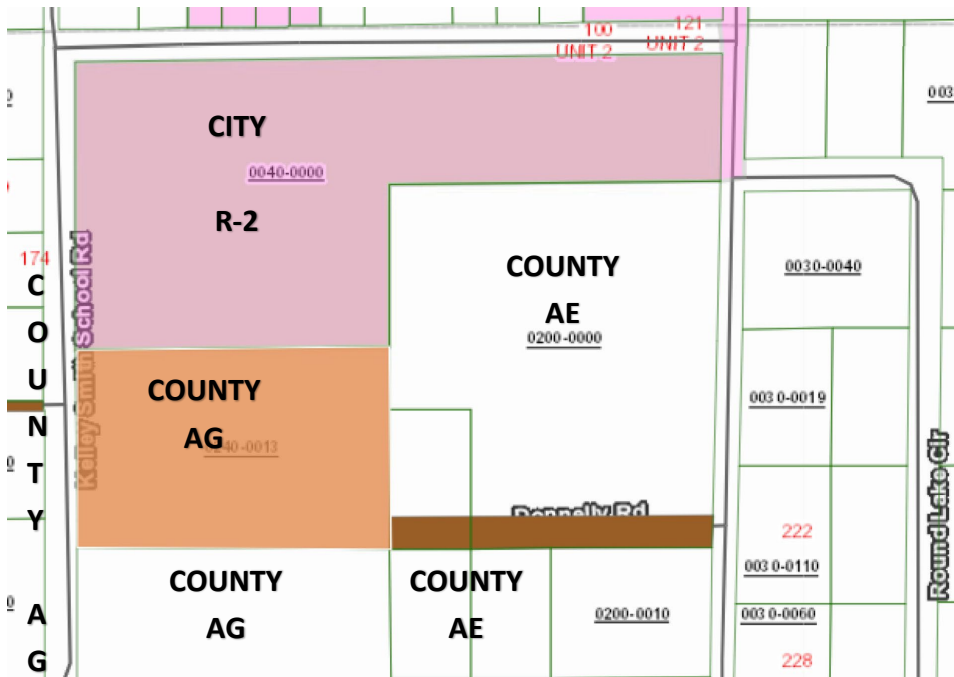


Figure 4: Current Zoning

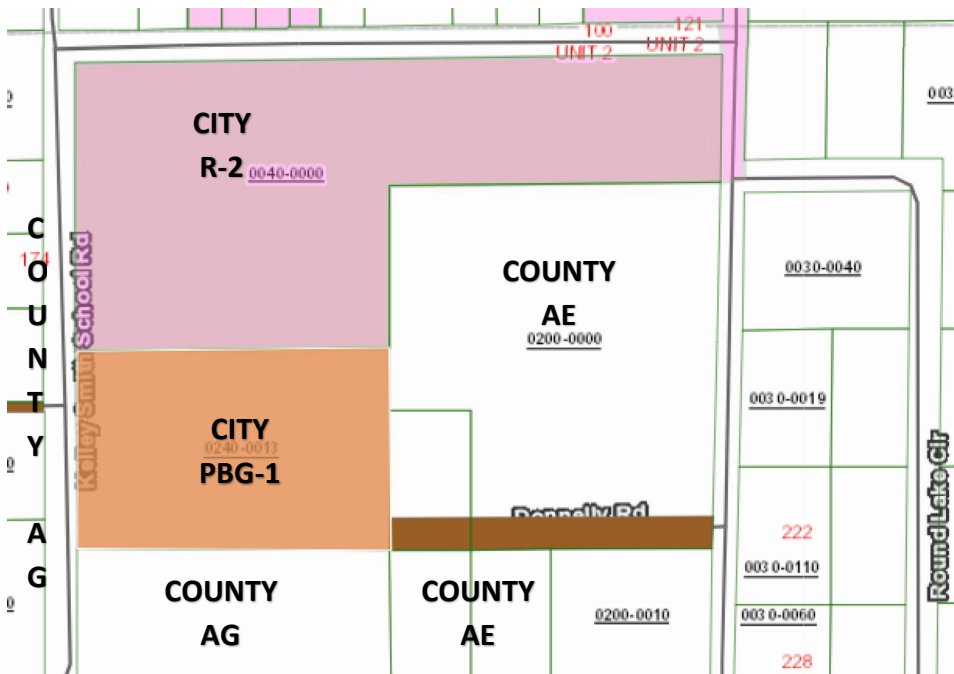


Figure 5; Proposed zoning

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:

- 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's 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 5.5 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & 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 Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.

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; 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: Putnam County School District Board, 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

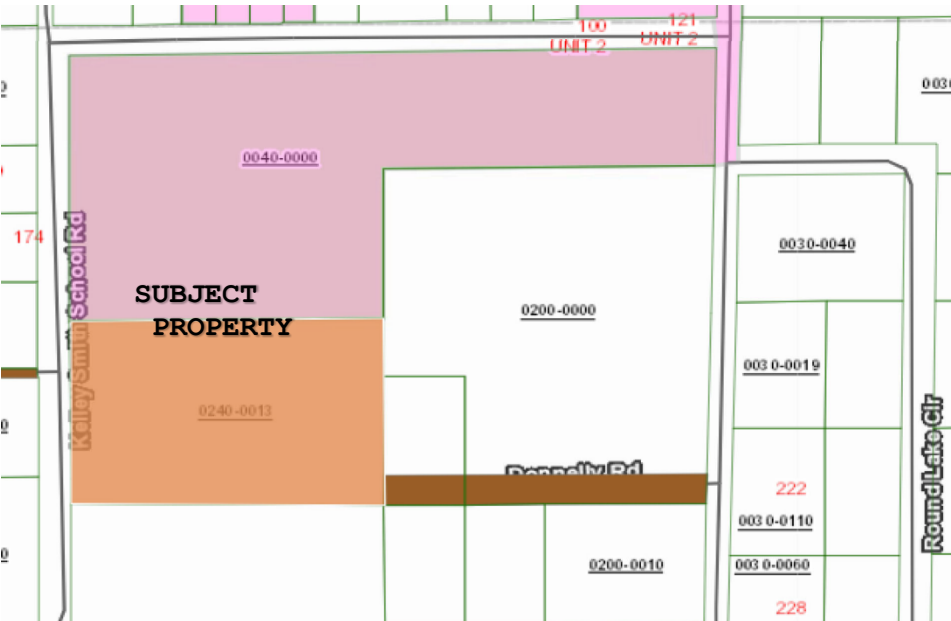
WHEREAS, the City Commission of the City of Palatka conducted public hearings on July 24th, 2025, and August 28th, 2025, and

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:
S1/2 OF NE1/4 OR1715 P589; KELLEY SMITH SCHOOL ROAD
PARCEL 16-10-26-0000-0240-0013



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 25th 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 2025-31 Annexation of PARCEL 16-10-26-0000-0240-0013" 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 16-10-26-0000-0240-0013 , 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; 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.



ANNEXATION APPLICATION

DATE RECEIVED: 4/28/25
APP NUMBER: PB - 25-09
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: NONE
- Parcel Number: 16-10-26-0000-0240-0013
- Parcel Dimensions: Approximately 413 ft X 632 ft (5.5 ACRES)
- Current Property Use: VACANT
- Current Future Land Use Map Designation: City: _____ County: PF
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: _____
- Proposed Use: _____
- Current Zoning Designation: AG Requested Zoning Designation: PBG-1
- Square footage of any proposed structures _____ Number & types of structures on property _____

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Putnam County District School Board
Mailing Address: 200 Reid Street, Palatka FL 32177
Phone Number(s): 386-329-0630 Email: tbolling@my.putnamschools.org

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): Donald F. Holmes, Esq. of Holmes & Young, P.A.
Mailing Address: 222 N. 3rd Street, Palatka FL
Phone Number(s): 386-328-1111 Email: Holmes@HolmesandYoung.com

To Be Notarized

Name (Print Name): Thomas D. Balling Sr., Assistant Scott Support Services

Signature: Thomas D. Balling Sr. Date: April 17, 2025

STATE OF Florida County of Putnam

Before me this day personally appeared Thomas D. Balling Sr. 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 17 day of April A.D. 2025.

(Notary Seal)



Melanie A. Bryan
Notary Public

My commission expires: 08/22/2027 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:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
1,720.00		ANNEX, FLUM AND REZONE 16-10-26-0000-0200-0000 16-10-26-0000-0240-0013

Kelley Smith
Elementary School

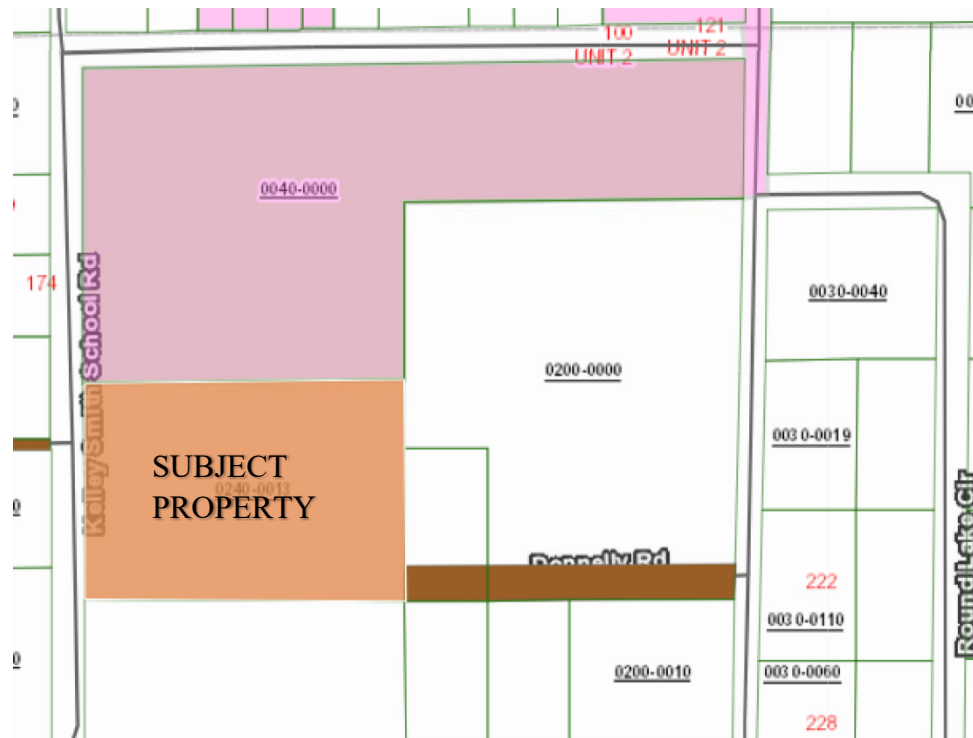


221 Round Lake Rd



Kelley Smith School Rd.

#16-10-26-0000-0240-0013



3

Return to:

Name: Putnam County District School Board

Address: 200 Reid Street
Palatka, FL 32177

This Instrument Prepared by: Walter Fortner

Address: Palatka Abstract & Title Ins. Inc
113 North 4th Street
Palatka, FL 32177
File No. 23-306

Property Appraiser's ID #:
16-10-26-0000-0240-0010

Inst: 202354014144 Date: 06/27/2023 Time: 4:10PM Doc Stamp-
Deed: 1050.00 By: CH, DC, Matt Reynolds, Putnam, County Page
1 of 3 B: 1715 P: 589

WARRANTY DEED

This Warranty Deed is executed this 15 day of June, 2023, by Christopher Kelley and Mallorie Kelley, husband and wife ("Grantor") to Putnam County District School Board ("Grantee").

"Grantor" and "Grantee" are used for singular or plural, as context requires.

Witnesseth, that Grantor, for the sum of \$150,000 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, 2022.

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:

Marc Spalding
Signature of Witness 1

Marc Spalding
Print Name of Witness 1

Christopher Kelley
Signature of Grantor 1

Christopher Kelley

Mailing Address of Grantor 1

Walter Fortner
Signature of Witness 2

Walter Fortner
Print Name of Witness 2

Mallorie Kelley
Signature of Grantor 2

Mallorie Kelley

Mailing Address of Grantor 2

Notary Section:

STATE OF FLORIDA

COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 15 day of June, 2023, by Christopher Kelley and Mallorie Kelley.

Personally Known ☐ OR Produced Identification ☒

Type of Identification Produced: Florida Driver's License

(Signature of Notary Public) *Walter Fortner*

(Print, Type, or Stamp Commissioned Name of Notary Public) Walter Fortner

My Commission expires:

Affix Notary SEAL

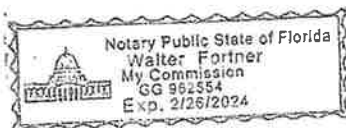


EXHIBIT A

A portion of the South 1/2 of the NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East, Putnam County, Florida, being more particularly described as follows:

Commence at the Southwest corner of the North 1/2 of the NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East; thence N 89°01'31" E, along the South line of said North 1/2 of the NE 1/4 of the NW 1/4, 33.0 feet to a line lying 33.0 feet Easterly of the West line of said NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East and the Point of Beginning, said line also being the Easterly right of way line of Kelly Smith School Road as now established; thence continue N 89°01'31" E, along aforesaid South line of the North 1/2 of the NE 1/4 of the NW 1/4, 637.34 feet to the Northeast corner of the SW 1/4 of the NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East; thence S 00°21'31" W, along the East line of said SW 1/4 of the NE 1/4 of the NW 1/4, a distance of 395.12 feet; thence N 88°04'02" W, 633.19 feet to aforesaid line lying 33.0 feet Easterly of the West line of said NE 1/4 of the NW 1/4; also being the Easterly right of way line of Kelly Smith School Road; thence N 00°18'34" W, along last said line, 361.41 feet to the Point of Beginning and to close.
Containing 5.50 Acres.

Second Reading: ADOPT 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

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	PB 25-08 0 Kelley Smith Staff Report
2.	Ordinance 2025-33 Zoning PB 25-08 (3)
3.	Business Impact ORD 2025-33

Case PB 25-08- Annex, Amend Future Land Use Map and Rezone
Address: 16-10-26-0000-0240-0013 Kelley Smith School Rd., Approx. 5.5 acres
Applicants: Putnam County School District Board

STAFF REPORT

DATE: May 23, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 5.5 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) & Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Agricultural (AG) 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. 5.5 acres parcel located at 0 Kelley Smith School 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 is currently vacant. The applicant wishes to connect to the City's water & sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

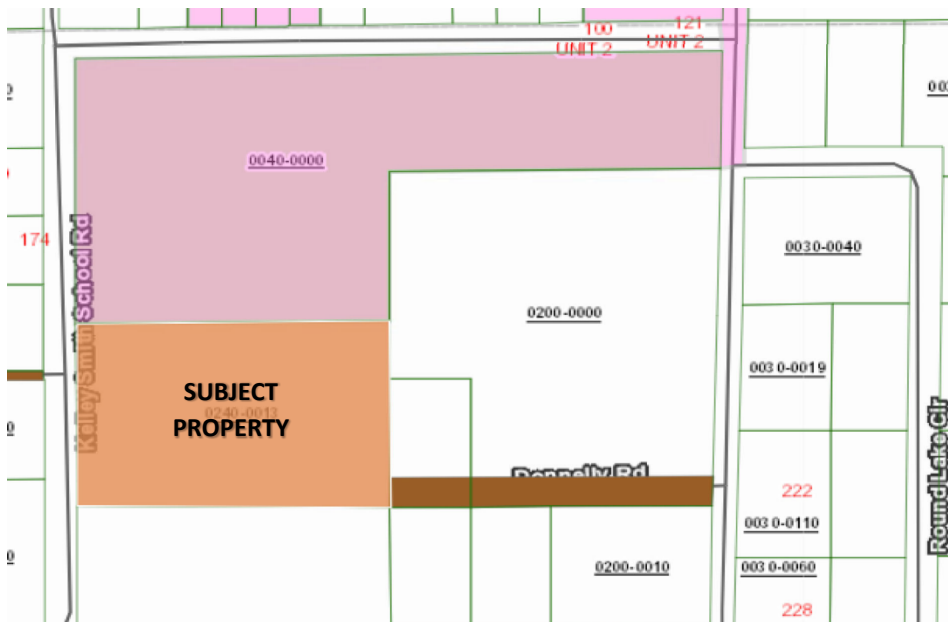


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & PC Urban Reserve (UR)	Putnam County Agricultural (AG)
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 (PF)	City Residential, two-family, residential (R-2)
South	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR)	County Agricultural (AG)
East	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF)	County Agricultural Estate (AE)
West	County Agricultural	County Urban Reserve (UR)	County Agricultural (AG)

PROJECT ANALYSIS**Annexation Analysis**

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be “reasonably compact”.

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. 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: Water and sewer are available to the site in question. The applicant desires to connect to the City water and 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

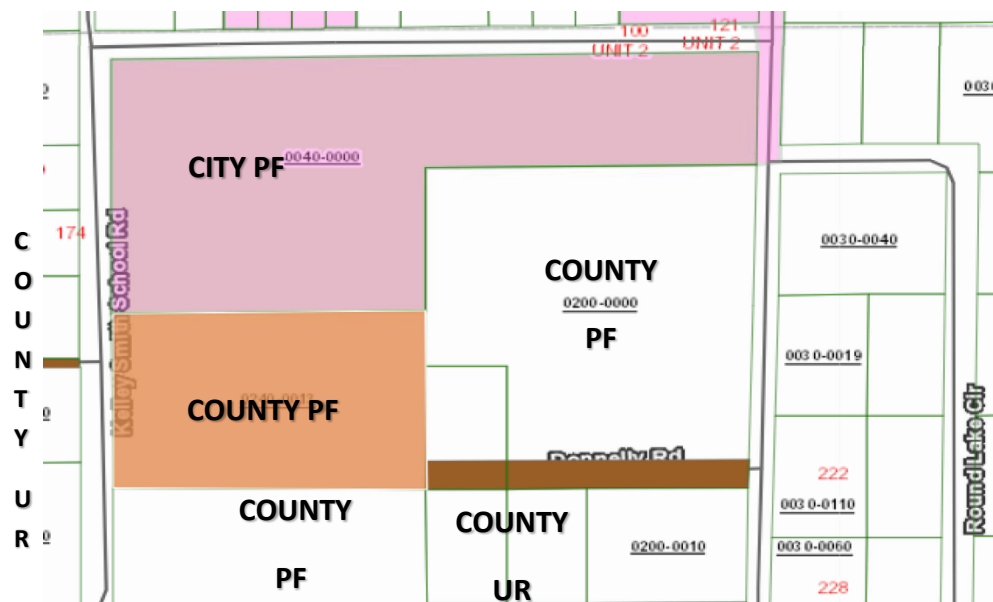


Figure 2: Current Future Land Use

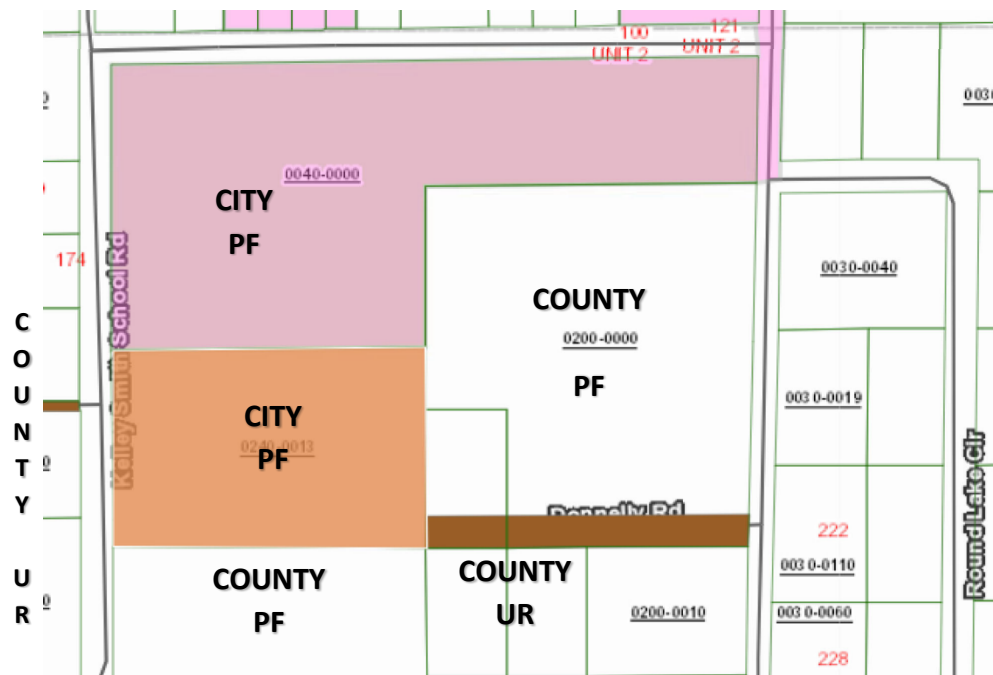


Figure 3: Proposed Future Land Use

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 and sewer connections. This annexation would be contiguous, as it borders City limits to the North. The use of this parcel will be school related.

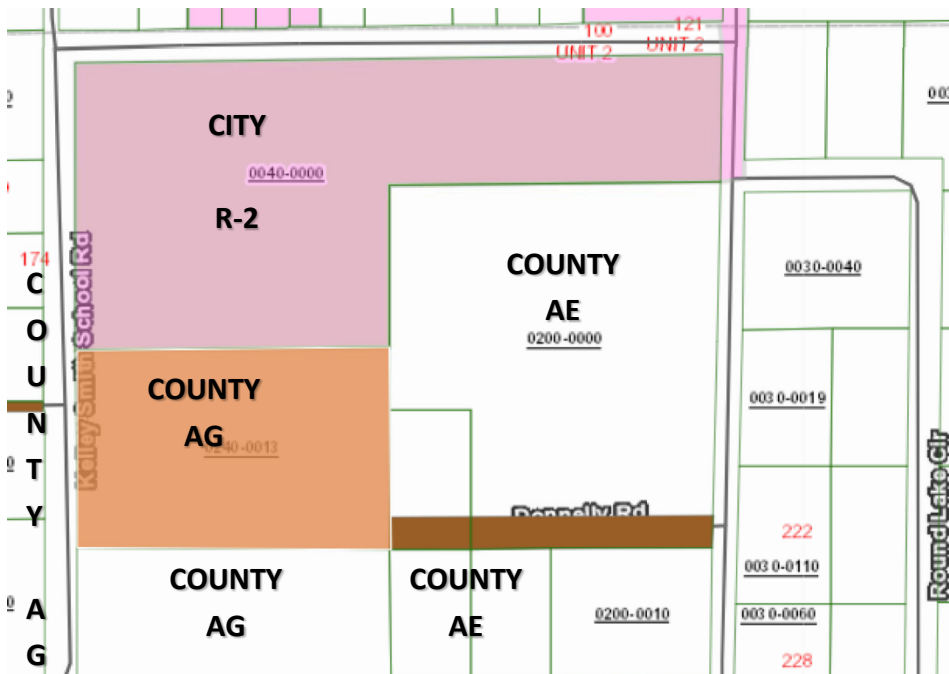


Figure 4: Current Zoning

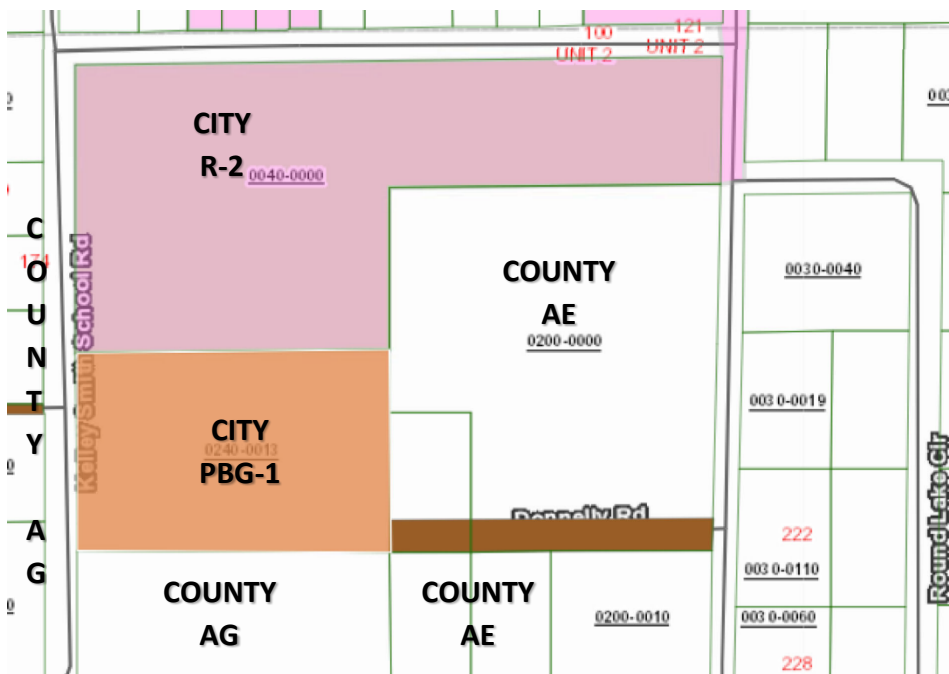


Figure 5; Proposed zoning

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:

- 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's 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 5.5 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & 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 Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.

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; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the Putnam County School District Board, 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.

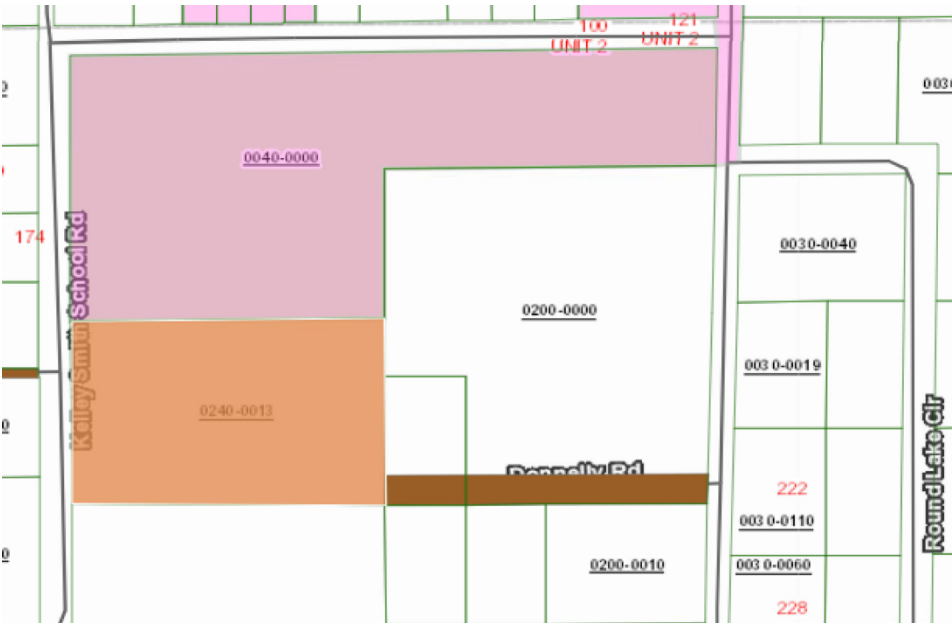
NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

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 (AG) to City of Palatka Public Buildings and Grounds (PBG-1) classification.

DESCRIPTION OF PROPERTY: S1/2 OF NE1/4 OF NW1/4 OR1715 P589, PARCEL 16-10-26-0000-0240-0013

**SUBJECT
PROPERTY**

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 25th 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 2025-33 Rezone PARCEL 16-10-26-0000-0240-0013" 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 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; 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: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.06 acres +/-; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Other Public Facilities (OPF); and rezone from Putnam County Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1).

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

The parcel currently has a lift station managed and serviced by City Public Works Department. The lift station provides sewer service for city property owners.

BACKGROUND

The application is for a 0.06 acre +/- parcel located adjacent to the Walmart property on South State Rd 19. Parcel 10-10-26-0000-0210-0001, which is approximately 50-ft by 50-ft, is bordered by the city limits on three of its four sides (north, east, and south). The west side is bordered by unincorporated Putnam County and is vegetated, slightly wooded adjacent to low density development. To the east of the subject parcel, there are stormwater retention ponds serving primarily the Walmart site. Figure 1 shows a map of the parcel to be annexed into the city. When the Walmart parcel was annexed into the city, this city-owned parcel was inadvertently left out. This proposed annexation will square-off with the adjacent parcel.

PROJECT ANALYSIS

Please refer to staff report

Staff Recommendation

- Staff recommends approval of the annexation of 136 Corbett Road (Parcel 10-10-26-0000-0210-0001).
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Other Public Facilities (OPF).
- Staff recommends amending the district boundary for the zoning map from Putnam County Agricultural (AG), to City of Palatka Public Buildings and Grounds (PBG-1).

ATTACHMENTS

1.	PB 25-19_Staff_Report- Annex 136 CorbettRd
2.	Annex App
3.	Deed
4.	Rezoning App

Case PB 25-19 Annexation, Amendment to FLUM and Rezoning
Address: 136 Corbett Road, Approx. 0.06 acres +/-
Parcel No.: 10-10-26-0000-0210-0001
Applicant: City of Palatka

STAFF REPORT

DATE: September 2, 2025
TO: City of Palatka Planning Board
FROM: Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.06 acres +/-; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Other Public Facilities (OPF); and rezone from Putnam County Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1).

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

The parcel currently has a lift station managed and serviced by City Public Works Department. The lift station provides sewer service for city property owners.

Background

The application is for a 0.06 acre +/- parcel located adjacent to the Walmart property on South State Rd 19. Parcel 10-10-26-0000-0210-0001, which is approximately 50-ft by 50-ft, is bordered by the city limits on three of its four sides (north, east, and south). The west side is bordered by unincorporated Putnam County and is vegetated, slightly wooded adjacent to low density development. To the east of the subject parcel, there are stormwater retention ponds serving primarily the Walmart site. Figure 1 shows a map of the parcel to be annexed into the city. When the Walmart parcel was annexed into the city, this city-owned parcel was inadvertently left out. This proposed annexation will square-off with the adjacent parcel.

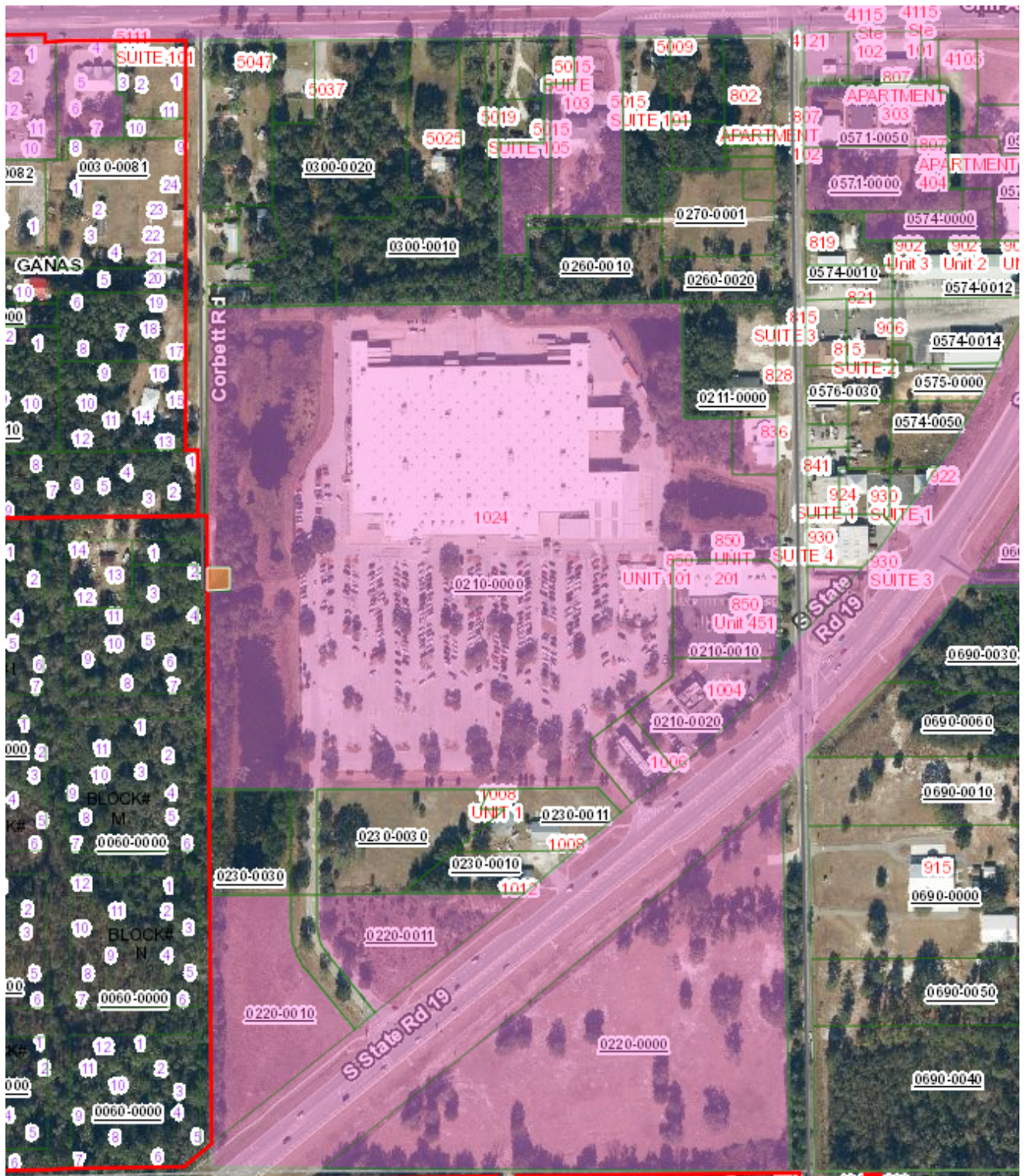


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Lift Station	Putnam County, Urban Reserve (UR)	Putnam County, Agricultural (AG)
Property Proposed	Lift Station	City of Palatka, Other Public Facilities (OPF)	City of Palatka, Public Buildings and Grounds (PBG-1)
North	Walmart	City of Palatka Commercial (COM)	City of Palatka Intensive Commercial (C-2)
South	Walmart	City of Palatka, Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
East	Walmart	City of Palatka, Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
West	Low density development, single-family residential lots	Putnam County Urban Reserve (UR)	Putnam County Agricultural (AG)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be “reasonably compact.”

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness and does not create an enclave or pocket. The proposed annexation borders the city limits to the north, east, and south.

Connection to Water and Sewer: **N/A. A lift station is currently on the parcel.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

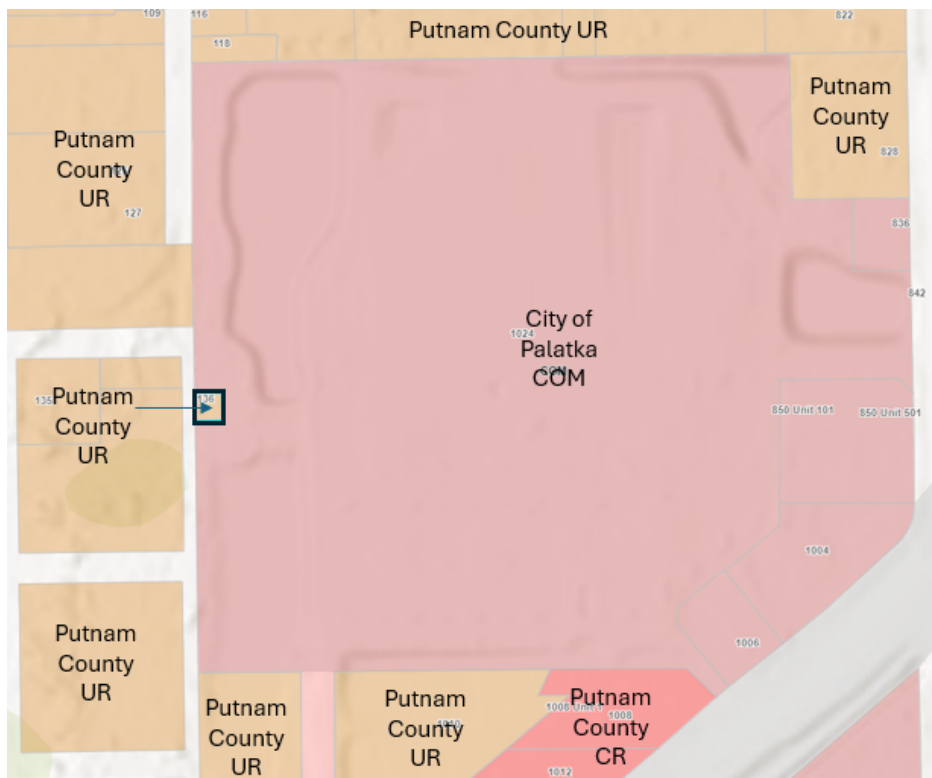


Figure 2: Current Future Land Use Map (FLUM)

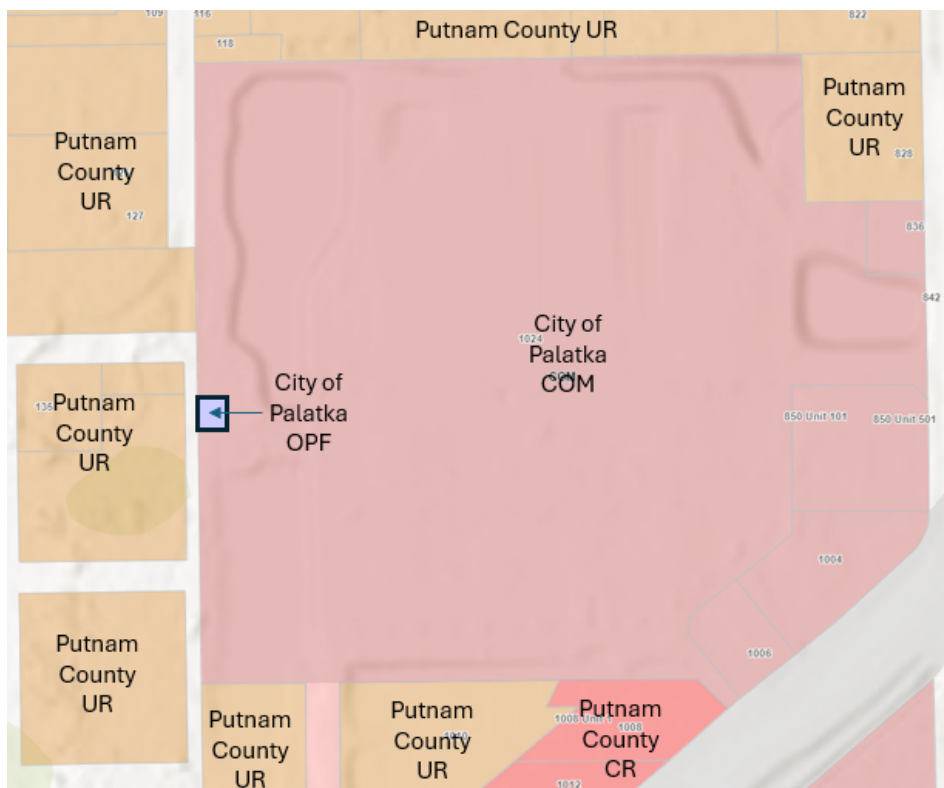


Figure 3: Proposed Future Land Use Map (FLUM)

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.

As the applicant, the City of Palatka proposes to continue the use as a lift station site.

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. This annexation of the parcel would be contiguous, as it borders city limits to the north, east and south.

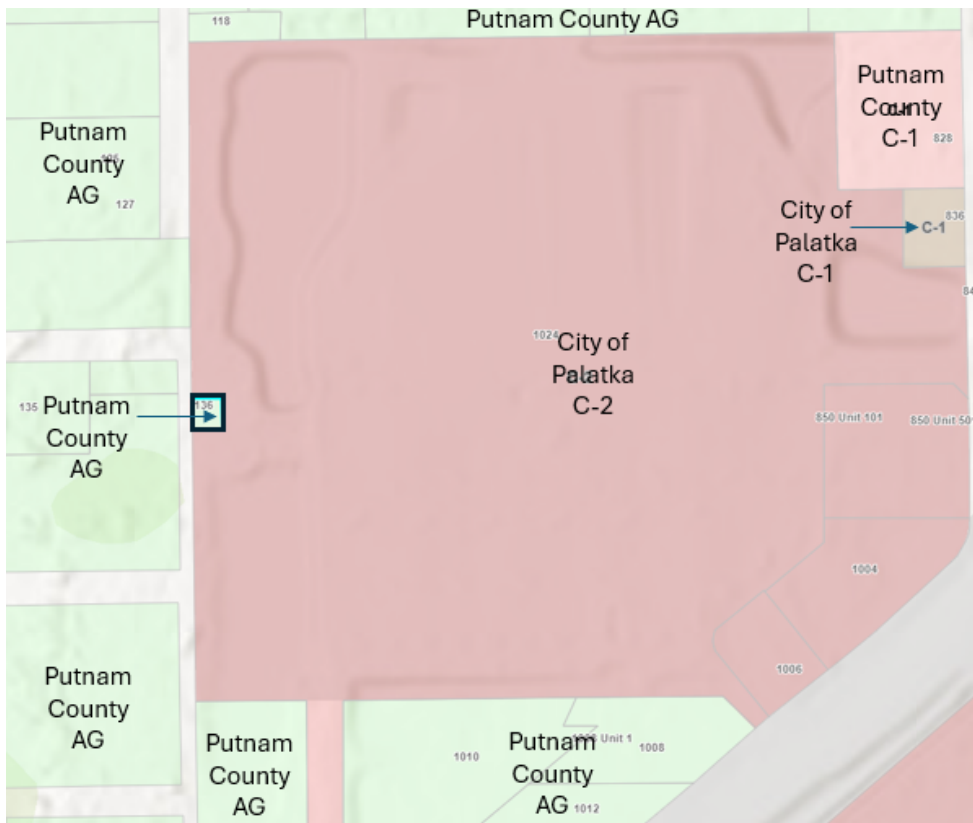


Figure 4: Current Zoning Map

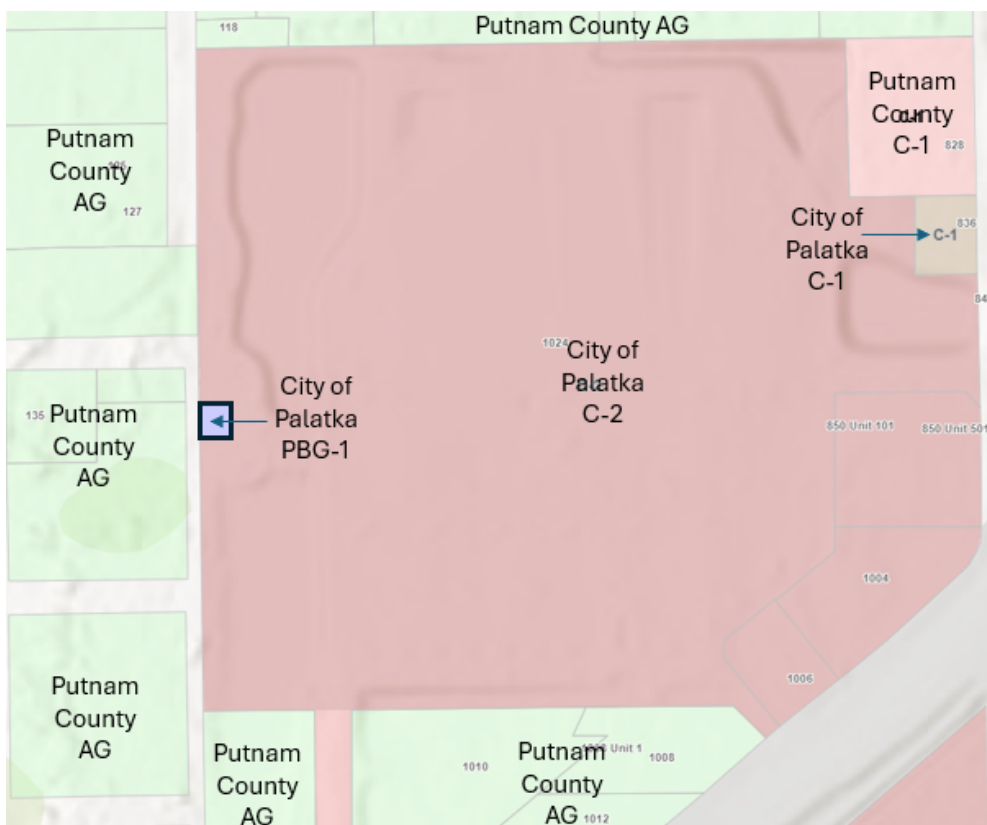


Figure 5: Proposed Zoning Map

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. The Public Buildings and Grounds (PBG-1) district is consistent for the current and proposed future use of the site.*
- b. *The existing land use pattern. The proposed rezoning is not inconsistent with the land use pattern and its current use.*
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts. Given the parcels relatively small size (0.06 acres) and its current use, the proposed rezoning would not create an isolated district incompatible with adjacent parcels.*
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc. N/A.*
- 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 and is intended for the sole use of the lift station.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary. The City of Palatka owns and services the lift station currently on the site. City staff feels it is time to bring it within the City's jurisdiction.*
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood. The proposed rezoning will not adversely influence living conditions in the neighborhood.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The proposed rezoning would not create or excessively increase traffic congestion or otherwise affect public safety. The City of Palatka Public Works Department would continue to manage the site.*
- i. *Whether the proposed change will create a drainage problem. The rezoning will not cause drainage problems. All current conditions would remain unchanged.*
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas. The proposed rezoning will not reduce light and air to adjacent properties. All current conditions would remain unchanged.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed rezoning will not adversely affect nearby property values. All current conditions would remain unchanged.*
- 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. All current conditions would remain unchanged.*

- 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 (City of Palatka). All current conditions would remain unchanged.***
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. **When a parcel is annexed into the city limits, it requires assignment of a zoning compatible with the surrounding area and its current use.***
- 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 a lift station site.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **N/A. The City of Palatka currently owns and maintains several other lift station sites throughout the city limits.***
- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 136 Corbett Road (Parcel 10-10-26-0000-0210-0001).
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Other Public Facilities (OPF).
- Staff recommends amending the district boundary for the zoning map from Putnam County Agricultural (AG), to City of Palatka Public Buildings and Grounds (PBG-1).



ANNEXATION APPLICATION

DATE RECEIVED: 8.04.2025
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
- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Letter of Authorization
- ☐ Survey

- ☐ Site Map
- ☐ Project Narrative
- ☐ Site Plan (for planned development)
- ☐ Supplementary Information

Property Information

1. Property Address: 136 Corbett Road, Palatka
2. Parcel Number: 10-10-26-0000-0210-0001
3. Parcel Dimensions: Approx. 50 x 50
4. Current Property Use: Lift Station
5. Current Future Land Use Map Designation: City: County: Urban Reserve
6. Proposed Future Land Use Map Designation (if applicable): City: Other Public Facilities County:
7. Proposed Use: Lift Station site
8. Current Zoning Designation: Agricultural Requested Zoning Designation: PBG-1
9. Square footage of any proposed structures 0 Number & types of structures on property
1 Lift Station

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): City of Palatka

Mailing Address: 201 N 2nd Street

Phone Number(s): 386-329-0100 Email: building-zoning@palatka-fl.gov

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): _____

Signature: _____ Date: _____

STATE OF _____ County of _____

Before me this day personally appeared _____ 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 _____ day of _____ A.D. _____.

(Notary Seal)

Notary Public

My commission expires: _____ State of _____ at Large.

Type of Identification Produced: _____

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

THIS INSTRUMENT PREPARED BY AND RETURN TO:
Edward E. Hedstrom, Attorney at Law
601 St. Johns Avenue
Palatka, Florida 32177

DOC STAMPS 7.00
INTANG TAX .00

Documentary Tax PD. \$ 7.00
Deed to be recorded in
Public Records of Putnam County
by Anna Thompson

WARRANTY DEED

(Statutory Form-Section 689.02 F.S.)

THIS INDENTURE, made this 7th day of **November, 1997**, between

JOHN THOMPSON and CLAUDIA THOMPSON, husband and wife,

whose post office address is P.O. Box Q, Hollister, FL 32147
hereinafter called the Grantor*, and

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

whose post office address is 201 North 2nd Street, Palatka, Florida 32177, hereinafter called the Grantee*.

WITNESSETH: That said grantor, for and in consideration of the sum of **TEN AND NO/100 (\$10.00)** Dollars, and other good and valuable consideration to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **PUTNAM** County, Florida, to wit:

Property Folio No.

A parcel of land lying in the NE 1/4 of the SE 1/4 of Section 10, Township 10 south, Range 26 East in Putnam County, Florida, being more particularly described as follows:

Commencing at the SW corner of the NE 1/4 of the SE 1/4 of Section 10, Run N 01° 35'13" W. along the East right of way line of Corbett Road a distance of 20.00 feet to the intersection of the North line of a 20' agricultural easement as recorded in Official Records Book 592, Page 1497 of the public records of Putnam County; and the Point of Beginning; thence continue N 01° 35'13" W., along said East Right-of-Away line a distance of 50.00 feet; thence run N 88°25'16" E. a distance of 50.00 feet; thence run S 01°35'13" E., a distance of 50.00 feet to a point on the North line of aforesaid 20' agricultural easement; thence run S 88°25'16" W. along said Northerly line a distance of 50.00 feet to the point of beginning.

Parcel contains 2500 sq. feet, or 0.057 acres, more or less.

Subject to restrictions, reservations, easements and limitations of record, if any, provided that this shall not serve to reimpose same, zoning ordinances, and taxes for current and subsequent years.

Said grantor does hereby fully warrant the title to said land, and will defend that same against the lawful claims of all persons whomsoever.

**"Grantor" and "grantee" are used for singular or plural, as context requires.*

Resolutions Meeting
November 1997

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.

Bonnie Andrews
Signature of Witness
Bonnie Andrews

Print/Type name of Witness

Bonnie Andrews
Signature of Witness
Bonnie Andrews

Print/Type name of Witness

Lana K. Bunton
Lana K. Bunton
STATE OF FLORIDA
COUNTY OF PUTNAM

John Thompson
JOHN THOMPSON

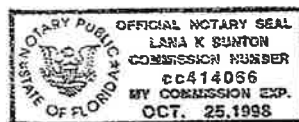
Claudia Thompson
CLAUDIA THOMPSON

The foregoing instrument was acknowledged before me this 7th day of November 1997, by JOHN THOMPSON and CLAUDIA THOMPSON, husband and wife, who are personally known to me or who has produced as identification and who did take an oath.

Lana K. Bunton
(signature)
LANA K. BUNTON
Print/Type name of Notary Public

Notary Public, Commission No. CC414066

(SEAL)



ED BROOKS CLERK
CO:PUTNAM ST:FL

FILED AND RECORDED
DATE 11/12/1997 TM 15:23



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: 136 Corbett Rd, Palatka
- Parcel Number: 10-10-26-0000-0210-0001
- Parcel Dimensions: 50 x 50
- Current Property Use: Lift Station
- Current Future Land Use Map Designation: City: _____ County: Urban Reserve
- Proposed Future Land Use Map Designation (if applicable): City: Other Pub. Facilities County: _____
- Proposed Use: No Change - Lift Station site
- Current Zoning Designation: Agricultural (AG) Requested Zoning Designation: PBG-1
- Square footage of any proposed structures 0 Number & types of structures on property _____
1 Lift Station

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): City of Palatka

Mailing Address: 201 N 2nd Street, Palatka Florida

Phone Number(s): 386-329-0100 Email: building-zoning@palatka-fl.gov

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): _____

Signature: _____ Date: _____

STATE OF _____ County of _____

Before me this day personally appeared _____ 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 _____ day of _____ A.D. _____.

(Notary Seal)

Notary Public

My commission expires: _____ State of _____ at Large.

Type of Identification Produced: _____

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

ADOPT ORDINANCE NO. 2025-46 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0210-0001, LOCATED AT 136 CORBETT ROAD, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 2025-46 annexation of property Corbett
2.	ORD 2025-46 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-46

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0210-0001, LOCATED AT 136 CORBETT 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: the City of Palatka, 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 September 2, 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 September 25, 2025, and October 9, 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 NE1/4 OF SE1/4 OR744, P108 (LIFT STATION)

Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0210-0001

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 2025-46 Annexation of
PARCEL 10-10-26-0000-0210-0001" More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0210-0001, LOCATED AT 136 CORBETT ROAD, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

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- ☐ 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.

ADOPT ORDINANCE NO. 2025-47 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA OTHER PUBLIC FACILITIES (OPF) FOR THE FOLLOWING PROPERTY: 136 CORBETT ROAD PALATKA, FLORIDA 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION), PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 25-47 FLUM corbett
2.	ORD 2025-47 Business Impact

ORDINANCE NO. 25-47

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA OTHER PUBLIC FACILITIES (OPF) FOR THE FOLLOWING PROPERTY: 136 CORBETT ROAD PALATKA, FLORIDA 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION), PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka, 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 September 2, 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 September 25, 2025, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

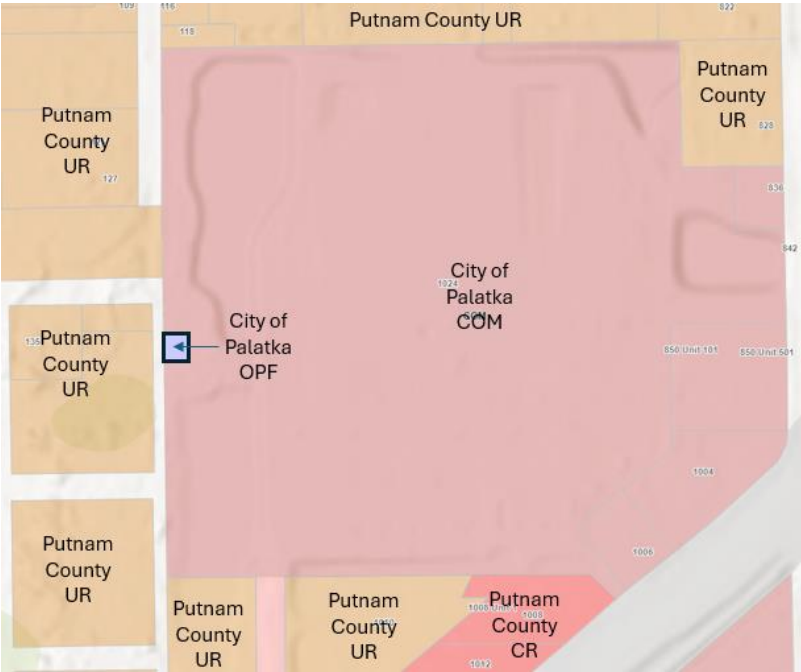
Section 1. Adopted Small Scale Amendment

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>
10-10-26-0000-0210-0001	0.06	Putnam County Urban Reserve (UR)	City of Palatka Other Public Facilities (OPF)

**DESCRIPTION OF PROPERTY:
PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION), PARCEL NO. 10-10-26-0000-0210-0001, 136 CORBETT ROAD**



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 25th 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 2025-47 Amendment of the Future Land Use Map of the City of Palatka PARCEL 10-10-26-0000-0210-0001" More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA OTHER PUBLIC FACILITIES (OPF) FOR THE FOLLOWING PROPERTY: 136 CORBETT ROAD PALATKA, FLORIDA 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION), 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.

ADOPT ORDINANCE NO. 2025-48 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 FOLLOWING PROPERTY:136 CORBETT ROAD, PALATKA, FL 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION) PARCEL NO. 10-10-26-0000-0210-0001, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 25-48 reZoning 136corbett
2.	ORD 2025-48 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-48

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 FOLLOWING PROPERTY: 136 CORBETT ROAD, PALATKA, FL 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION) PARCEL NO. 10-10-26-0000-0210-0001, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the 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 September 2, 2025, and two public hearings before the City Commission of the City of Palatka on September 25, 2025, and October 9, 2025, and

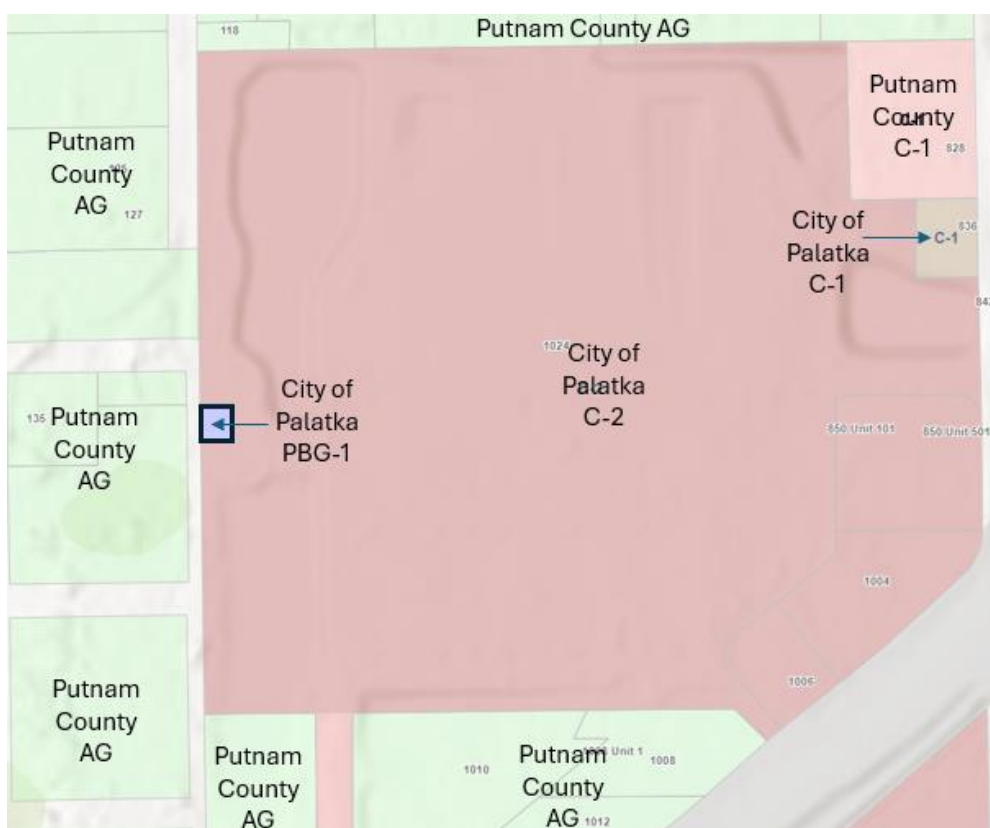
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 (AG) to City of Palatka Public Buildings and Grounds (PBG-1) classification.

DESCRIPTION OF PROPERTY:

**PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION), 136 Corbett Road
Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0210-0001**



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 25th day of September 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 9th day of October 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 2025-48 rezoning said property PARCEL 10-10-26-0000-0210-0001" 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 AGRICULTURAL (AG) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1) FOR THE FOLLOWING PROPERTY: 136 CORBETT ROAD, PALATKA, FL 32177, PT OF NE1/4 OF SE1/4 OR744, P108 (LIFT STATION) PARCEL NO. 10-10-26-0000-0210-0001, 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: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.36 acres, into the City of Palatka for the purpose of redeveloping the existing Crystal Tractor business into a quick service/fast food restaurant; amend the Future Land Use Map from Putnam County Urban Services (US) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial, Intensive (C-4) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application is for approx. 0.36 acres parcel located at 625 South State Rd. 19 # Unit 1, next to the O’Rielly Auto Parts and behind Crystal Tractor. The intent of the applicant is to combine the two parcels into one in order to redevelop the site with a quick service/fast food restaurant. Crystal Tractor’s business occupies the front lot #11-10-26-0000-0470-0020 (625 S SR 19) adjoining State Road 19, which is within the City. The subject parcel which is in Unincorporated, Putnam County is located directly behind, also owned by Chrystal Tractor. As a matter of fact, the existing commercial metal structure is split between the two adjoining parcels. The property had water connection and water service but the account was closed. There is a septic tank on the parcel on site. The proposed annexation will allow the connection to the City’s utilities. This parcel is adjacent to the City boundaries.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.

PROJECT ANALYSIS

Please refer to Staff report

Staff Recommendation

1. Staff recommends the request to annex approximately 0.36-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 Intensive Commercial (C-2) be approved.
3. Staff recommends the request to rezone from Putnam County Residential, Two-Family

(R-2) and Intensive Commercial (C-4) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	PB 25-16 Staff Report
2.	Application - Annexation
3.	Application - FLU & Rezone
4.	Letter of Authorization Wagner Property Group-Crystal Tractor
5.	Disclosure of Ownership Interests
6.	Project Narrative
7.	625 S SR 19 Arial
8.	625 S SR19 PB 25-16 MAP

Case PB 25-16 Annex, Amend Future Land Use Map and Rezone

Parcel No.: 11-10-26-0000-0470-0021

Address: 625 South State Rd. 19 # Unit 1, Approx. 0.36-Acres

Applicants: Crystal Tractor, LLC

STAFF REPORT

DATE: August 18, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.36 acres, into the City of Palatka for the purpose of redeveloping the existing Crystal Tractor business into a quick service/fast food restaurant; amend the Future Land Use Map from Putnam County Urban Services (US) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial, Intensive (C-4) to City of Palatka Intensive Commercial (C-2).

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. 0.36 acres parcel located at 625 South State Rd. 19 # Unit 1, next to the O'Rielly Auto Parts and behind Crystal Tractor. The intent of the applicant is to combine the two parcels into one in order to redevelop the site with a quick service/fast food restaurant. Crystal Tractor's business occupies the front lot #11-10-26-0000-0470-0020 (625 S SR 19) adjoining State Road 19, which is within the City. The subject parcel which is in Unincorporated, Putnam County is located directly behind, also owned by Chrystal Tractor. As a matter of fact, the existing commercial metal structure is split between the two adjoining parcels. The property had water connection and water service but the account was closed. There is a septic tank on the parcel on site. The proposed annexation will allow the connection to the City's utilities. This parcel is adjacent to the City boundaries.

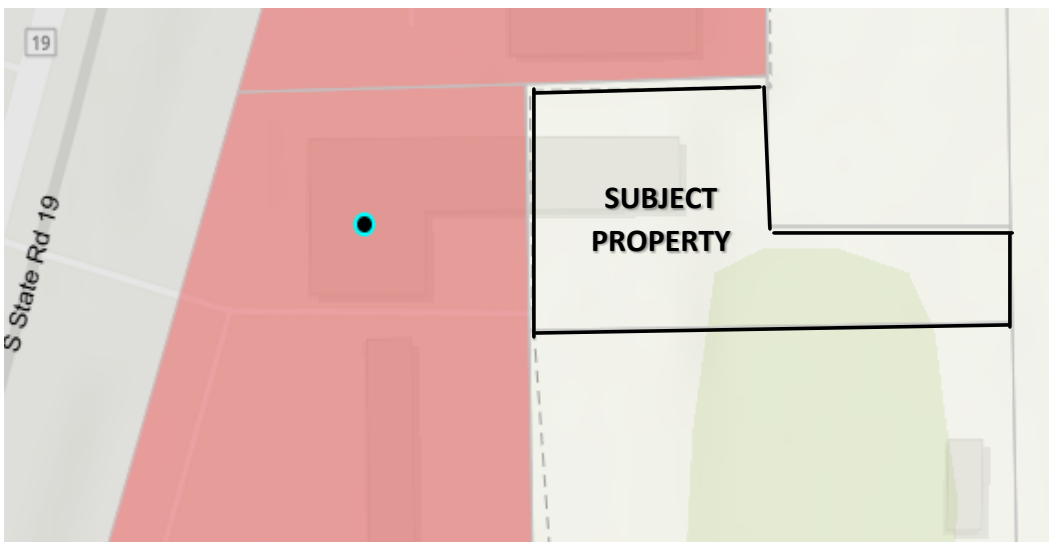


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Metal Office & Storage Structure	Putnam County Urban Service (US)	Putnam County Commercial, Intensive (C-4) and Residential, Two-Family (R-2)
Property Proposed	Quick service/fast food restaurant.	City of Palatka Commercial (COM)	City of Palatka Intensive Commercial, (C-2)
North	City O'Reilly Automotive	City Commercial (COM)	City Intensive Commercial, (C-2)
South	County Body Shop, Brakes, Automotive Repair	County Urban Service (US)	County Commercial Intensive (C-4) & Commercial, General, Light (C-2)
East	County Lewis Oil Company, Gas Station	County Urban Service (US)	County Residential, Two-Family (R-2)
West	City Crystal Tractor Supply	City Commercial (COM)	City Intensive Commercial, (C-2)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation standards 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 and West 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 and 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

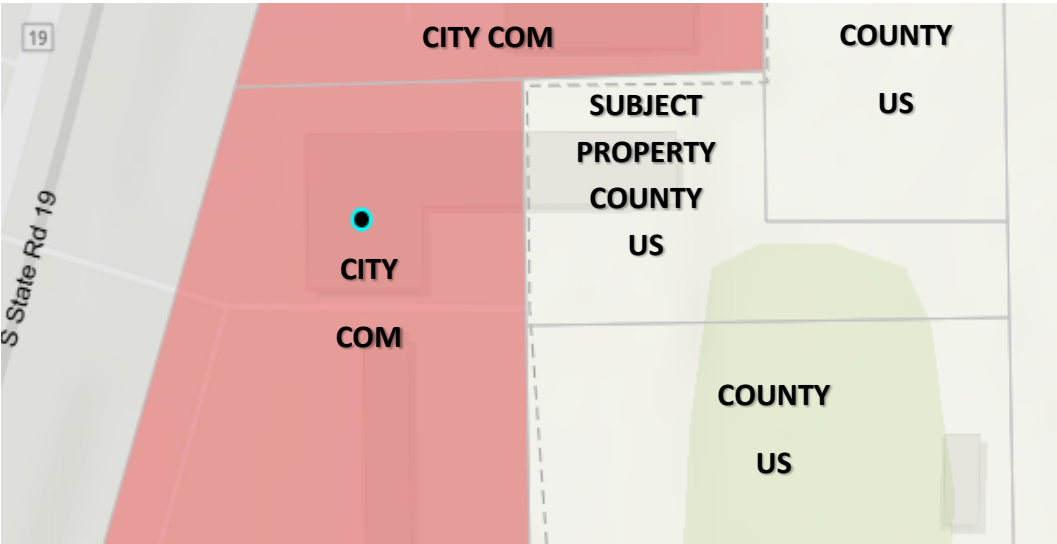


Figure 2: Current Future Land Us

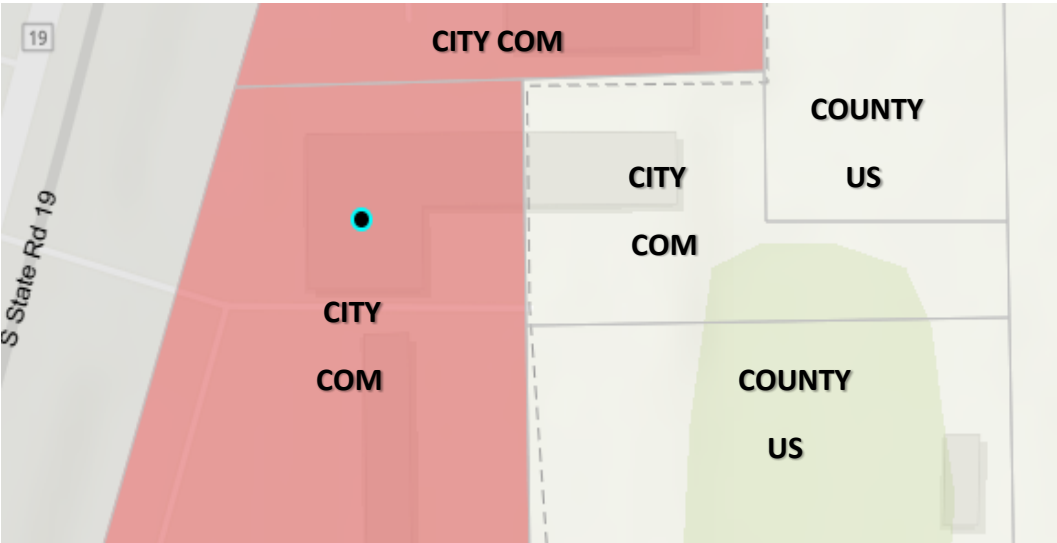


Figure 3: Proposed Future Land Use

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 element of restaurants.

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. The property is located within a completely urbanized area. Property to the North and West has water connections. This annexation would be contiguous, as it borders City limits to the North and West. The use of this parcel will be restaurant related.

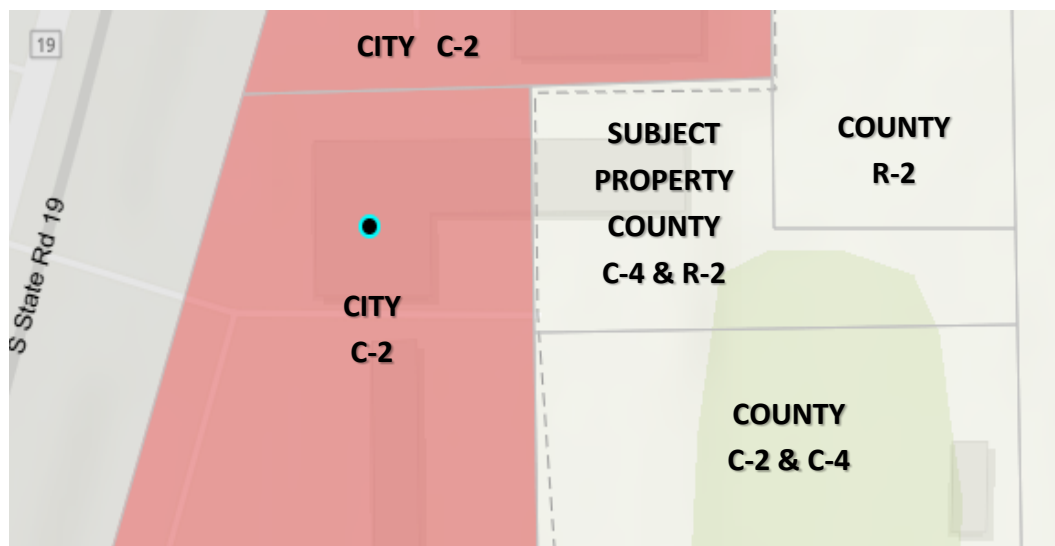


Figure 4: Current Zoning

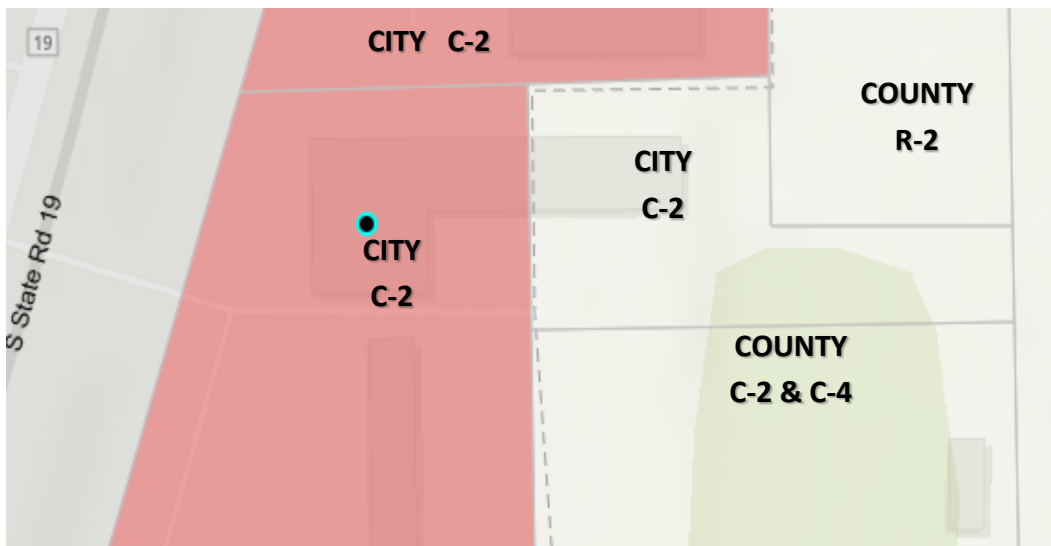


Figure 5; Proposed Zoning

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: The subject property currently has a Putnam County Residential Two-Family (R-2) and Commercial, Intensive (C-4) land use classification. The proposed rezoning to Intensive Commercial (C-2) will be consistent with the proposed Commercial (COM) future land use designation and conforms with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of commercial and residential 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 rezoning will extend the adjacent Intensive Commercial (C-2) district and will not be for 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.*
Response: The subject property is proposed for a quick serve/fast food restaurant use which is adjoining property already developed. There will be no increase in population or overtaxing of the load on public facilities. However a traffic study will be required to determine transportation impacts.
- 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 commercial and residential. Amending the property zoning to City of Palatka Intensive, Commercial (C-2) 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 is a long-established commercial area. 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 a traffic study will be required to determine the intensity of the use.

- 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 in the immediate surroundings.

- 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.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The immediate area is commercial 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 in order to redevelop the site with a quick service restaurant. The property has a proposed use of commercial, 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 approximately 0.36-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 Intensive Commercial (C-2) be approved.
3. Staff recommends the request to rezone from Putnam County Residential, Two-Family (R-2) and Intensive Commercial (C-4) to City of Palatka Intensive Commercial (C-2) be approved.



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 | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: 625 S SR 19, PALATKA, FL 32177
- Parcel Number: 11-10-26-0000-0470-0021
- Parcel Dimensions: 105' - 225' - 41' - 112' - 65' - 112'
- Current Property Use: WAREHOUSING, DISTRIBUTION TERMINALS, TRUCKING TERMINALS (4800)
- Current Future Land Use Map Designation: City: N/A County: URBAN SERVICE
- Proposed Future Land Use Map Designation (if applicable): City: COM- COMMERCIAL County: _____
- Proposed Use: 1100- COMMERCIAL / STORES (ONE STORY)
- Current Zoning Designation: R-2 + C-4 Requested Zoning Designation: C-2
- Square footage of any proposed structures N/A Number & types of structures on property _____
CRYSTAL TRACTOR BUILDING CURRENTLY SITS ON TWO PROPERTIES - APPROX. 2,249 SF ON COUNTY PIECE

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): CRYSTAL TRACTOR, LLC

Mailing Address: PO BOX 487, CRYSTAL RIVER, FL 34423

Phone Number(s): _____ Email: _____

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): WAGNER PROPERTY GROUP, LLC

Mailing Address: 4211 W BOY SCOUT BLVD, STE 620 TAMPA, FL 33607

Phone Number(s): 813-284-7974 Email: KHUPP@WAGSPG.COM

To Be Notarized

Name (Print Name): KATHLEEN HUPP

Signature: Kathleen Hupp

Date: 7/15/25

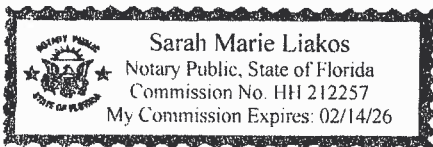
STATE OF FLORIDA

County of HILLSBOROUGH

Before me this day personally appeared KATHLEEN HUPP 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 15TH day of JULY A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 2/14/26

State of FLORIDA at Large.

Type of Identification Produced: _____

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 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: 625 S SR 19, PALATKA, FL 32177
- Parcel Number: 11-10-26-0000-0470-0021
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- Current Future Land Use Map Designation: City: N/A County: URBAN SERVICE
- Proposed Future Land Use Map Designation (if applicable): City: COM-COMMERCIAL County: N/A
- Proposed Use: 1100- COMMERCIAL / STORES (ONE STORY)
- Current Zoning Designation: R-2+ C-4 Requested Zoning Designation: C-2
- Square footage of any proposed structures N/A Number & types of structures on property CRYSTAL TRACTOR BUILDING CURRENTLY SITS ON TWO PROPERTIES - APPROX. 2,249 SF ON COUNTY PIECE

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): CRYSTAL TRACTOR, LLC

Mailing Address: PO BOX 487, CRYSTAL RIVER, FL 34423

Phone Number(s): _____ Email: _____

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): WAGNER PROPERTY GROUP, LLC

Mailing Address: 4211 W BOY SCOUT BLVD, STE 620 TAMPA, FL 33607

Phone Number(s): 813-284-7974 Email: KHUPP@WAGSPG.COM

To Be Notarized

Name (Print Name): KATHLEEN HUPP

Signature: Kathleen Hupp Date: 7/15/25

STATE OF FLORIDA County of HILLSBOROUGH

Before me this day personally appeared KATHLEEN HUPP 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 15TH day of JULY A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 2/14/26
Type of Identification Produced: _____

State of FLORIDA at Large.

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

LETTER OF AUTHORIZATION

July 16, 2025

Re: SR 19 & Crill Ave, Palatka

To Whom It May Concern:

I, Steven D. Lamb, owner or agent of the owner for the property listed as Parcel # 11-10-26-0000-0470-0020 and 11-10-26-0000-0470-0021, located at 625 S SR 19, Palatka, FL, do grant authorization to **WAGNER PROPERTY GROUP, LLC** to represent, sign, and file applications as acting agent and representative on behalf of **CRYSTAL TRACTOR, LLC** regarding all submittals and correspondence for development, rezoning, and annexation for said project. Recipients of such applications shall include, but not be limited to, City of Palatka, Putnam County, Florida Department of Transportation, St. Johns River Water Management District, Florida Department of Environmental Protection, and Army Corps of Engineers.

OWNER:

CRYSTAL TRACTOR, LLC, a Florida limited liability company

[Signature]
Steven D Lamb, its President and Manager

7/16/25
Date

352-302-0876
Owner's Telephone Number

STATE OF FLORIDA

COUNTY OF CITRUS

The forgoing instrument was acknowledged before me this 16 day of July 2025, by Steven D Lamb, as President and Manager of Crystal Tractor, LLC, a Florida limited liability company, by means of ☒ physical presence or ☐ online notarization. He/She personally appeared before me, is personally known to me or has produced _____ as identification and who ☒ did ☐ did not take an oath.

(SEAL)



Chelsea Newton

Notary Public

Chelsea Newton

Print Name

Commission Expires: 05/10/2027

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**

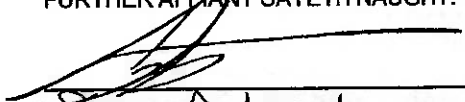
BEFORE ME, the undersigned authority, this day personally appeared STEVEN D LAMB, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the ☐ individual or ☐ PRESIDENT AND MANAGER *{position - e.g., president, partner, trustee}* of CRYSTAL TRACTOR, LLC, A FLORIDA LIMITED LIABILITY COMPANY *{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: 1205 NE 5TH ST
CRYSTAL RIVER, FL 34429
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.


Steven D. Lamb, 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 23rd day of July, 2025 by
Steven D. Lamb (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).

Chelsea Newton
(Name - type, stamp or print clearly)

Chelsea Newton
(Signature)

My Commission Expires on: 05/10/2027



EXHIBIT "A"

PROPERTY

PARCEL 4:

TOGETHER WITH NON-EXCLUSIVE PERPETUAL EASEMENT FOR INGRESS AND EGRESS, AS SET FORTH IN THAT CERTAIN EASEMENT FOR INGRESS AND EGRESS BETWEEN RONALD G. TUMLIN, REGINALD H. TUMLIN AND DARYLL W. FUTCH, AS GRANTORS, AND RONALD G. TUMLIN, REGINALD H. TUMLIN AND DARYLL W. FUTCH, AS GRANTEES, RECORDED JUNE 3, 2016 IN OFFICIAL RECORDS BOOK 1441, PAGE 1946, OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.



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

CRYSTAL TRACTOR, LLC PO BOX 487, CRYSTAL RIVER, FL 34423

(Signature)

STEVEN D LAMB

(Name in print)

CRYSTAL TRACTOR, LLC

(Name of company, if applicable)

1205 NE 5TH ST, CRYSTAL RIVER, FL 34429

(Address, City, State, Zip)

PRESIDENT AND MANAGER

(Title)

(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 23rd day of JULY, 2025, by STEVEN D. LAMB

(name of person making statement) He/she is personally known to me or has produced

(type of identification) as identification.

Chelsea Newton

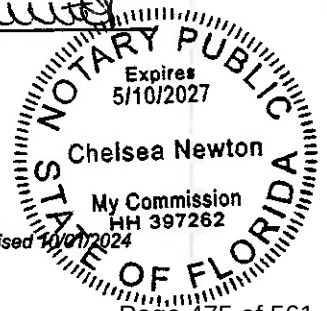
(Name in print)

My Commission Expires on: 05/10/2027

Chelsea Newton

(Signature)

NOTARY'S SEAL OR STAMP





July 16, 2025

Wagner Property Group
4211 W Boy Scout Blvd, Suite 620
Tampa, FL 33607
(813) 284-7974

City of Palatka

Re: Project Narrative – WPG-Palatka

PIN 11-10-26-0000-0470-0020 (City of Palatka jurisdiction)
PIN 11-10-26-0000-0470-0021 (Putnam County jurisdiction)

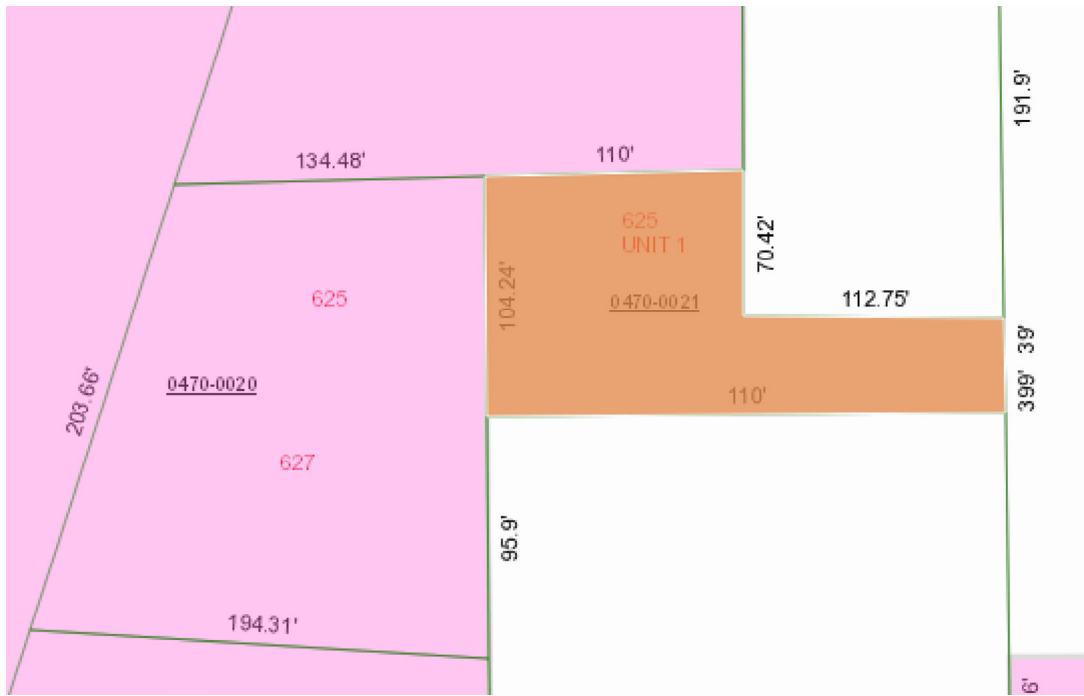
Wagner Property Group is proposing to redevelop the existing retail development located at 625 S SR 19 in Palatka. We are in the preliminary stage of planning for this project and are requesting the annexation, rezoning, and future land use amendment for Parcel Number 11-10-26-0000-0470-0021. Pending the approval of these three items, we plan to combine the two parcels for a total of 1.15 acres and develop a quick serve restaurant in the vicinity of 2,415 square feet with drive-through and stormwater retention.

If you have any questions or additional requirements, please feel free to call me at (813) 284-7974, or e-mail me at khupp@wagspg.com. I look forward to hearing from you.

Sincerely,

Kathleen Hupp





ADOPT ORDINANCE NO. 2025-49 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 11-10-26-0000-0470-0021, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 625 S STATE RD 19 # UNIT 1, 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: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ordinance 2025-49 ANNEXATION PB25-16
2.	ORD 2025-49 Business impact

ORDINANCE NO. 2025-49

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 11-10-26-0000-0470-0021, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 625 S STATE RD 19 # UNIT 1, 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: Crystal Tractor 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 September 2nd, 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 September 25th, 2025, and October 9th, 2025, and

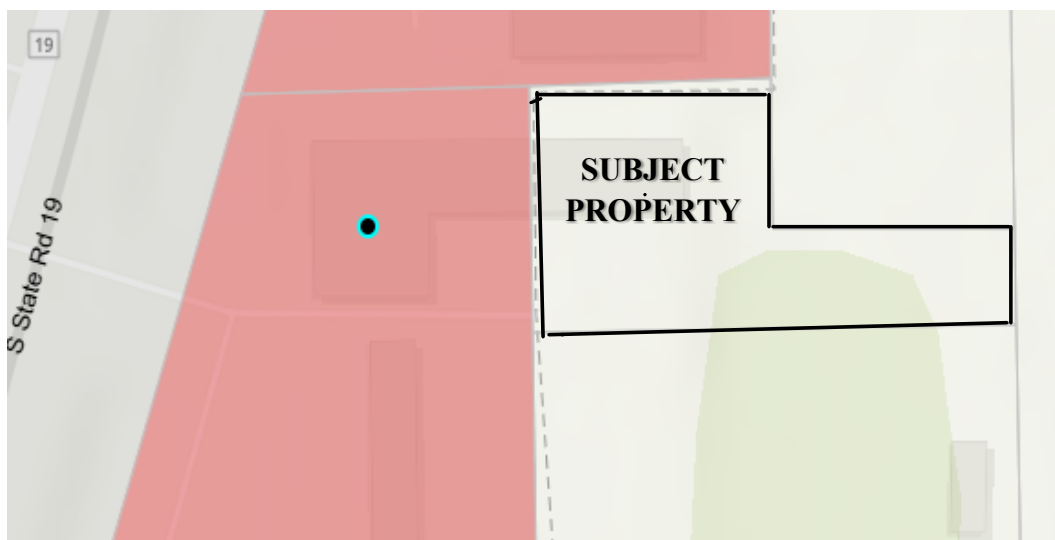
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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:

THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA



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 25th day of September 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 9th day of October 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 2025-49 Annexation of
PARCEL 11-10-26-0000-0470-0021" 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 11-10-26-0000-0470-0021, THAT PT OF S1/2 OF S1/2 OF, NW1/4 EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 625 S STATE RD 19 # UNIT 1, 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
 - 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.

ADOPT ORDINANCE NO. 2025-50 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 COMMERCIAL (COM) FOR THE FOLLOWING PROPERTY: 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: September 25, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ordinance 2025-50 FLUM PB 25-16
2.	ORD 2025-50 Business impact

ORDINANCE NO. 2025-50

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 COMMERCIAL (COM) FOR THE FOLLOWING PROPERTY: 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, 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 Crystal Tractor 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 September 2nd, 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 September 25th 2025, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

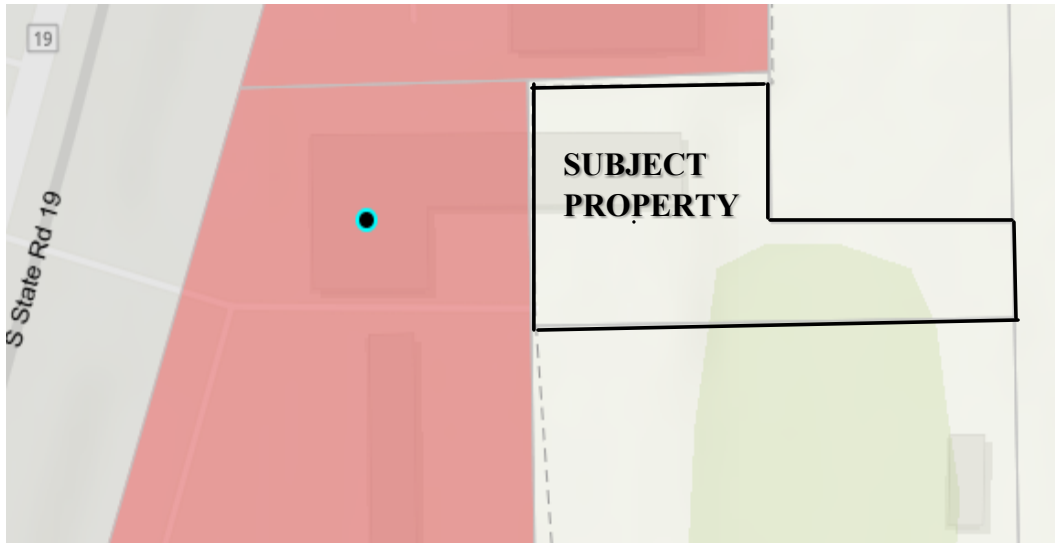
Section 1. Adopted Small Scale Amendment

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>
11-10-26-0000-0470-0021	0.36	Putnam County Urban Service (US)	City of Palatka Commercial (COM)

**DESCRIPTION OF PROPERTY:
THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA**



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 25th 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 2025-50 Amendment of the Future Land Use Map of the City of Palatka PARCEL 11-10-26-0000-0470-0021" 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 COMMERCIAL (COM) FOR THE FOLLOWING PROPERTY: 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177, THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state 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.

ORDINANCE NO. 2025-51

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, INTENSIVE (C-4) AND RESIDENTIAL, TWO-FAMILY (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTY LOCATED AT 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by Crystal Tractor LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

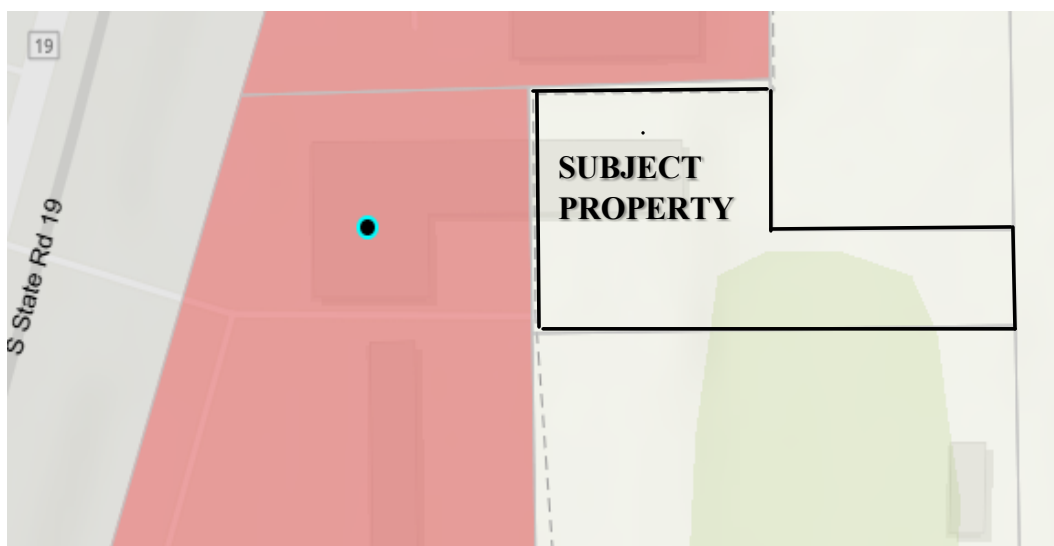
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on September 2nd, 2025, and two public hearings before the City Commission of the City of Palatka on September 25th, 2025, and October 9th, 2025, and

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, Intensive (C-4) and Residential, Two-Family (R-2) to City of Palatka Intensive Commercial (C-2) classification.

DESCRIPTION OF PROPERTY: THAT PT OF S1/2 OF S1/2OF, NW1/4EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA PARCEL 11-10-26-0000-0470-0021



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 25th day of September 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 9th day of October 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 2025-51 rezoning said property PARCEL 11-10-26-0000-0470-0021" 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, INTENSIVE (C-4) AND RESIDENTIAL, TWO-FAMILY (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), THAT PT OF S1/2 OF S1/2 OF, NW1/4 EAST OF SR19 OR424 P1126+OR426 P1999 THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCEL 11-10-26-0000-0470-0021, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTY LOCATED AT 625 SOUTH STATE ROAD 19 # UNIT 1, PALATKA, FLORIDA 32177; 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;

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.

Case PB 25-17 Annex, Amend Future Land Use Map and Rezone

Parcel No.: 37-09-26-0000-0060-0140

Address: 300 North Highway 17, Approx. 3.8-Acres

Applicants: CBT Enterprises OP LLC

STAFF REPORT

DATE: August 18, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 3.8-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 Industrial (IN) to City of Palatka Industrial (IN), and rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-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. 3.8-acres parcel located at 300 North Highway 17, next to Florida Power and Light. The goal is to establish a warehouse/office building. The property currently has a slab of concrete, with the construction of the building to begin. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is located within an existing County enclave, and this annexation will reduce the extent of the enclave consistent with Florida Statute 171.031. The parcel is adjacent to the City boundaries.

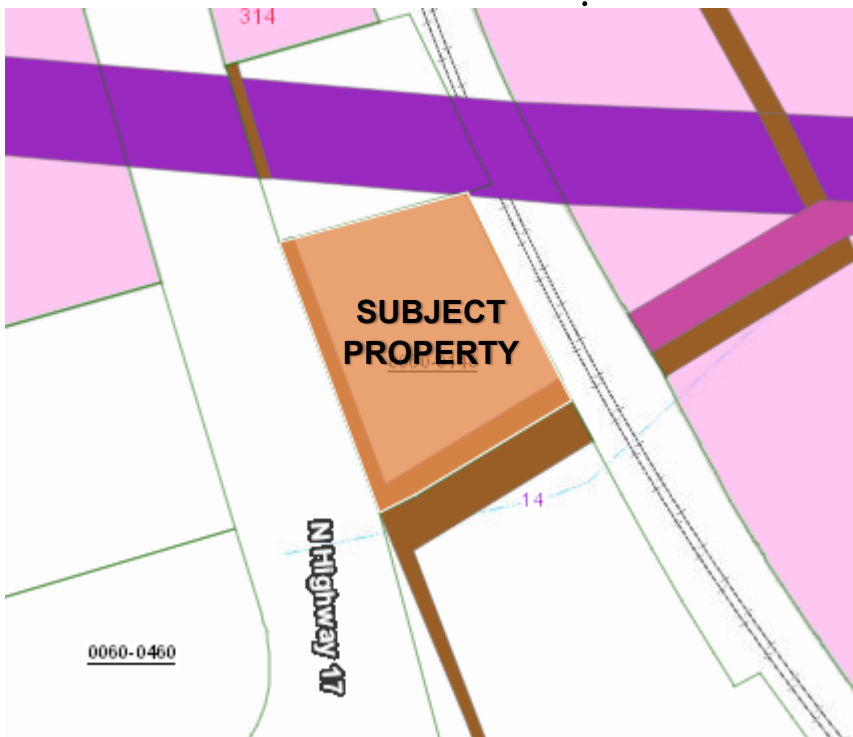


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant with construction of warehouse/office building to begin.	Putnam County Industrial (IN)	Putnam County Industrial, Heavy (IH)
Property Proposed	Warehouse/Office	City of Palatka Industrial (IN)	City of Palatka Light Industrial (M-1)
North	Florida Power & Light	County Industrial (IN)	County Industrial Heavy (IH)
South	Vacant	County Industrial (IN) & Urban Service (US)	County Industrial Heavy (IH)
East	Crystal Cove Resort	City Industrial (IN) Commercial (COM) Residential (RL)	City Commercial, General(C-3), Light Industrial (M-1) Residential, Multi-Family (R-3)
West	Vacant	County Urban Service (US)	County Commercial, General, Light (C-2)

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 East 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

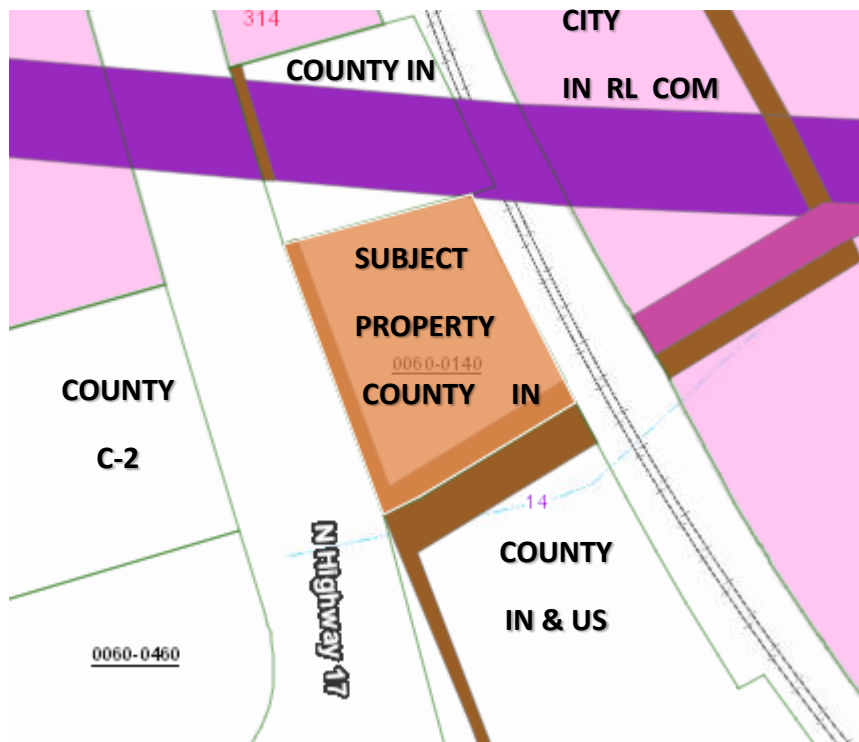


Figure 2: Current Future Land Use

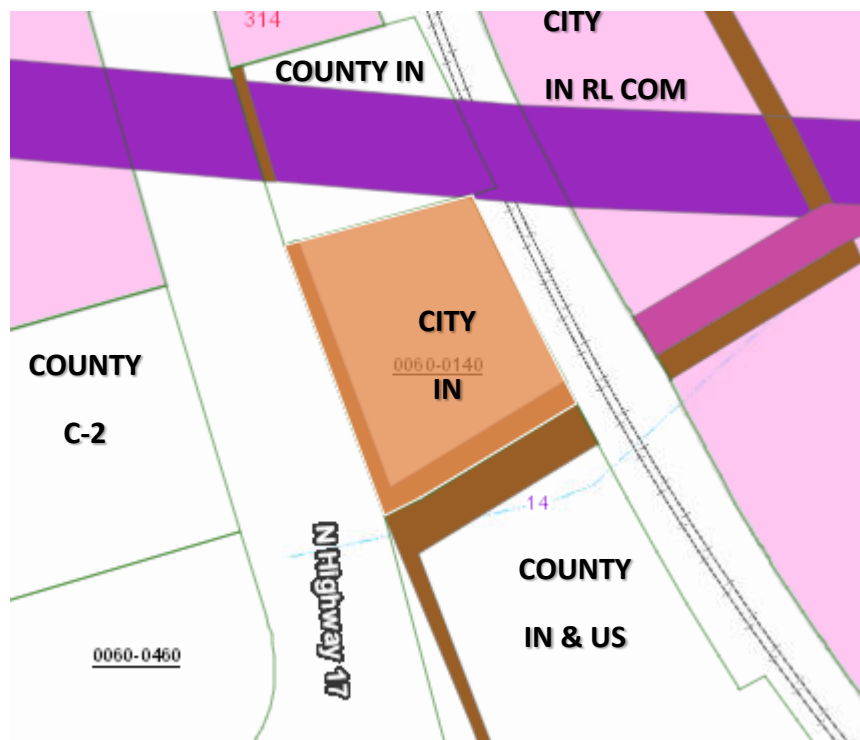


Figure 3: Proposed Future Land Use

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 Industrial 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 East has water connections. This annexation would be contiguous, as it borders City limits to the East. The use of this parcel will be Industrial related. The subject parcel is located within a mostly urbanized area.

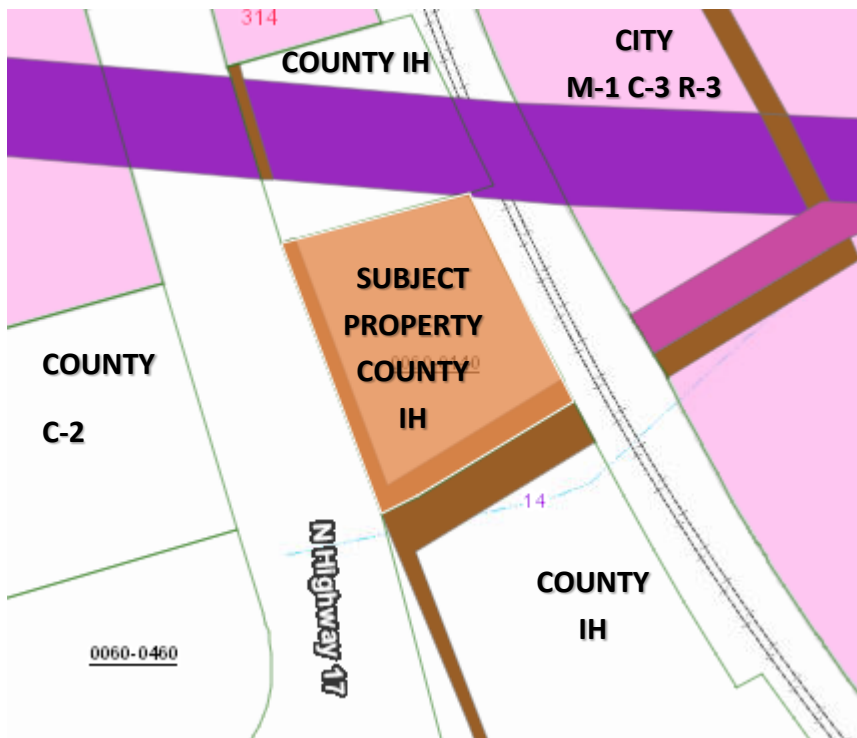


Figure 4: Current Zoning

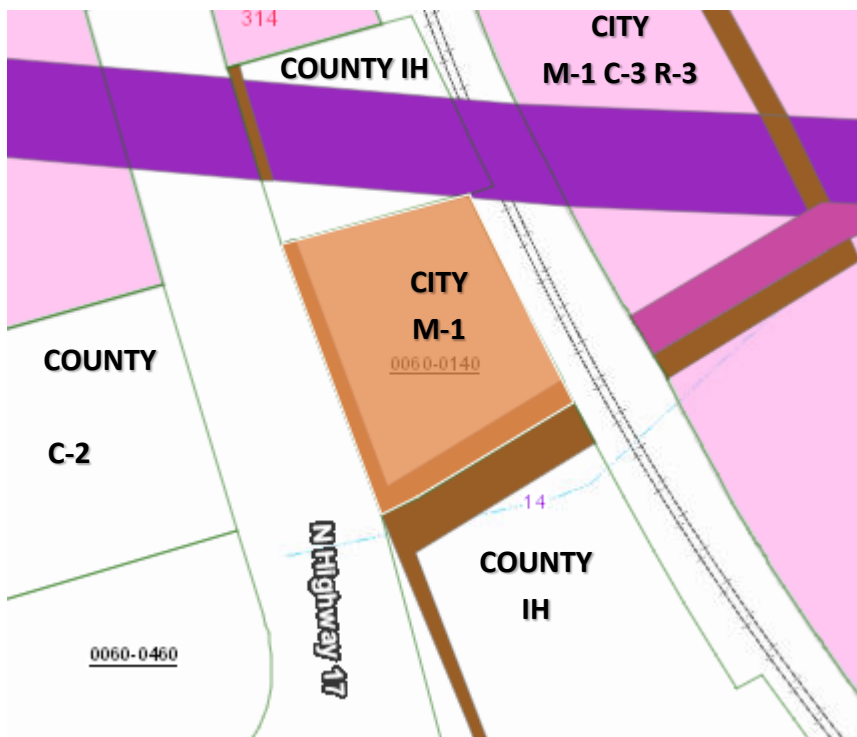


Figure: Proposed Zoning

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 Industrial, Heavy (IH) 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 industrial, commercial, and residential 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 plans of a warehouse/office building. There is already industrial uses surrounding the parcel, 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 warehouse/office building use which is adjoining industrial 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 industrial, commercial and residential. Amending the property zoning to City of Palatka Light Industrial (M-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 is established industrial and commercial. 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.
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is industrial 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 annex into the city to obtain water & sewer services from the City. The property has a proposed industrial use and the proposed 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 3.8-acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Industrial (IN) to City of Palatka Industrial (IN) be approved.
3. Staff recommends the request to rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-1) be approved.



ANNEXATION APPLICATION

DATE RECEIVED: 7/21/25 ^{A.R.}
APP NUMBER: PB - 25-17
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: 300 N. Highway 17, Palatka FL
- Parcel Number: 37-09-26-0000-0060-0140
- Parcel Dimensions: 3.8Acres
- Current Property Use: VACANT INDUSTRIAL
- Current Future Land Use Map Designation: City: _____ County: Industrial
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: Industrial
- Proposed Use: Industrial
- Current Zoning Designation: Industrial Heavy Requested Zoning Designation: Industrial
- Square footage of any proposed structures 16,850sqft Number & types of structures on property 1 /
Warehouse/Office building

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): CBT Enterprises OP LLC.

Mailing Address: 1635 Farm Way unit 406, Middelburg FL, 32068

Phone Number(s): 904-284-4353 Email: Bthorne@thornemetalsystems.com

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

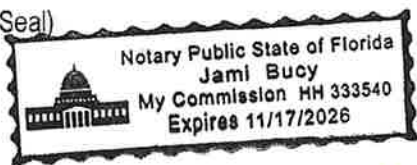
To Be Notarized

Name (Print Name): William Thorne
Signature: Will T Date: 7/18/2025
STATE OF Florida County of Clay

Before me this day personally appeared William Thorne 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 18th day of July A.D. 25.

(Notary Seal)



Jami Bucy
Notary Public

My commission expires: 11-17-26

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 AMENDMENT REZONING APPLICATION

DATE RECEIVED: PB 25-17
APP NUMBER: PB - 7/21/25
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 | |

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- Current Future Land Use Map Designation: City: _____ County: Industrial
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: Industrial
- Proposed Use: Industrial
- Current Zoning Designation: Industrial Heavy Requested Zoning Designation: Industrial
- Square footage of any proposed structures 16,850 Number & types of structures on property 1
Warehouse/Office building

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): CBT Enterprises OP LLC.

Mailing Address: 1635 Farm Way unit 406, Middelburg FL, 32068

Phone Number(s): 904-284-4353 Email: Bthorne@thornemetalsystems.com

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

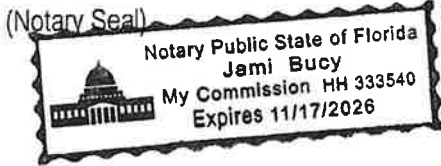
To Be Notarized

Name (Print Name): William Thorne
Signature: William #2 Date: 7/18/2025

STATE OF Florida County of Clay

Before me this day personally appeared William Thorne 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 18th day of July A.D. 25.



[Signature]
Notary Public
State of Florida at Large.

My commission expires: 11-17-26

Type of Identification Produced: _____

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: 07/21/2025 OPER ID: AROMERO RECEIPT NO:F000772
RECEIVED FROM: 300 N. HWY 17

AMOUNT RECEIVED: 2,866.00 TYPE: PP PP / 1331
AUTH CODE: 179574556

CHANGE DUE: 0.00

TOTAL RECEIVED: 2,866.00

DISTRIBUTION:		
AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
2,860.00		300 N. HWY 17 ANNEX, FLUM, REZONE APPLICATION FEE
6.00		ZONING CONVENIENCE FEE

7

6+

Return to:

Name: CBT Enterprises OP LLC

Address: 1635 Farm Way Unit 406
Middleburg, FL 32068

This Instrument Prepared by: Walter Fortner

Address: Palatka Abstract & Title Ins. Inc
113 North 4th Street
Palatka, FL 32177
File No. 24-54

Property Appraiser's ID #:
37-09-26-0000-0060-0140

Inst: 202454005001 Date: 02/28/2024 Time: 9:19AM Doc Stamp-
Deed: 1925.00 By: CH, DC, Matt Reynolds, Putnam, County Page
1 of 7 B: 1746 P: 520

WARRANTY DEED

This Warranty Deed is executed this 20th day of February, 2024, by Ronald G. Tumlin and Suzanne M. Tumlin, husband and wife, Stephen L. Beckett and Cathy W. Beckett, husband and wife, Steve A. Chapman, Larry R. Griffin, individually and as Trustee of the Larry R. Griffin Revocable Trust, Dated January 8, 2018, and Reginald H. Tumlin, a married man, all conveying non-homestead property ("Grantor") to CBT ENTERPRISES OP LLC, a Florida Limited Liability Company ("Grantee").

"Grantor" and "Grantee" are used for singular or plural, as context requires.

Witnesseth, that Grantor, for the sum of \$275,000 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:

Walter Fortner
Signature of Witness 1

Walter Fortner
Print Name of Witness 1

113 N 4th Street
Mailing Address of Witness 1

Warren Wilhite
Signature of Witness 2

Warren Wilhite
Print Name of Witness 2

113 N 4th Street, Palatka, FL 32177
Mailing Address of Witness 2

[Signature]
Signature of Grantor 1

Ronald G. Tumlin

Mailing Address of Grantor 1

[Signature]
Signature of Grantor 2

Suzanne M. Tumlin

Mailing Address of Grantor 2

Notary Section:

STATE OF Florida

COUNTY OF Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 20 day of February, 2024, by Ronald G. Tumlin and
Suzanne M. Tumlin.

Personally Known ☐ OR Produced Identification ☒

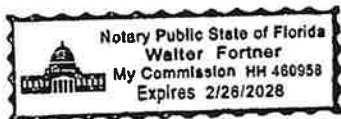
Type of Identification Produced: Florida Driver's License

(Signature of Notary Public) Walter Fortner

(Print, Type, or Stamp Commissioned Name of Notary Public) Walter Fortner

My Commission expires:

Affix Notary SEAL



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:

Warren Wilhite
Signature of Witness 1

Warren Wilhite
Print Name of Witness 1

Stephen L. Beckett
Signature of Grantor 3

Stephen L. Beckett

113 North 4th Street Palatka, FL 32177
Mailing Address of Witness 1

113 North 4th Street Palatka, FL 32177
Mailing Address of Grantor 3

Walter Fortner
Signature of Witness 2

Walter Fortner
Print Name of Witness 2

Cathy W. Beckett
Signature of Grantor 4

Cathy W. Beckett

113 N 4th Street Palatka, FL 32177
Mailing Address of Witness 2

113 N 4th Street Palatka, FL 32177
Mailing Address of Grantor 4

Notary Section:

STATE OF Florida
COUNTY OF Putnam

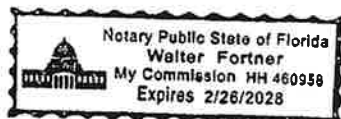
The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 20 day of February, 2024, by Stephen L. Beckett
and Cathy W. Beckett.

Personally Known ☐ OR Produced Identification ☒
Type of Identification Produced: Florida Driver's License

(Signature of Notary Public) Walter Fortner
(Print, Type, or Stamp Commissioned Name of Notary Public) Walter Fortner

My Commission expires:

Affix Notary SEAL



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:

Warren Wilhite
Signature of Witness 1

Warren Wilhite
Print Name of Witness 1

113 North 4th Street Palatka, FL 32177 Mailing Address of Grantor 5
Mailing Address of Witness 1

Steve A. Chapman
Signature of Grantor 5
Steve A. Chapman

Walter Fortner
Signature of Witness 2

Walter Fortner
Print Name of Witness 2

113 N 4th Street, Palatka, FL 32177
Mailing Address of Witness 2

Notary Section:

STATE OF Florida
COUNTY OF Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 21st day of February, 2024, by Steve A. Chapman.
Personally Known ☐ OR Produced Identification ☒

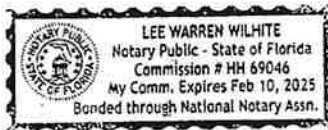
Type of Identification Produced: drivers license

(Signature of Notary Public) Lee Warren Wilhite

(Print, Type, or Stamp Commissioned Name of Notary Public) Lee Warren Wilhite

My Commission expires:

Affix Notary SEAL



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:

Warren Wilhite
Signature of Witness 1

Warren Wilhite
Print Name of Witness 1

Larry R. Griffin
Signature of Grantor 6

Larry R. Griffin, individually and as Trustee

113 North 4th Street Palatka, FL 32177 Mailing Address of Grantor 6
Mailing Address of Witness 1

Walter Fortner
Signature of Witness 2

Walter Fortner
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 21st day of February, 2024, by Larry R. Griffin,
individually and as Trustee of the Larry R. Griffin Revocable Trust, Dated January 8,
2018.

Personally Known ☐ OR Produced Identification ☒

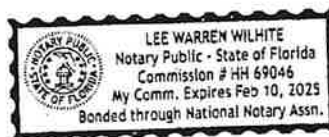
Type of Identification Produced: drivers license

(Signature of Notary Public) Lee Warren Wilhite

(Print, Type, or Stamp Commissioned Name of Notary Public) Lee Warren Wilhite

My Commission expires:

Affix Notary SEAL



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:

Walter Fortner
Signature of Witness 1

Walter Fortner
Print Name of Witness 1

113 N 4th Street, Palatka, FL 32177
Mailing Address of Witness 1

Reginald H. Tumlin
Signature of Grantor 7

Reginald H. Tumlin

113 North 4th Street Palatka, FL 32177
Mailing Address of Grantor 7

Warren Wilhite
Signature of Witness 2

Warren Wilhite
Print Name of Witness 2

113 North 4th Street Palatka, FL 32177
Mailing Address of Witness 2

Notary Section:

STATE OF Florida
COUNTY OF Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 8 day of February, 2024, by Reginald H. Tumlin.

Personally Known ☐ OR Produced Identification ☒

Type of Identification Produced: Florida Driver's License

(Signature of Notary Public) Walter Fortner

(Print, Type, or Stamp Commissioned Name of Notary Public) Walter Fortner

My Commission expires:

Affix Notary SEAL

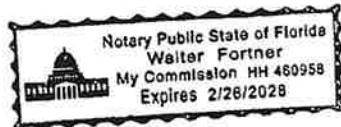


EXHIBIT A

All that part of Lot 14 of Revised Map of STINWILL SUBURBAN FARMS, according to plat thereof, recorded in Map Book 2, page 39 of the public records of Putnam County, Florida, lying Easterly of the right of way of State Road #15 and Northerly of the center of an 80.0 foot Drainage Easement to the State of Florida as described in O.R. Book 384, page 1341 of said public records. EXCEPTING THEREFROM that part thereof lying within the lands described in Deed Book 208, page 351 of said public records.

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

(TO/III 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
William J. Thorne, 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 ☒ Vice President {position -
e.g., president, partner, trustee} of CBT Enterprise OP 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: 1635 Farm Way Suite 406
Middleburg, FL 32068
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.


William J Thorne, Affiant
(Print Affiant Name)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA CITY
OF ~~PALATKA~~ Clay

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this 17 day of JULY, 2025 by William J. Thorne (name of person acknowledging). He/she is personally known to me or has produced DFL (type of identification) as identification and did/did not take an oath (circle correct response).

Katty Esparza
(Name - type, stamp or print clearly)


(Signature)

My Commission Expires on 10/29/26



KATTY ESPARZA
Notary Public
State of Florida
Comm# HH326110
Expires 10/29/2026

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

CARLA I Thorne 1635 Farm Way Suite 406
Middleburg, FL 32068

[Signature]
 (Signature)

1635 Farm Way Suite 406
 (Address, City, State, Zip)

William J Thorne
 (Name in print)

Vice President
 (Title)

CBT Enterprise OP LLC
 (Name of company, if applicable)

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION

STATE OF FLORIDA/ CITY
 OF PALATKA Clay

The foregoing instrument was sworn to and subscribed before me by means of (☐) physical presence or
 (☐) online notarization, this 17 day of July, 2025, by William Thorne
 (name of person making statement). He/she is personally known to me or has produced
DL (type of identification) as identification.

Kathy Esparza
 (Name in print)

[Signature]
 (Signature)

My Commission Expires on 10/29/26

NOTARY PUBLIC
 KATHY ESPARZA
 Notary Public
 State of Florida
 Comm# HH326110
 Expires 10/29/2026



1010 Ocean Street
Palatka, FL 32177
Tel. (386) 329-0109
Fax (386) 385-5275



Utilities Department

To: CBT Enterprises OP LLC
From: Eli Higginbotham, Water & Sewer Superintendent
Date: July 14, 2025
RE: 300 N. Hwy 17 Water & Sewer Availability

Water is available from an 8" water main located on the east side of N. Hwy 17. You would need to hire someone to come out and do a hydrant flow test. Our fire department is no longer doing flow test for design.

Sewer is available from a 6" force main located in front of the property on the east side of N. Hwy 17.

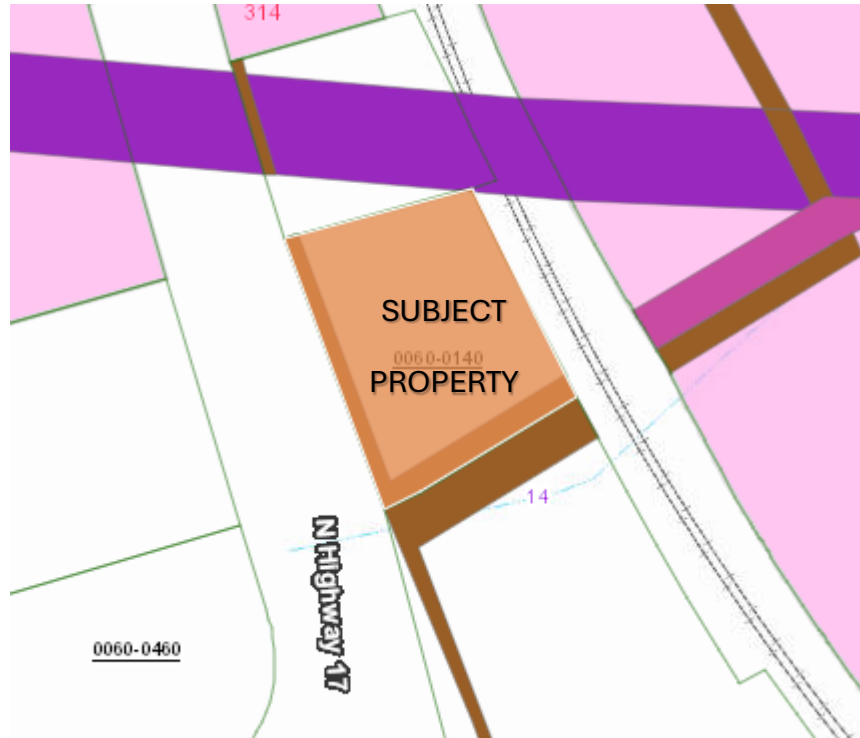
Lift Station #31 Off – 5 PSI, On – 30 PSI. Lift Station #30 Off – 5 PSI, On 25 PSI.

You will need a lift station to pump into the force sewer main. The lift station would be privately owned, maintained, and installed by the property owner.

The property is contiguous to the city limits on the East side and will need to annex into the city to connect to city utilities. This is new construction, so you will need to start the annexation process and go thru the City Planning Department for construction from the start.

Thank you,

Eli Higginbotham, W & S Superintendent



PB Case 25-17: Request to Annex approximately 3.8 acres into the City limits, amend the Future Land Use Map from Putnam County Industrial (IN) to City of Palatka Industrial (IN) and Rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-1).

Owners: CBT Enterprises OP LLC

Address: 300 North Highway 17, Palatka, FL 32177

Parcel No. 37-09-26-0000-0060-0140

Case PB 25-17 Annex, Amend Future Land Use Map and Rezone

Parcel No.: 37-09-26-0000-0060-0140

Address: 300 North Highway 17, Approx. 3.8-Acres

Applicants: CBT Enterprises OP LLC

STAFF REPORT

DATE: August 18, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 3.8-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 Industrial (IN) to City of Palatka Industrial (IN), and rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-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. 3.8-acres parcel located at 300 North Highway 17, next to Florida Power and Light. The goal is to establish a warehouse/office building. The property currently has a slab of concrete, with the construction of the building to begin. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is located within an existing County enclave, and this annexation will reduce the extent of the enclave consistent with Florida Statute 171.031. The parcel is adjacent to the City boundaries.

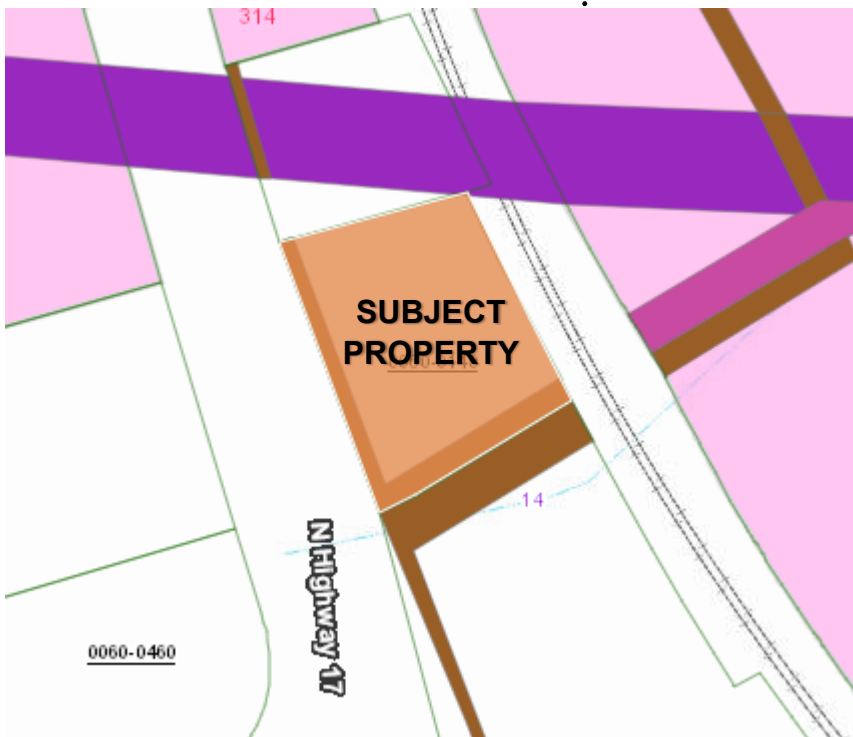


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant with construction of warehouse/office building to begin.	Putnam County Industrial (IN)	Putnam County Industrial, Heavy (IH)
Property Proposed	Warehouse/Office	City of Palatka Industrial (IN)	City of Palatka Light Industrial (M-1)
North	Florida Power & Light	County Industrial (IN)	County Industrial Heavy (IH)
South	Vacant	County Industrial (IN) & Urban Service (US)	County Industrial Heavy (IH)
East	Crystal Cove Resort	City Industrial (IN) Commercial (COM) Residential (RL)	City Commercial, General(C-3), Light Industrial (M-1) Residential, Multi-Family (R-3)
West	Vacant	County Urban Service (US)	County Commercial, General, Light (C-2)

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 East 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

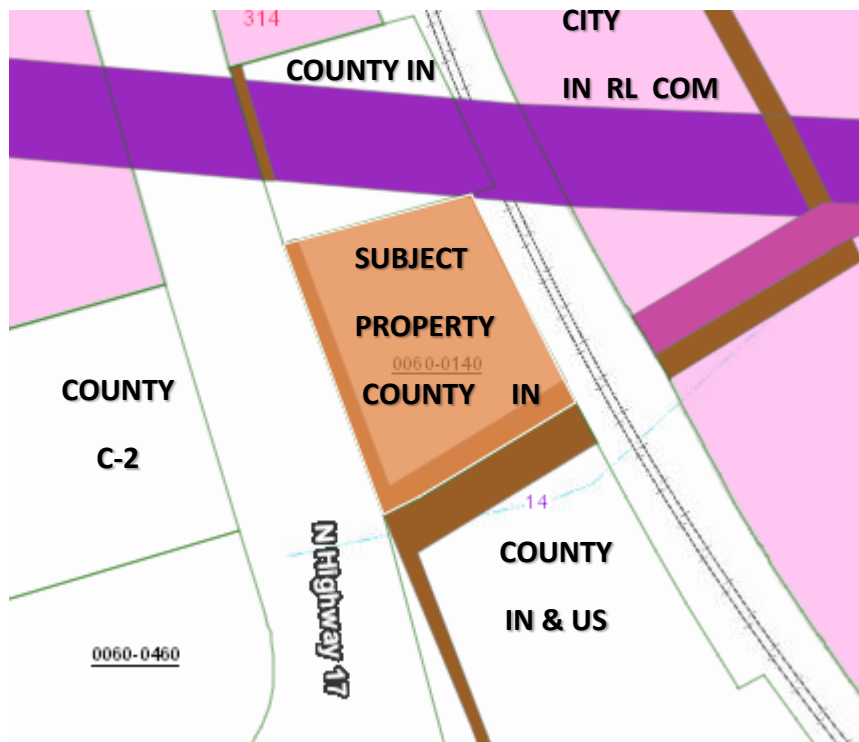


Figure 2: Current Future Land Use

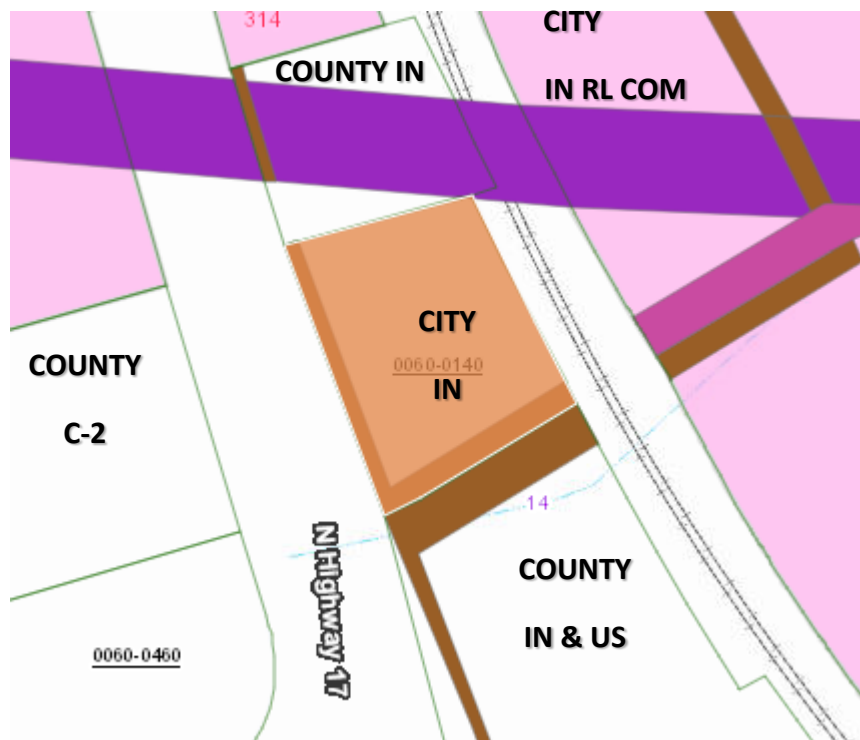


Figure 3: Proposed Future Land Use

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 Industrial 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 East has water connections. This annexation would be contiguous, as it borders City limits to the East. The use of this parcel will be Industrial related. The subject parcel is located within a mostly urbanized area.

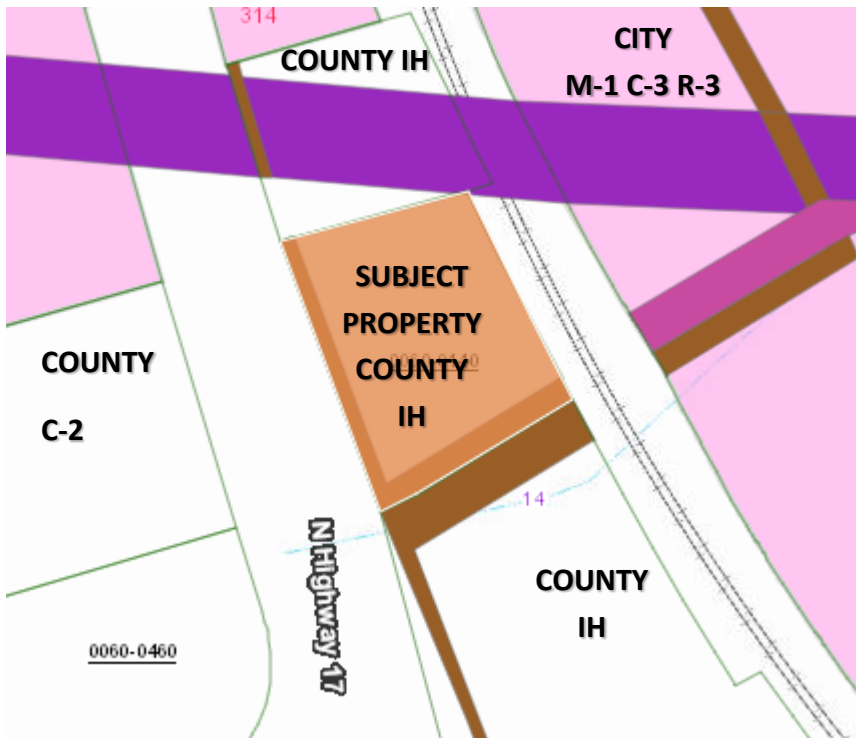


Figure 4: Current Zoning

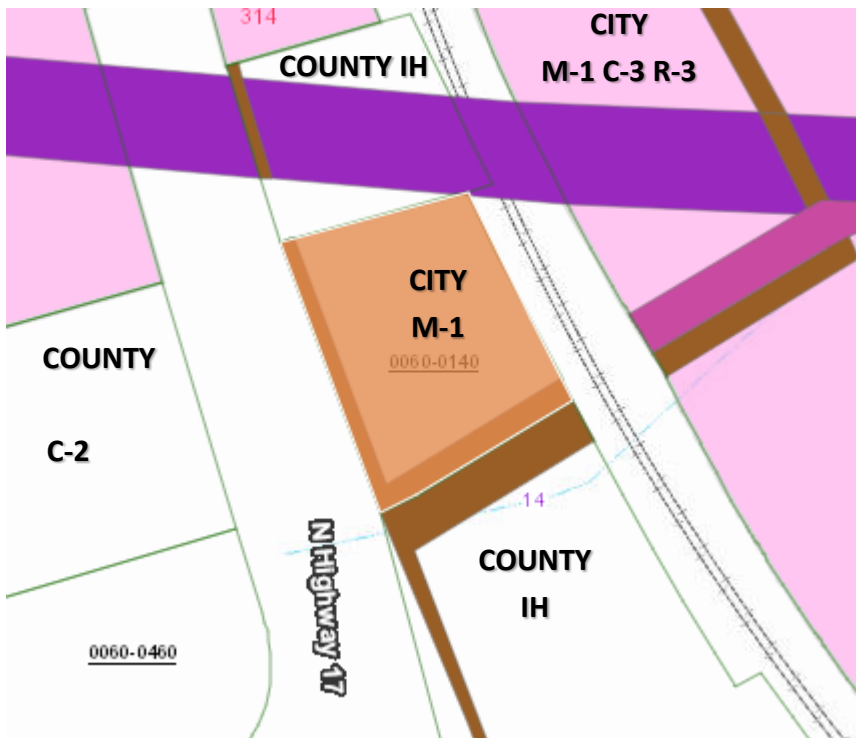


Figure: Proposed Zoning

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 Industrial, Heavy (IH) 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 industrial, commercial, and residential 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 plans of a warehouse/office building. There is already industrial uses surrounding the parcel, 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 warehouse/office building use which is adjoining industrial 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 industrial, commercial and residential. Amending the property zoning to City of Palatka Light Industrial (M-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 is established industrial and commercial. 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.
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is industrial 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 annex into the city to obtain water & sewer services from the City. The property has a proposed industrial use and the proposed 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 3.8-acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Industrial (IN) to City of Palatka Industrial (IN) be approved.
3. Staff recommends the request to rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-1) be approved.

ORDINANCE NO. 2025-52

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 37-09-26-0000-0060-0140, STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E), 300 NORTH HIGHWAY 17, 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: CBT Enterprises OP 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 September 2nd, 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 September 25th, 2025, and October 9th, 2025, and

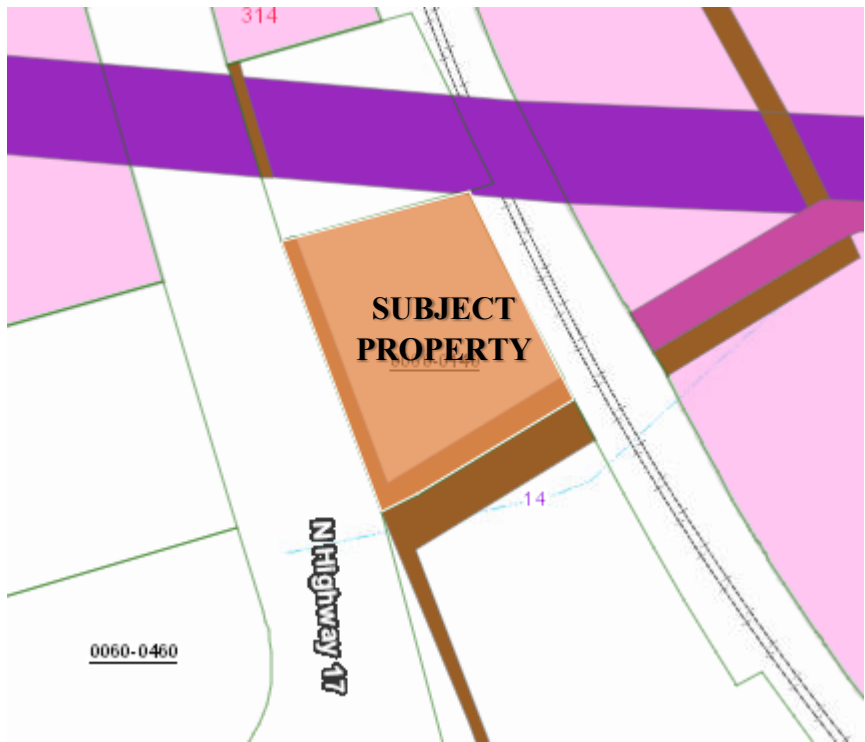
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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:

**STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E); 300 NORTH HIGHWAY 17
PARCEL: 37-09-26-0000-0060-0140**



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 25th day of September 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 9th day of October 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 2025-52 Annexation of
PARCEL 37-09-26-0000-0060-0140" 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 37-09-26-0000-0060-0140, STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E), 300 NORTH HIGHWAY 17, 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.

Case PB 25-17 Annex, Amend Future Land Use Map and Rezone

Parcel No.: 37-09-26-0000-0060-0140

Address: 300 North Highway 17, Approx. 3.8-Acres

Applicants: CBT Enterprises OP LLC

STAFF REPORT

DATE: August 18, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 3.8-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 Industrial (IN) to City of Palatka Industrial (IN), and rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-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. 3.8-acres parcel located at 300 North Highway 17, next to Florida Power and Light. The goal is to establish a warehouse/office building. The property currently has a slab of concrete, with the construction of the building to begin. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is located within an existing County enclave, and this annexation will reduce the extent of the enclave consistent with Florida Statute 171.031. The parcel is adjacent to the City boundaries.

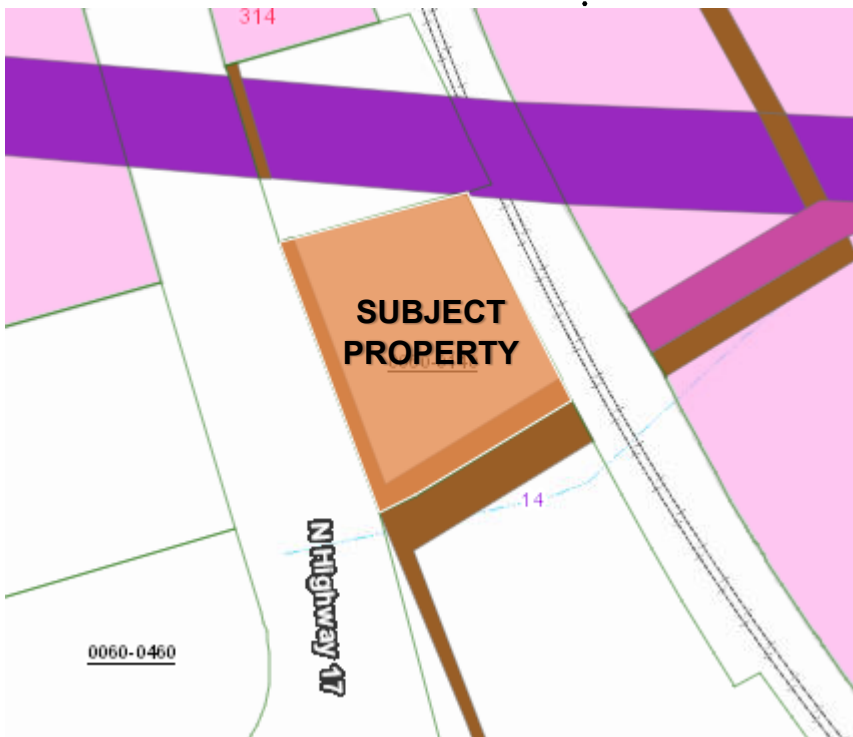


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant with construction of warehouse/office building to begin.	Putnam County Industrial (IN)	Putnam County Industrial, Heavy (IH)
Property Proposed	Warehouse/Office	City of Palatka Industrial (IN)	City of Palatka Light Industrial (M-1)
North	Florida Power & Light	County Industrial (IN)	County Industrial Heavy (IH)
South	Vacant	County Industrial (IN) & Urban Service (US)	County Industrial Heavy (IH)
East	Crystal Cove Resort	City Industrial (IN) Commercial (COM) Residential (RL)	City Commercial, General(C-3), Light Industrial (M-1) Residential, Multi-Family (R-3)
West	Vacant	County Urban Service (US)	County Commercial, General, Light (C-2)

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 East 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

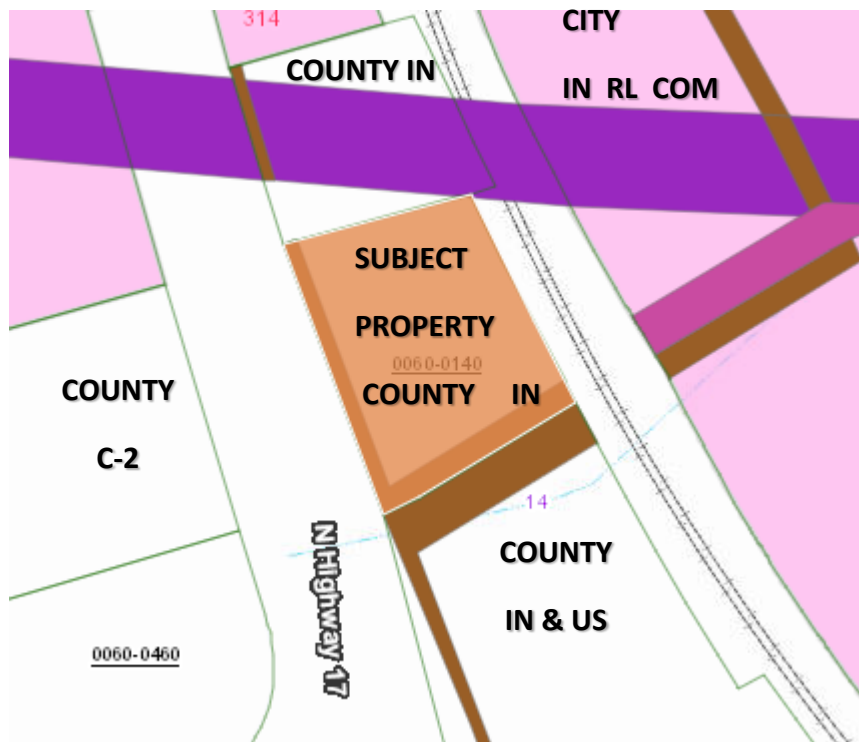


Figure 2: Current Future Land Use

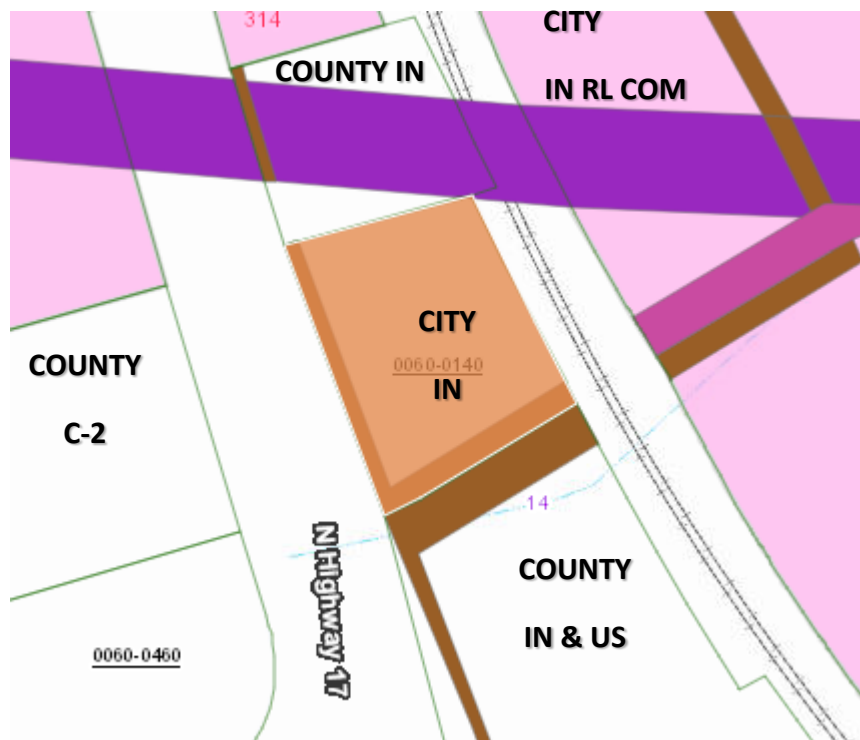


Figure 3: Proposed Future Land Use

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 Industrial 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 East has water connections. This annexation would be contiguous, as it borders City limits to the East. The use of this parcel will be Industrial related. The subject parcel is located within a mostly urbanized area.

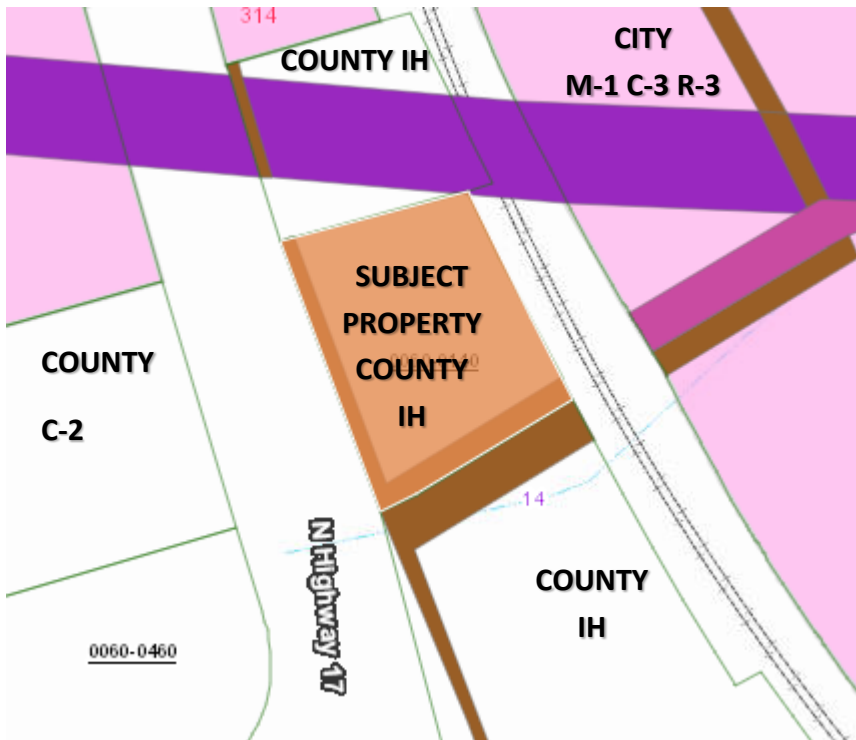


Figure 4: Current Zoning

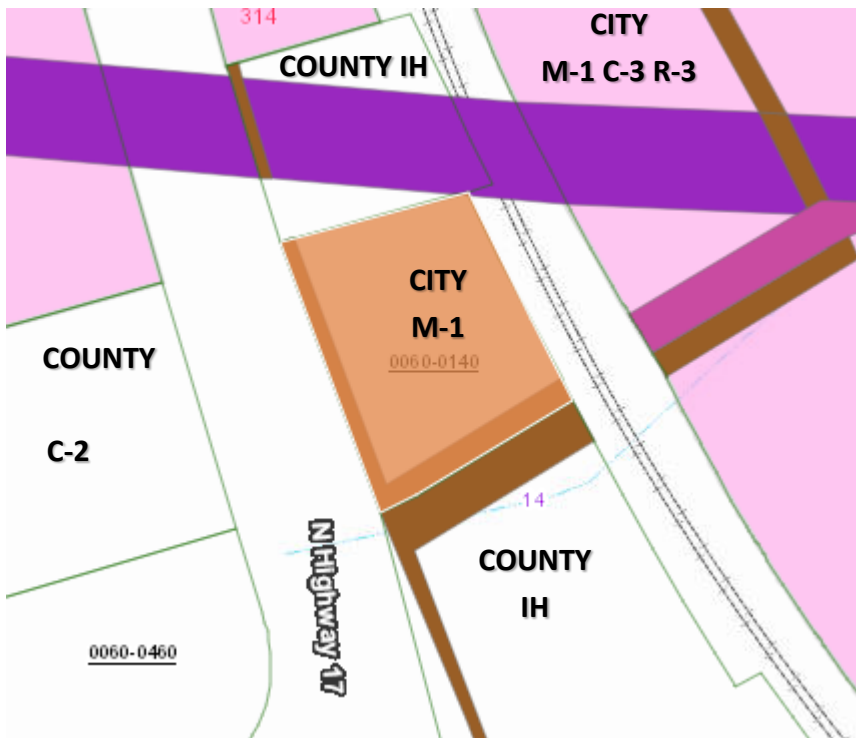


Figure: Proposed Zoning

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 Industrial, Heavy (IH) 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 industrial, commercial, and residential 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 plans of a warehouse/office building. There is already industrial uses surrounding the parcel, 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 warehouse/office building use which is adjoining industrial 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 industrial, commercial and residential. Amending the property zoning to City of Palatka Light Industrial (M-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 is established industrial and commercial. 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.
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is industrial 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 annex into the city to obtain water & sewer services from the City. The property has a proposed industrial use and the proposed 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 3.8-acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Industrial (IN) to City of Palatka Industrial (IN) be approved.
3. Staff recommends the request to rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-1) be approved.

ORDINANCE NO. 2025-53

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 INDUSTRIAL (IN) TO CITY OF PALATKA INDUSTRIAL (IN) FOR THE FOLLOWING PROPERTY: 300 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N’LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E); 300 NORTH HIGHWAY 17, PARCEL 37-09-26-0000-0060-0140, 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 CBT Enterprises OP 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 September 2nd, 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 September 25th 2025, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. Adopted Small Scale Amendment

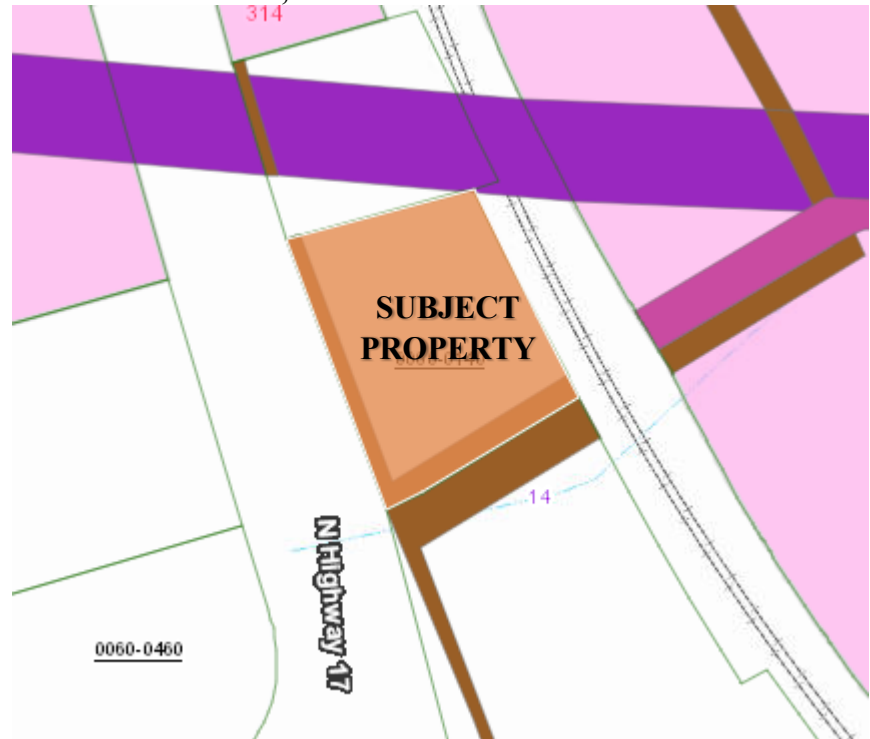
That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

**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>
37-09-26-0000-0060-0140	3.8	Putnam County Industrial (IN)	City of Palatka Industrial (IN)

**DESCRIPTION OF PROPERTY:
STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N’LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT**

TO, EASEMENT OR785 P201), (MAP SHEET 37E),
PARCEL 37-09-26-0000-0060-0140, 300 NORTH HIGHWAY 17



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 25th 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 2025-53 Amendment of the Future Land Use Map of the City of Palatka PARCEL 37-09-26-0000-0060-0140" 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 INDUSTRIAL (IN) TO CITY OF PALATKA INDUSTRIAL (IN) FOR THE FOLLOWING PROPERTY: 300 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E); 300 NORTH HIGHWAY 17, PARCEL 37-09-26-0000-0060-0140, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state 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;
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 - 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;

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- 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;
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It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Case PB 25-17 Annex, Amend Future Land Use Map and Rezone

Parcel No.: 37-09-26-0000-0060-0140

Address: 300 North Highway 17, Approx. 3.8-Acres

Applicants: CBT Enterprises OP LLC

STAFF REPORT

DATE: August 18, 2025

TO: City of Palatka Planning Board

FROM: STAFF
APPLICATION REQUEST

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Background

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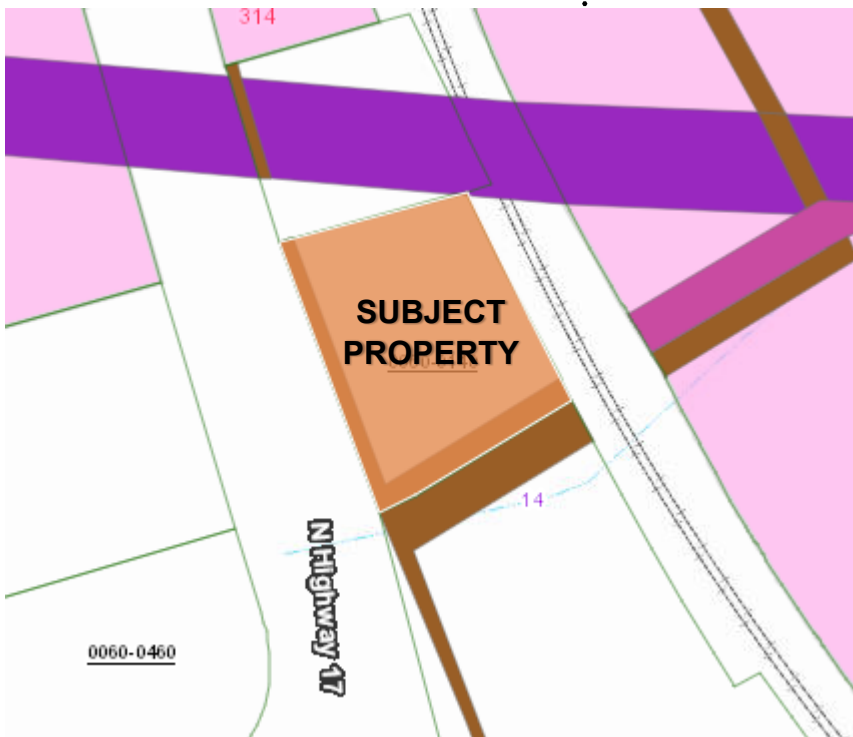


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning designations

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Property Proposed	Warehouse/Office	City of Palatka Industrial (IN)	City of Palatka Light Industrial (M-1)
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South	Vacant	County Industrial (IN) & Urban Service (US)	County Industrial Heavy (IH)
East	Crystal Cove Resort	City Industrial (IN) Commercial (COM) Residential (RL)	City Commercial, General(C-3), Light Industrial (M-1) Residential, Multi-Family (R-3)
West	Vacant	County Urban Service (US)	County Commercial, General, Light (C-2)

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 East 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

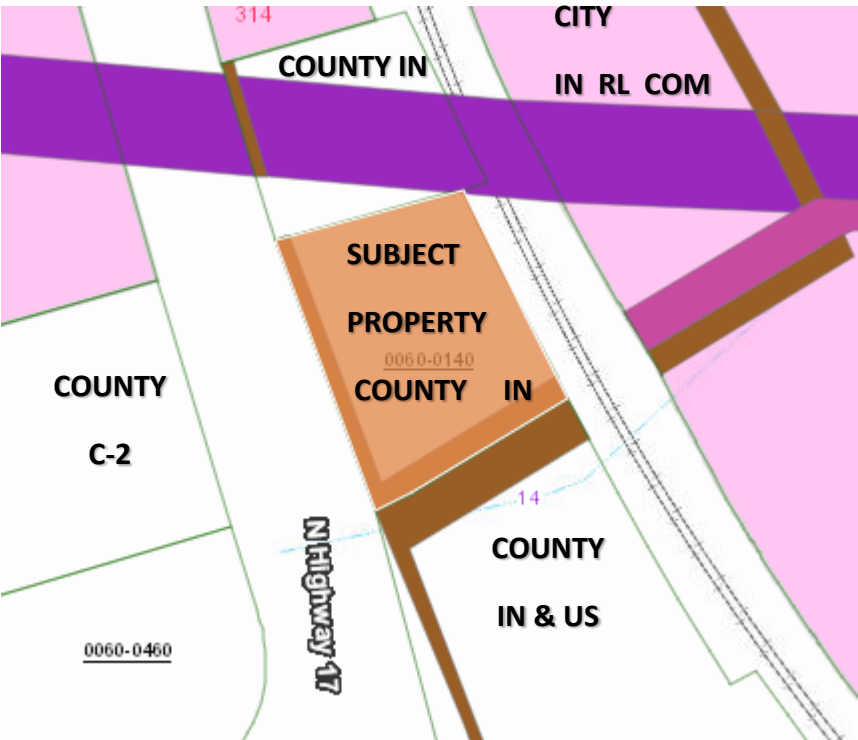


Figure 2: Current Future Land Use

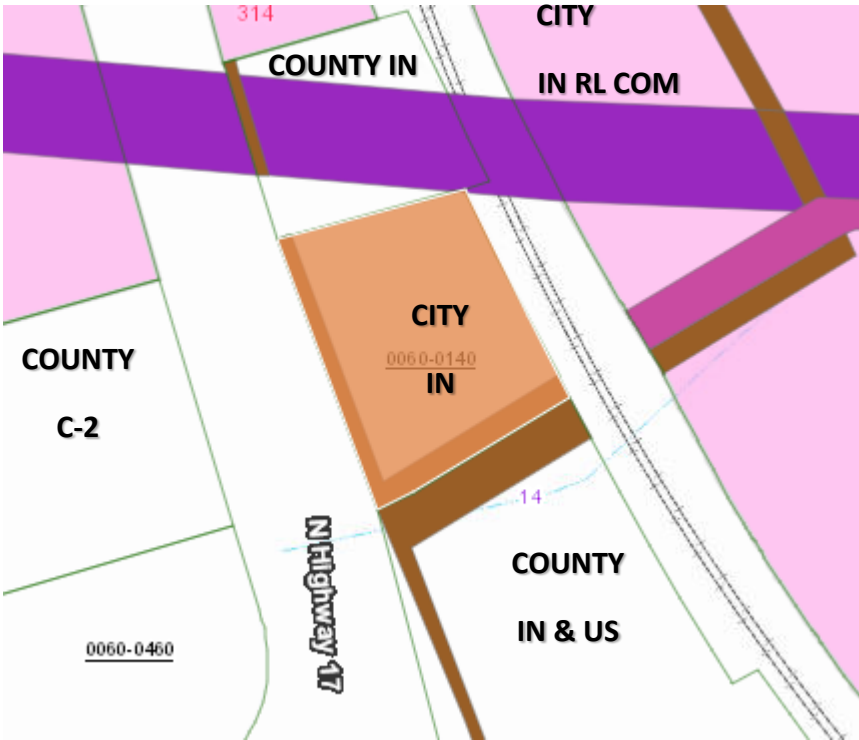


Figure 3: Proposed Future Land Use

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 Industrial 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.
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- 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 East has water connections. This annexation would be contiguous, as it borders City limits to the East. The use of this parcel will be Industrial related. The subject parcel is located within a mostly urbanized area.

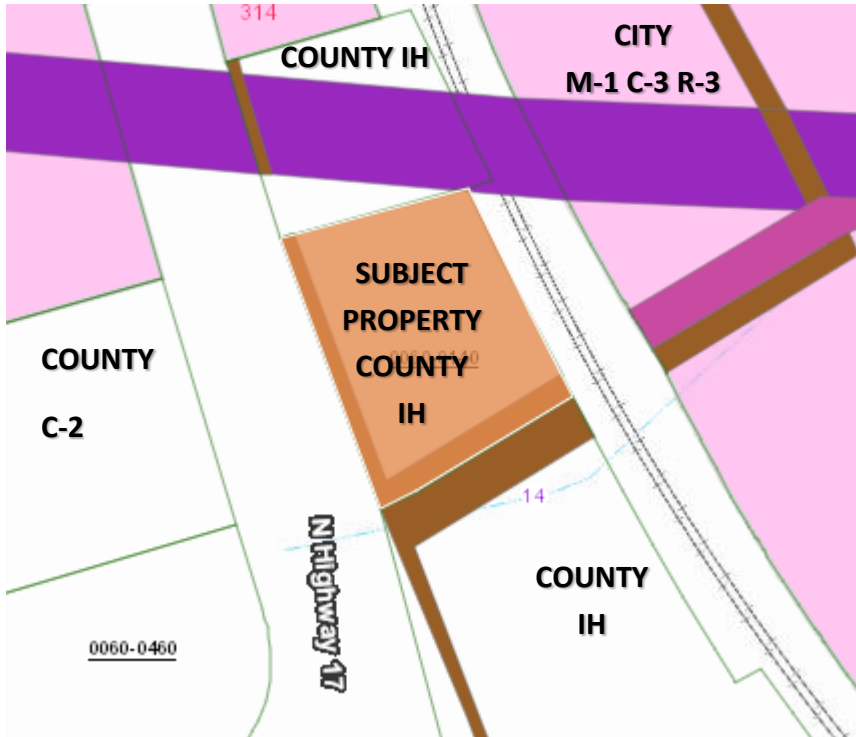


Figure 4: Current Zoning

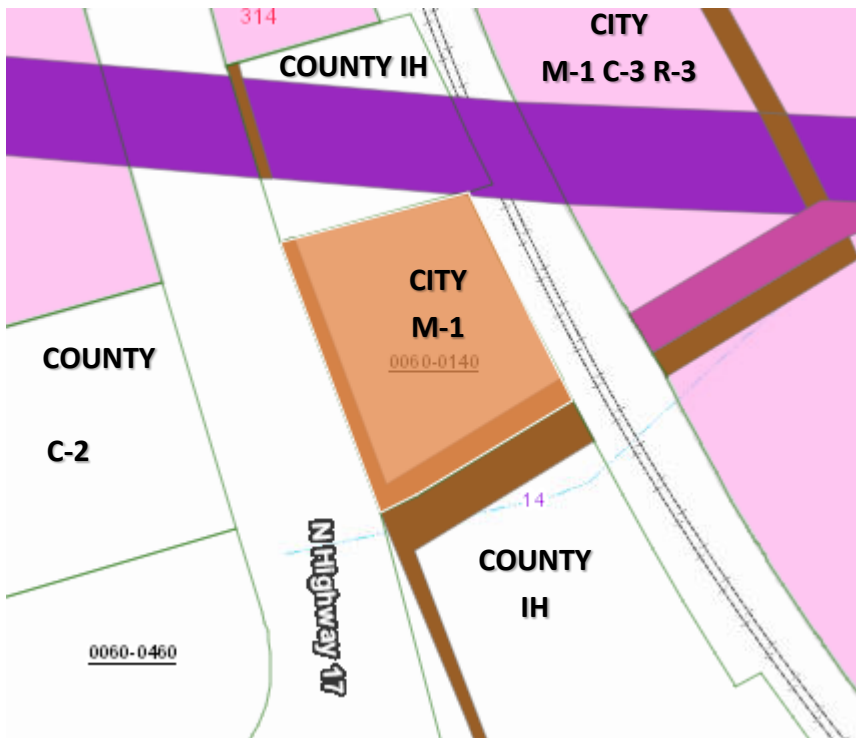


Figure: Proposed Zoning

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 Industrial, Heavy (IH) 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 industrial, commercial, and residential 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 plans of a warehouse/office building. There is already industrial uses surrounding the parcel, 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 warehouse/office building use which is adjoining industrial 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 industrial, commercial and residential. Amending the property zoning to City of Palatka Light Industrial (M-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 is established industrial and commercial. 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.
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is industrial 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 annex into the city to obtain water & sewer services from the City. The property has a proposed industrial use and the proposed 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 3.8-acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Industrial (IN) to City of Palatka Industrial (IN) be approved.
3. Staff recommends the request to rezone from Putnam County Industrial Heavy (IH) to City of Palatka Light Industrial (M-1) be approved.

ORDINANCE NO. 2025-54

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 INDUSTRIAL, HEAVY (IH) TO CITY OF PALATKA INDUSTRIAL (M-1), STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E) FOR THE PROPERTY LOCATED AT 300 NORTH HIGHWAY 17 PALATKA, FLORIDA 32177, PARCEL 37-09-26-0000-0060-0140; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by CBT Enterprises OP LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

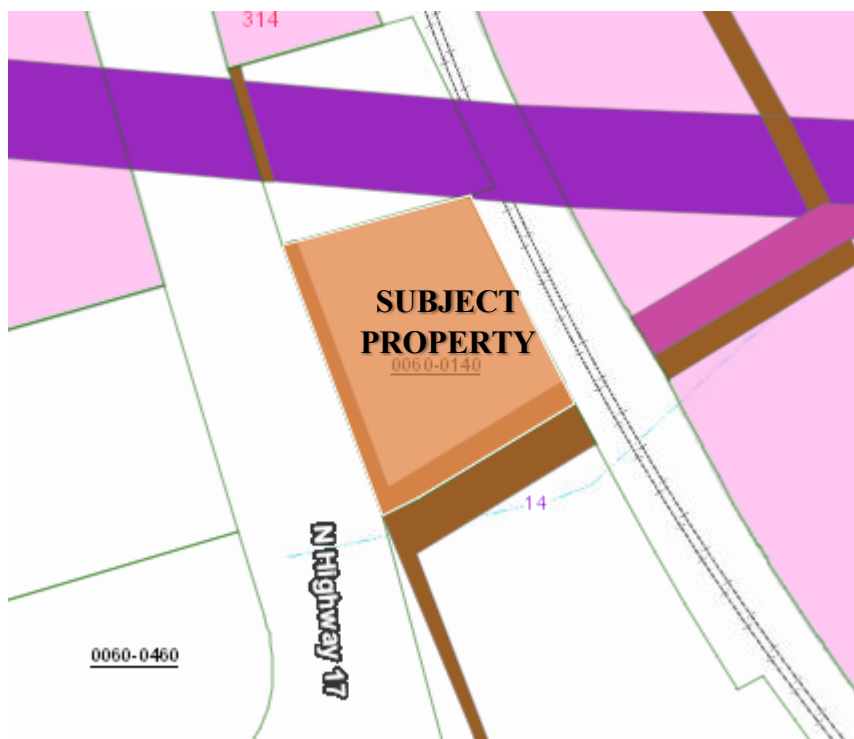
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on September 2nd, 2025, and two public hearings before the City Commission of the City of Palatka on September 25th, 2025, and October 9th, 2025, and

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 Industrial, Heavy (IH) to City of Palatka Industrial (IN) classification.

DESCRIPTION OF PROPERTY: STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E) PARCEL 37-09-26-0000-0060-0140



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 25th day of September 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 9th day of October 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 2025-54 rezoning said property PARCEL 37-09-26-0000-0060-0140" 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 INDUSTRIAL, HEAVY (IH) TO CITY OF PALATKA INDUSTRIAL (M-1), STINWILL SUBURBAN FARMS MB2, P39 PT OF LOT 14 OR475 P812, (SUBJECT TO EASE OR384 P1341, N'LY OF CENTER LINE OF, DRAINAGE EASEMENT) (SUBJECT TO, EASEMENT OR785 P201), (MAP SHEET 37E) FOR THE PROPERTY LOCATED AT 300 NORTH HIGHWAY17 PALATKA, FLORIDA 32177, PARCEL 37-09-26-0000-0060-0140; 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;

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.