

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
October 9, 2025 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. September 10, 2025, Regular Meeting Minutes
- b. September 15, 2025, Special Called Meeting
- c. September 15, 2025, Executive Called Meeting
- d. September 25, 2025, Regular Meeting Minutes
- e. September 30, 2025, Continued Budget Hearing

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. Swearing in Finance Director Chantel Pierre

4. MAYOR/COMMISSIONER COMMUNITY REPORTS: MAYOR CORREA/COMMISSIONER CAMPBELL

5. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. Auditor General's Financial Condition Assessment for the Years of 201/19 to 2022/23
- b. Traffic Study: Viking Manor

6. PUBLIC COMMENTS

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

7. CONSENT AGENDA

- a. **Lien release** - 1001 N. 16th Street - Gladys Silva
- b. **Lien release** - 113 West Oak Hill Drive - Jesse Ream
- c. **Appoint Jeffery Mrwik** - Firefighters Pension Board
- d. **Adopt Resolution 2025-R-138** Authorizing Execution of a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for the Design & Construction of the Transient Aircraft Parking Apron (North Terminal Area) at Palatka Municipal Airport.
- e. **Adopt Resolution 2025-R-139** Authorizing Execution of FAA Grant Agreement No. 3-12-0061-040-2025 for Design of the Transient Aircraft Parking Apron (North Terminal Area) at Palatka Municipal

Airport.

- f. **ADOPT RESOLUTION 2025-R-140** granting a special events permit to The Community Affairs and Recreation Department for the Winter Jam Series to be held on the following dates: 11/07/2025, 12/12/2025 and 01/16/2026.
- g. **ADOPT RESOLUTION 2025-R-141** granting a special events permit to The Community Affairs and Recreation Department for the Riverside Fall Harvest Festival, which will be held 11/22/2025.
- h. **ADOPT RESOLUTION 2025-R-142** granting a special events permit to Captain Tobby Williams of the Palatka Police Department for the 2025 Fall Fest/Pink walk, which will be held on 10/18/2025.
- i. **ADOPT RESOLUTION 2025-R-148** A RESOLUTION OF THE CITY OF PALATKA, AUTHORIZING THE MEMORANDUM OF UNDERSTANDING FOR THE USE, OCCUPANCY AND MANAGEMENT OF THE LARIMER ARTS CENTER BY THE RIVER CITY PLAYERS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS
- j. **Adopt Resolution 2025-R-143** Approving the Submission of the FY 2026 FAA Pre-Application for Taxiway E Phase 1 Construction at Palatka Municipal Airport
- k. **Adopt Resolution 2025-R-144** Approving the Submission of the FY 2026 FAA Pre-Application for the Transient Aircraft Parking Apron Construction at Palatka Municipal Airport
- l. **Adopt Resolution 2025-R-145** Authorizing the City Manager to sign and send a letter to the Florida Department of Transportation (FDOT) in support of the Rural Economic Initiative Development (REDI) Project Funding Waiver continuance.
- m. **Adopt Resolution 2025-R-146** Authorizing Execution of Work Order 2025-76 with Passero Associates, LLC for Design and Grants Administration Services for the Expansion of the Transient Aircraft Parking Apron (North Terminal Area) at the Palatka Municipal Airport – 100% Grant Funded.
- n. **ADOPT RESOLUTION 2025-R-147** granting a special events permit to Sam Deputy of DPE for Boo on the Ave, which will be held 10/31/2025.
- o. **AWOS Repair: Adopt Resolution 2025-R-149** Authorizing the City Manager to use Airport Surplus Dollars in the amount not-to-exceed \$50,000 for the repair of the Automated Weather Observing System (AWOS) located at the Palatka Municipal Airport.

8. REGULAR BUSINESS

- a. Recess for 10 minutes at 7:30 PM.
- b. Audit Selection Committee
- c. Budget Discussion for the Next Fiscal Year & Approval of Calendar

9. PUBLIC HEARINGS

- a. Request to Annex, Amend and Rezone 136 Corbett Rd.(City Property)
 - i) **Second Reading: 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) **Second Reading: 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.

b. 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. 2025-51** 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.

c. **Second Reading: 300 N HWY 17 Annexation, and Rezone**

- i) **Second 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) **Second 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 HIGHWAY17 PALATKA, FLORIDA 32177, PARCEL 37-09-26-0000-0060-0140; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

- d. **First reading: ADOPT ORDINANCE - 2025-58**, AN ORDINANCE BY THE COMMISSION OF THE CITY OF PALATKA, FLORIDA, CREATING SECTION 46-8 IN CHAPTER 46 CODE OF ORDINANCES OF PALATKA, FLORIDA TO BE KNOWN AS THE PALATKA SEXUAL OFFENDER AND SEXUAL PREDATOR ACT, PROVIDING FINDINGS, INTENT, DEFINITIONS, AND RESIDENCY REQUIREMENTS; AUTHORIZING COLLECTION OF REGISTRATION FEES; PROHIBITING PRESENCE, LOITERING, OR PROWLING WITHIN CHILD SAFETY ZONES WITH EXCEPTIONS; RESTRICTING PARTICIPATION IN HALLOWEEN ACTIVITIES WITH AN EXCEPTION; PROHIBITING COHABITATION OF OFFENDERS; ESTABLISHING ACCOUNTABILITY FOR PROPERTY OWNERS, LANDLORDS, AND LESSORS; REQUIRING NOTICE FOR TEMPORARY EMERGENCY SHELTERS; PROVIDING PENALTIES FOR VIOLATIONS; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

10. **ADJOURN**

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

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

City Commission Meeting
September 10, 2025
Minutes

Invocation:

Pastor Mulberry led the invocation.

Pledge of Allegiance:

The Pledge of Allegiance was led by Commissioner Jones.

Roll Call

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

Approval of Minutes

Vote: Commissioner Davis moved to approve August 4, 2025, Special Called Meeting and August 6, 2025, Budget Workshop minutes. Commissioner Campbell seconded the motion which passed unanimously.

City Manager and Administrative Reports

Ms. Carty briefed the Commission on Airport activates including the Skeet Club and the Airport Advisory Board. Ms. Carty also spoke about the floating dock and said that the city is now working with two engineers on this project. Ms. Carty provided an update with pictures regarding the Public Works building.

My Palatka GoGov App

Community Affairs Director Cutwright provided the Commission with an overview of the My Palatka GoGov App. Director Cutwright stated that the GoGov App will allow residents access direct communication, real time notifications and activities that are occurring within the City of Palatka.

Commissioners Borom and Campbell expressed that they would like the GoGov App to be highly publicized so that the community members are informed and will be more likely to download the app to their device.

Public Comments

Ms. Jenkins spoke about her grandson and how he jumped and wanted to know what the police department was going to do about it.

Sam Carr thanked the Mayor, Commissioners and the Community Affairs department for all the hard work they have been doing for the Bartram Frolic.

Robert Morh Lieutenant Palatka Police Department, he thanks Ms. West and Ms. Carty for all

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

the help they have given us during the process of the fire department contract.

Ms. Duke spoke about having the meeting on a Wednesday night instead of the normal Thursday night. She also spoke about the retaining wall on River Street. Ms. Duke also requested how many city properties are in code violations.

Commission and Staff Responses

Chief Shaw spoke about the matter Ms. Jenkins stated. He stated that the incident in question was under investigation. This incident involved multiple people and there was no video on the scene and the Police Department are looking into it further.

Carlos Diminguez spoke about the retaining wall and stated the job went out for bid and the city will be opening the bids withing the next two weeks.

Mr. Aghemo spoke about the code enforcement properties and stated he dose not have the information right now, however he can get that information to the commission as soon as possible.

Consent Agenda

Vote: Commissioner Campbell moved to accept the consent agenda excluding D, H, K. Commissioner Davis seconded the motion which passed unanimously.

D: ADOPT RESOLUTION 2025-R-118 granting a special events permit to Bartram Trail Society of Florida for the annual Bartram Frolic Festival, which will be held April 21st through the 26th of 2026 with hours being 8am–4pm.

Commissioner Davis asked for this three-day event, does that include setup and actual dates of the festival? Mr. Cutwright stated yes, it is for the children who do the reenactment.

Vote: Commissioner Davis moved to approve Resolution 2025-R-118. Commissioner Campbell seconded the motion which passed unanimously.

H. ADOPT RESOLUTION 2025-R-121 Community Affairs is requesting approval for the renaming of the Jenkins Building, the colors of the Jenkins building and logo for community affairs.

Commissioner Jones spoke about the history of Robert H. Jenkins School. He would like to incorporate Robert H. Jenkins in the name. Commissioner Campbell asked how the name was navigated away from the name Robert H. Jenkins. Mr. Cutwright explained that there were 3 names to choose from. One of the names was Northside Community and Recreation Center. Mayor Correa asked, could it still be the Jenkins building and maybe have a marker with the history posted on site? Commissioner Davis stated she is a proponent of it being the Northside Community and Recreation Center because facility can mean anything. Commissioner Campbell stated he is for it; however, he feels he is more worthy that just a gym. He feels the building should reflect the sacrifice that was made on the battlefield. But commemorating that entire building just shows a staple in the community. Also, as the commission makes this decision whatever the resolution, that cannot be changed.

Vote: Commissioner Davis moved the name to be changed to the Robert JH Jenkins Community Recreation Center and a marker be placed with the historical information related to Robert H Jenkins, and the colors purple and gold and the name cannot be changed. Commissioner Borom seconded the motion which passed unanimously.

K: Approval of City of Palatka and the Coastal Florida Police Benevolent Association contract.

Commissioner Jones asked about the stipends and the certificate and the cost for each officer to receive 3 certificates. Chief Shaw spoke about the stipends and the areas that do not fall in the job description. Commissioner Jones stated he wants to vote on a finished project not something that has to come back to the commission. Commissioner Jones also asked how it became \$3,500. When was it stated \$2,500? Ms. Carty stated she spoke to all five commissioners and Commissioner Jones was the only one that wanted the \$2,500. The rest of the commissioner was fine with \$3,500. Commissioner Borom stated he is a big fan of public health and safety. But at the same time he is

always looking at cost, and he was not afforded a meeting with the Chief because of conflicting meetings. Commissioner Campbell mentioned pulling the item like Commissioner Jones had spoken about before the meeting with Ms. Carty. Mayor Correa asked Ms. Carty to speak on the budget aspect. Ms. Carty spoke about the additional amount being \$168,000 to meet the needs of the Police Union.

Vote: Commissioner Davis moved to approve item 5K. Commissioner Campbell seconded the motion which passed unanimously.

Public Comment

Allegra Kitchens stated she agreed with Commissioner Davis and the commission should pass this item because the City of Palatka needs their police department.

Regular Business

Larimer RFP Bid Protest

City Attorney Jane West stated this is a bid protest agenda item, and the procedure that the city must follow is codified in our purchasing policy in Section 11. The city had a bid protest on the Larimer RFP. A representative of each bid will speak for 10 minutes. The arts Council of Greater Palatka, Dustin Hawkins spoke on the bidding process and the protest he presented. The second bid came from the River City Players, the Arts Alliance of Putnam, and the Gathering Arts of Putnam LLC gave their Presentation to the commission. Kevin Charbo spoke about material facts and spoke about the protest.

The Commission and Mayor had a discussion on this matter and received the answers they were seeking. The item went to a vote.

Vote: Commissioner Davis moved to accept the recommendation of the evaluation committee. Commissioner Campbell seconded the motion. Roll call was taken. Commissioner Davis, aye; Commissioner Campbell, aye; Commissioner Jones, aye; Commissioner Borom, aye; Mayor Correa, aye.

Legislative priorities and appropriations

PowerPoint was shown and Ms. West spoke about what was on the PowerPoint. Which was clean water infrastructure, improving transportation infrastructure, upgrading industrial fleet, supporting first responders, and economic development.

Commissioner Borom stressed the fact that he has asked to have meetings with the City's representative Mr. Sapp, so he would like that to happen. Commissioner Borom also suggested doing a field trip with the key people.

Commissioner Davis asked if the appropriations set by priorities? Ms. Carty stated she has not done that yet, but she will do that.

Commissioner Campbell stated if we are successful with meeting with those representatives he would like them to have a more visual.

Mayor Correa stated Ms. Carty and herself will be meeting with Mr. Suggs on Friday September 19.

Public Hearings

Airport Chapter 7: 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 Davis moved to approve Ordinance 2025-16. Commissioner Borom seconded the motion which passed all ayes.

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 HUSSON 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.

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.

Ordinances 2025-40 and 2025-42 were approved together.

Commissioner Borom stated this parcel was in conflict of interest with one of the city's former employees. He stated he has a pause with it being a conflict of interest based on the internal investigation. Commissioner Davis asked what are the consequences if this does not pass? Ms. West stated if this applicant has met the essential requirements of the law, it is her advice to pass the application. Otherwise, the city would be subject to liability.

Vote: Commissioner Campbel moved to approve Ordinances 2025-40 and 2025-42.

Commissioner Davis seconded the motion. Roll call was taken. Commissioner Borom, nay; Commissioner Jones, nay; Commissioner Campbell, aye, Commissioner Davis, aye; Mayor Correa, aye. The motion passed 3-2.

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.

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.

Ordinances 2025-43 and 2025-45 were approved together.

Vote: Commissioner Campbell moved to approve Ordinances 2025-43 and 2025-45.

Commissioner Davis seconded the motion which passed unanimously.

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.

Vote: Commissioner Campbell moved to approve Ordinance 2025-55. Commissioner Davis seconded the motion which passed unanimously.

ORDINANCE NO. 2025-31 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 16-10-26- 0000-0240-0013 ,

S1/2 OF NE1/4 OF NW1/4 OR1715 P589, KELLEY SMITH SCHOOL ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA. 3
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

Ordinances 2025-31 and 2025-33 were continued together.

Vote: Commissioner Campbell moved to continue Ordinances 2025-31 and 2025-33 to the schedule meeting on September 25, 2025. Commissioner Davis seconded the motion which passed unanimously.

First Public Hearing - Proposed Millage Rate and Budget for fiscal year 2025-2026 6.4000 mills proposed.

Ms. Pierre spoke about the budget and both Resolutions 2025-114 and Resolution 2025-123.

Public Comment

Allen Sheffield asked the Commissioner if they could work on the budget during the year and get to the heart of things.

Adopt Resolution 2025-R-114 Setting the Proposed FY 2025-2026 Millage Rate at 6.4000 mills
Commissioner asked if the Commission could roll the millage rate back for the fire assessment.

Ms. Carty stated the Finance department did not touch on the fire assessment; they left it the same. Commissioner Davis stated she feels it is too late to make any budget cuts at this point, but moving forward we could look at it in the next coming year.

Vote: Commissioner Davis moved to approve Resolution 2025-R-114. Commissioner Campbell seconded the motion. Motion passed 4-1 with Commissioner Borom dissenting.

Adopt Resolution 2025-R-123 Adopting the Tentative Budget for Fiscal Year 2025-2026 in the amount of \$85,592,317

Commissioner Campbell moved to approve Resolution 2025-R-123. Commissioner Davis seconded the motion. Commissioner Campbell moved to withdraw the motion. Commissioner Davis withdrew her second motion which passed unanimously.

Vote: Commissioner Campbell moved to adopt Resolution 2025-R-123. Commissioner Davis seconded the motion which passed 4-1 with Commissioner Borom dissenting.

Second Public Hearing Date

Vote: Commissioner Campbell moved to approve the second public hearing to be scheduled for September 25, 2025. Commissioner Davis seconded the motion which passed unanimously.

COMMISSIONER COMMENTS

Commissioner Campbell stated he appreciates everything that is moving forward and the bettering of the sound system. He recommended to have someone review what actually goes out, he feels the more eyes on something the better.

Commissioner Jones stated when the Commission meets with the County Commission that the city has a goal.

Commissioner Borom agreed with Commissioner Jones. He also wants to thank staff for everything they have been doing to help make the city shine. He also stated he would like to see an employee of the month from the Sanitation department. Commissioner Borom stated he feels the commission needs to look at the insurance and make sure employees can afford the health insurance.

Commissioner Davis congratulated Detective Berger for winning the Officer of the Year award.

ADJOURN

Commissioner Davis moved to adjourn. Commissioner Campbell seconded

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

Special Called Meeting September 15, 2025 Minutes

Invocation:

The invocation was led by Pastor Mulberry.

The Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jones.

Roll Call

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

Regular Business

External Investigation of City Manager

Formal Appointment of Interim City Manager

Human Resource Manager Ms. Jones addressed the Mayor and Commissioners. She explained the procedure of the administrative leave for the City Manager Ms. Carty. She asked for directions as to what they wanted to do as far as leave her on administrative leave with pay or without pay or bring her back while they do an external investigation. She also stated they created a flow chart so the Commission can see how they want to act.

City Attorney Jane West stated the policy regarding the grievance process is clear to everyone, has a super majority vote requirement, that is in direct conflict with our city charter which only requires a majority. So, the City Charter would dictate over policy that was contradictory.

Mayor Correa stated that the Commission is here to determine whether the paid administrative leave continues or the leave ends.

Commissioner Jones asked if the city is disclosing what the city is deciding on if the commission is going to put the city manager on leave or not? Ms. Jones stated the names are being protected, however, as far as the content is concerned the commission can decide if they would like to disclose the context of what is happening.

Commissioner Campbell stated he would like to know how it got to this point, he didn't necessarily agree with. He feels if the commission was to make that decision it should have been made at a meeting and should have been given directions as to what the leave will look like. He also stated he doesn't agree with how the commission was polled. He feels that Ms. Carty should

have been faced by the Commission because she is their employee. Commissioner Campbell also stated he wants to go on record to say he totally disagrees with how it got to this point, and he doesn't think it's fair to Ms. Carty. He stated if this is a policy decision then the policy will need to be revisited. He believes the process is backwards. He explained the allegations before her, he takes very seriously, but the process of where they are now, he believes Ms. Carty should have the opportunity to hear it from the commission as their only employee.

Commissioner Davis stated she agrees with Commissioner Campbell, and she had been trying to understand this process from the perspective of due process and because of the nature of the position. Commissioner Davis stated the entire process should be open to the public and how the commission can do it in a way that ensures due process for all involved and with information to the city and to alleviate rumors and people trying to understand what's happening behind closed doors. She stated she agrees wholeheartedly with Commissioner Campbell.

Commissioner Borom agrees with both Commissioner Campbell and Commissioner Davis, as it relates to how the commission got here. He stated he is a firm believer in due process and due care and that is what the commission must do to act. He asked if the city attorney was involved. Ms. West stated no she was not, she was only informed of her being placed on leave after it happened. Commissioner Borom stated he feels if the employee feels that due process is not taking place it could put the city in a legal situation.

Commissioner Campbell asked how the city got to a point of calling for her to be put on administrative leave, who made the call to put Ms. Carty on administrative leave? Ms. Jones stated she had sent all the information that she had to the commission to get a response as to how to proceed. Commissioner Campbell asked who put her on leave, was it a poll from the commission? Commissioner Campbell stated it was not collectively because you did not hear from him. Ms. Jones stated other than you Commissioner Campbell she did hear back from other Commissioners via phone or email. Therefore, a letter was drawn up to take action for administrative leave with pay.

Mayor Correa stated she put Ms. Carty on administrative leave because she was trying to keep everyone that was involved safe. She also stated once the complaints were received to HR there was a concern.

Commissioner Campbell stated he understands that, he also stated the commission could have called an emergency meeting for this action, to give her the proper respect and give her the opportunity to face the individuals who would have given her the leave or if this commission desired to as a collective unit.

Commissioner Campbell made the recommendation to remove the administrative leave. Allow Ms. Carty to come back to work from there this commission can make the determination of how collectively we would like to move forward. Whether it is a collective action plan or something implementing and action plan. Commissioner Campbell also stated with regards to those work up under her that have submitted the grievances, maybe allowing them to get directions from another staff person temporarily until it is determined if an investigation is warranted.

Mayor Correa stated this commission has to make a decision as whether the leaves will continue or not.

Commissioner Borom asked what is the alternative if the leave does not continue, what is the alternative? Mayor Correa stated the alternative is to come into work. Ms. Jones stated as a recommendation by Commissioner Campbell if the leave ends and there is the recommendation of

the commission Ms. Carty would be coming back to work again to right or wrong as stated. The commission should form a Special Called Meeting, so everybody is on the same page, facing Ms. Carty so you will be able to decide whether she goes back on leave or not. Commissioner Borom asked for some guidance from the legal attorney. Ms. West stated the guidance is to follow the policy the commission adopted back in April.

Public Comment

Allegra Kitchens stated she is concerned with polling of the City Commission, she also stated she agreed with Commissioner Campbell. She suggested bringing Ms. Carty back and leaving Chief Shaw as the interim.

Commissioner Cambell made the motion the Commission move forward with releasing the administrative leave, allowing Ms. Carty to return to work, appoint an acting assistant manager, until the investigation is complete, for employees to report to and launch the external investigation on Ms. Carty. Commissioner Davis seconded the motion. Roll call was taken. Commissioner Borom, aye; Commissioner Jones, aye; Commissioner Campbell, aye; Commissioner Davis, aye; Mayor Correa, aye. Motion passed 5-0

Commissioner Jones moved to make Chief Shaw the acting Assistant City Manager during this investigation. Commissioner Davis seconded the motion. Roll call was taken. Commissioner Borom, aye; Commissioner Jones, aye; Commissioner Cambell, aye, Commissioner Davis, aye, Mayor Correa, aye. Motion passed 5-0

Commissioner Campbell asked about the pay increase for Chief Shaw because he is stepping into two roles. Ms. Jones stated when Ms. Carty stepped into the two roles they did at the hours she was needed for the Finance department.

Ms. Jones stated there were two lawyers' offices that could complete the investigations. The first one stated he could do it from start to finish and he could start tomorrow, and his cost could be \$7,500 and the other firm would charge \$400 and hour with a 25 maximum which come to \$10,000.

Commissioner Campbell stated he would recommend that Ms. Jones meet with legal to see which firm would be best suited for this investigation.

Mayor Correa reminded everyone that the Commission can't speak to any employees that are involved in the investigation.

Adjourn

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

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

Executive Meeting
September 15, 2025
Minutes

Invocation:

Commissioner Campbell led the invocation.

The Pledge of Allegiance

Commissioner Borom led the Pledge of Allegiance.

Roll Call

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

Executive Session

Mayor Correa announced the litigation CASE NO: 25-CA-243 JEFF NATIONS, an individual, and NATIONAL INDUSTRIAL SERVICES, LLC, a Foreign Limited Liability Company V. CITY OF PALATKA.

Mayor Correa also explained this Executive session is pursuant to section 286.2011 Section 8. Ms. West stated they had to have an executive session related to litigation expenditures concerning litigation with reference to this notice a closed attorney-client executive session will now be held regarding the following lawsuit CASE NO: 25CA-243 Jeff Nations an individual and National Industrial Services LLC a Foreign Limited Liability Company.

The following individuals will be present during the executive session Mayor Robert Correa, Commissioner Annie Davis will be attending telephonically Commissioner Will Jones, Commissioner Justin Campbell, Commissioner Rufus Borom, City Attorney Jane West and Acting City Manager Jason Shaw and official court reporter as provided by rule the length of the attorney.

The executive session is estimated to be approximately 1 and half hours the attorney-client executive session will be recorded by a certified court reporter. However, the transcription of the proceedings will be exempt from the Florida Public Records Act until such time as allegations concluded. The transcript may be obtained from the clerk of the city commission we will now close the support meeting to reconvene for the executive session at the annex.

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

Regular Commission Meeting September 25, 2025 Minutes

Invocation:

The invocation was led by Pastor Mulberry.

The Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jones.

Roll Call

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

Approval Of Minutes

August 27, 2025, Commission Budget Workshop, August 28, 2025, Regular Meeting, September 3, 2025, Budget Workshop Minutes

Vote: Commissioner Campbell moved to approve the listed minutes. Commissioner Borom seconded the motion which passed unanimously.

Public Recognition/Presentations

Employee of the Month

The employee of the month went to Mr. Cobbs. Mr. Chandler spoke about Mr. Cobbs and the good work he has been doing for the city.

CITY MANAGER AND ADMINISTRATIVE REPORTS

Mayor update on City-County Joint Meeting

Mayor Correa spoke about the meeting with the BOCC. She stated Ms. West, herself, and Chief Shaw met with Chair Commissioner Wilkinson, County Administrator Terry Suggs, Deputy Administrator Juliann Young, Deputy County Operations Manager JR. Grimes. Mayor Correa stated she spoke about potential agenda items for future joint meetings. She also gave potential dates for the Commission to think about which would be best for them to make. November 18th, 2025, December 5th, 2025, or January 13th, 2026, and it will be held at the County Commission Chambers. Mayor Correa also stated she would like to see the Commissioners Comments at the beginning part of the meeting instead of the end so whatever boards the Commission is on will get to speak about the boards.

Commissioner Campbell and Commissioner Borom also agreed with Commissioner Campbell stating there are two meetings a month so two of the Commissioners can go in one meeting and three the following meeting.

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

City of Palatka, Financial Report for the eleven months of the fiscal period ended on August 31, 2025

Finance Director Chantel Pierre gave the final report for the eleven months of the fiscal period ending August 31, 2025.

Palatka Gas Authority Board of Directors - Ms. Carty

Ms. Carty gave the report from the Palatka Gas Authority and stated the financial report was given at the last meeting which was September 11, 2025. She also stated the budget for the next fiscal year which included a new meter reader.

R.C. Willis Water Treatment Plant taken off Consent Order

Superintendent Shawn Bruneau gave his report on the Water Treatment Plant. He stated he has applied to for the City to be removed from the consent order and DEP approved it. The city has now entered into an in-kind project which means the fines that were accruing are now being spent on the equipment for the plant.

City Manager Update

Ms. Carty gave the City Manager report she gave an update on the new phone system being completed. She also stated the separation from the servers is almost completed.

Chief Shaw gave the assistant City Manager update. He stated he really didn't have much, however he has learned a lot since being put in this position and has more of a grasp of what the city actually does from each department.

Commissioner Borom asked for all updates in a timely manner, everything that has been a concern to the commission. Chief Shaw addressed Commissioner Campbell and stated there are some changes for the weekly reports to help the commission digest the reports, the City Attorney will be on Monday, the City Manager and the Assistant City Manager will be on Wednesday, and the Department Heads will be sent on Friday.

Commissioner Campbell mentioned using a drive for the reports to make it easier for all. Ms. Carty stated she would look into that with George Williams.

Public Comments

There were no Public Comments.

CONSENT AGENDA

Vote: Commissioner Campbell moved to accept the consent agenda excluding item C, Commissioner Borum seconded the motion which passed unanimously.

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.

Commissioner Campbell asked if the application was amended. Community Affairs Jessica Cruz stated yes, they will be stopping at 9th street.

Vote: Commissioner Campbell moved to approve Resolution 2025-R-126. Commissioner Borom seconded the motion which passed unanimously.

REGULAR BUSINESS

Finance Director's Report: Finance Director Ms. Pierre provided background information regarding the Audit Committee and the current auditing process.

Vote: Commissioner Campbell moved to proceed with the recommendation from the Chief Financial Officer to extend auditing services with HTC for the current season. Commissioner Borom seconded the motion. The motion passed with a vote of 3–1, with Commissioner Jones dissenting. Commissioner Borom advised the Finance Director to review all existing contracts and identify renewal timelines to avoid placing the Commission in a position where approvals or renewals must be made under time constraints.

Commissioner Jones explained his dissenting vote, stating dissatisfaction with HTC's performance. He recommended exploring alternative auditing firms and emphasized the importance of conducting research rather than accepting recommendations without scrutiny.

Vote: Commissioner Borom made a motion to reconsider his vote. Commissioner Jones seconded. The motion failed with a tie vote of 2–2.

Mayor Correa inquired about the implications of not having a contract in place with the current auditors during the search or bidding process for a new firm. Ms. Pierre responded that the City would be working with new auditors and noted that both she and several Finance staff members are new. She emphasized that part of the audit process involves educating auditors on the City's procedures and that HCT possesses valuable institutional knowledge.

PUBLIC HEARINGS

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.

Vote: Commissioner Campbell moved to approve Ordinance 2025-55. Commissioner Borom seconded the motion which passed unanimously.

Second Public Hearing - Adopting of the Millage Rate and Budget for Fiscal year 2025-2026

Adopt Resolution 2025-R-124 Setting the Millage rate for fiscal year 2025-2026 Millage Rate 6.4000

Adopt Resolution 2025-R-125 adopting the Budget for Fiscal Year 2025-2026 in the Amount of \$85,592,317

Commissioner Jones referenced a newspaper article stating that maintaining the current millage rate would result in a tax increase. He noted that the County opted to use the rollback rate and emphasized that it was never his intention to raise taxes. He asked whether keeping the millage rate the same would constitute a tax increase. Finance Director Ms. Pierre clarified that maintaining the current millage rate of 6.4000 would result in a 2.57% increase due to rising property values. To avoid an increase, the city would need to adopt the rollback rate of 6.2397 mills. She cautioned that any changes at this stage would require budget cuts and eliminate the opportunity for collaborative review through budget workshops, which have already been completed. She added that adopting the rollback rate now would force departments providing essential services to make reductions without Commission input, given the late stage in the budget process.

Commissioner Campbell expressed concern that this explanation had not been previously presented to the Commission in this manner.

Commissioner Borom shared that he had extensive discussions with Ms. Carty regarding the Fire Assessment, noting it is not a permanent measure. He explained that when property values increase and the millage rate remains flat, taxes will still rise. He stressed the importance of showing citizens what they receive in return for increased costs and noted that the County reduced taxes. He also expressed concern that the City had not thoroughly reviewed budget line items. Ms. Pierre reiterated that any changes to the millage rate at this point would trigger TRIM-related advertising requirements.

Vote: Commissioner Campbell moved to recess the agenda item until September 30, 2025. Commissioner Borom seconded the motion, which passed unanimously.

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 NE 1/4 NW1/4 OR1715 P589, KELLEY SMITH SCHOOL ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.

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 3

Planning Director Lorenzo Aghemo stated the applicant with drew the application to annexation, FLUM and the Rezoning of this property.

After a discussion it was stated that the City of Palatka needs to start telling their story with regards to annexation.

Request to Annex, Amend and Rezone 136 Corbett Rd.(City Property)

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.

ADOPT ORDINANCE 2025-47 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AN 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.

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

Planning Director Lorenzo Aghemo explained this property.

Vote: Commissioner Campbell Moved to approve Ordinances 2025046, Ordinance 2025-47, and Ordinance 2025-28. Commissioner Borom seconded the motion which passed unanimously.

Request to Annex, Amend and Rezone 625 S SR 19,

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.

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.

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.

Planning Director Lorenzo Aghemo explained this property.

Vote: Commissioner Campbell moved to approve Ordinance 2025-49, Ordinance 2025-50 and Ordinance 2025-51. Commissioner Borom seconded the motion which passed unanimously.

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

ADOPT 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.

ADOPT 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.

ADOPT 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
Planning Director Lorenzo Aghemo explained this property.

Commissioner Jones asked why this property was being annexed into the city. Mr. Aghemo stated that it is a continuous enclave it is with the Florida Statue to eliminate the enclaves.

Vote: Commissioner Campbell moved to approve Ordinance 2025-52, Ordinance 2025-53, Ordinance 2025-54. Commissioner Borom seconded the motion which passed unanimously.

Public Comments

Allegra Kitchens stated the former Mayor Hill wanted to draw up an Ordinance where you can get water and sewer without having to annex into the city.

COMMISSIONER COMMENTS

Mayor Correa stated she was given the opportunity and honor to be on First Coast Connect and WJC-TV, and NPR Radio and got to speak about Palatka and all the positive things that are happening.

Adjourn

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

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.

CHANTEL PIERRE
FINANCE DIRECTOR



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

Commission Continued Budget Meeting
September 30, 2025
Minutes

Invocation

Invocation was led by Pastor Mulberry

Pledge of Allegiance

The pledge of Allegiance was led by Commissioner Davis

Roll Call

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

Public Comments

Ms. Kitchens spoke about using the roll back rate and was in favor of it.

Public Hearings

Second Public Hearing - Adopting of the Millage Rate and Budget for Fiscal year 2025-2026

Commissioner Jones stated he just wanted to make sure that there's clarity about when Ms. Pierre made the statement closer to the part where there was an increase in property tax revenue. I just want to make sure that there is no increase in property tax revenue. Ms. Pierre stated the city is using the same millage rate as last year. Well, it is equivalent to last year, which is the 6.2397 mills, which means there's a 0% change in property tax. So, the city is collecting the same amount that we collected last year. However, there is a decrease in the AdValorem revenues compared to the budget that the city had last time the commission met. Commissioner Jones stated he feels that is what he wanted to know, that we did decrease the AdValorem revenue by 118,567.

Commissioner Davis asked so, for no change to occur, based on expected revenue with the rollback rate. Where did the additional \$118,567 come from? Ms. Carty stated as the city decreased the AdValorem revenue by that 118,567, the city still had to maintain or try to maintain the integrity of the general fund and not impact or decrease various departments. We were able to achieve that by increasing the transfer from Better Place Fund to the general fund.

Commissioner Borom stated to his understanding it would be if the city were going to keep it flat, the 6.4 flat, that there would have been an increase based on the property values. The

property values would have given us an additional \$118,000 plus. But the fact that the 6.2397, the rollback rate produced the same amount as our last year's budget. The rollback would have produced the same budget as last fiscal year. So, therefore, we wouldn't have increased or we didn't lose anything. So, basically, it's kind of like an offset, per se. So, he thinks that's where the 6.2397, we're going back to the same, what we had last year. Ms. Pierre stated yes that is correct.

Commissioner Campbell stated there was a little bit of a discussion that took place that wasn't thoroughly explained in the manner that we got it when we had that brief conversation. So, he thinks that's where it came in. But I'm in total agreement with bringing the budget. And that was going to be one of the statements that he made during Commissioner Comments, that we go ahead and set when we want to have it come back before the commission so that we can start the process, so that there's no room for when you think it should be brought before us and when it needs to be brought before us. So, I want that to be a decision that we collectively make as we move forward so that we won't find ourselves in this position before.

Mayor Correa stated she would like the budget process to be done earlier and unless there is an emergency with families and such, she feels everyone should attend the meetings.

Adopt Resolution 2025-R-124 Setting the Fiscal Year 2025-2026 rollback rate of 6.2397 mills

Commissioner Campbell moved to approve Resolution 2025-R-124 adopting a final mill rate for the fiscal year ending September 30th, 2026. Commissioner Jones seconded the motion. Roll call was taken. Commissioner Davis, nay; Commissioner Campbell, aye; Commissioner Jones, aye; Commissioner Borom, aye; Mayor Correa, nay. Motion passed 3-2 with the mill rate at 6.2397.

Adopt Resolution 2025-R-125 adopting the Budget for Fiscal Year 2025-2026 in the Amount of \$85,592,317

Commissioner Campbell moved to approve Resolution 2025-R-125 adopting the final budget for fiscal year ending September 30th, 2026. Commissioner Borom seconded the motion. Roll call was taken. Commissioner Campbell, aye; Commissioner Jones, aye; Commissioner Borom aye; Commissioner Davis, nay; Mayor Correa, nay. The motion passed 3-2.

Commissioner Comments

The Commission emphasized the need to educate residents on how taxes are calculated and which agencies they fund. There was general agreement to start the next fiscal year's budget cycle earlier, improve internal communication, and attend all future budget workshops when possible.

Adjourn

Commissioner Jones moved to adjourn.

OATH OF OFFICE

I, **Chantel Pierre**, do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States, the State of Florida and the City of Palatka Code of Ordinances and that I will bear true faith, loyalty and allegiance to same, and that I am duly qualified to hold office under the requirements of the Constitution of the State and the City Charter, and that I will well and faithfully perform the duties of **FINANCE DIRECTOR OF THE CITY OF PALATKA**, on which I am about to enter, so help me, God.

Chantel Pierre

**STATE OF FLORIDA
COUNTY OF PUTNAM**

Sworn to (or affirmed) and subscribed before me by means of [☒] physical presence or [☐] online notarization, this 09th day of October, 2025, by **Chantel Pierre**.

Notary Public and City Clerk

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

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Legal Requirements

The Legislature created the Local Government Financial Emergencies Act (Part V, Chapter 218, Florida Statutes) to, among other things, preserve and protect the fiscal solvency of local governmental entities. The method used is to assess the financial condition of the municipality, using financial indicators.

Financial conditions refer to a local governmental entity's ability to meet its financial obligations and provide services that are required for the health, safety, and welfare of the community, and that its citizens desire. Financial indicators, expressed as ratios or trends, facilitate comparisons with other local governmental entities and provide an illustration of what has been occurring with an entity over a period of years. Data elements are used to calculate financial indicators. For each data element, the source of the information is derived from the audit reports submitted to the State of Florida.

PROJECT ANALYSIS

Comments

The attached report for the City of Palatka indicates a city which is managing its growth, financially and with a steady increase in commitment to capital acquisitions and improvements.

Population growth has not been significant, going from 10,239 in 2018-2019, to 10,730 in 2022-2023. During the day, because of being the county seat of the county of Putnam, the population averages 74,235.

In conclusion, the following trends are noted:

- Revenues are greater than expenses, contributing to continued fiscal stability.
- Net fund balance has increased by almost 30% over the years reviewed
- Cash and investments are substantially more than liabilities by millions.

- Long-term debt decreased by more than \$400,000
- Intergovernmental/Grant funds increased by almost \$5 million.
- Total revenues increased by more than \$12 million.
- Debt service expenditures decreased by 49%
- Capital Assets increased by at least \$4 million

This information will be analyzed further by the Finance Director, and will assist in directing the usage of resources to continue the trend of fiscal solvency.

Staff Recommendation

REview the information submitted, develop questions and staff will address and advise of strategies being employed.

ATTACHMENTS

1.	Auditor General Palatka Financial Condition Assessment 18-19 to 22-23
2.	Auditor General Palatka Financial Indicators and Average 18-19 to 22-23

CITY OF PALATKA, FL FINANCIAL CONDITION ASSESSMENT
FYs 2019/2020 to 2022/2023

ENTITY: **M28300 - Palatka, City of**

Data Element	Data Element Description	2019-20	2020-21	2021-22	2022-23	COMMENTS
01	Change in Net Position - Gov-Wide - G	(23,409)	2,612,550	6,112,550	(2,561,424)	The percent change in net position indicates how the government's position changed during the year (positive or negative) as a result of resource flow
02	Beginning Net Position - Gov-Wide - G	13,324,945	13,301,536	15,914,086	29,593,920	Positive results indicate that the local government are maintaining a stable tax and revenue structure or adequate level of services
03	Cash and Investments - GF	2,656,633	3,397,776	8,740,170	3,153,392	Current needs are being met and funds are being retained for growth
04	Cash and Investments - G	3,745,472	4,253,061	10,949,440	10,325,021	Current needs are being met and funds are being retained for growth
05	Current Liabilities - GF	192,279	112,673	110,201	351,702	Increasing results may indicate liquidity problems, deficit spending, or both.
06	Current Liabilities - G	203,634	113,053	240,589	652,200	Increasing results may indicate liquidity problems, deficit spending, or both.
07	Unassigned/Assigned FB - GF	2,721,383	3,305,333	8,676,544	2,762,541	Decreasing results may indicate a reduction in the local government's ability to withstand financial emergencies or its ability to fund capital purchases without having to borrow.
08	Unassigned/Assigned FB - DSF					
09	Unassigned/Assigned FB - CPF					
10	Long-Term Debt - G	1,604,287	1,817,144	1,429,849	1,221,755	Results decreasing over time may indicate that the local government has a increasing level of flexibility in how resources are allocated or increased ability to pay its long-term debt.
11	Intergovernmental Revenues - G	1,358,140	3,006,045	4,523,334	6,162,395	Amounts increasing over time indicate a lower risk assumed by the local government due to decreased dependence on outside revenues

CITY OF PALATKA, FL FINANCIAL CONDITION ASSESSMENT
FYs 2019/2020 to 2022/2023

12	Total Revenues - G	10,739,066	12,448,956	14,749,041	17,814,458	Increasing results indicate that the local government may be able to maintain existing service levels with current revenue sources
13	Debt Service Expenditures - G	575,162	445,821	325,230	296,962	Decreasing amounts over time may indicate increasing flexibility as the local government has to respond to economic changes
14	Total Expenditures - GF	9,529,103	9,570,006	9,479,844	13,997,491	Increasing results may indicate that the cost of providing services is outstripping the local government's ability to pay (i.e., the local government may be unable to maintain services at current levels)
15	Total Expenditures - G	10,730,137	12,156,859	10,920,192	18,651,565	Increasing results may indicate that the cost of providing services is outstripping the local government's ability to pay (i.e., the local government may be unable to maintain services at current levels)
16	Excess Rev Over (Under) Exp - G	8,929	292,097	3,828,849	(837,107)	Decreasing surpluses or increasing deficits may indicate that current revenues are not supporting current expenditures.
17	Cash and Investments - P	1,159,617	4,618,211	5,630,789	5,933,305	Current needs are being met and funds are being retained for growth
18	Current Liabilities - P	1,244,145	1,226,545	1,874,828	1,645,525	Decreasing results indicates liquidity and cash flow is adequate
19	Unrestricted Net Position	(241,367)	1,729,503	2,523,288	4,127,449	Increasing results may indicate an increase in the local government's ability to withstand financial emergencies or its ability to fund capital purchases without having to borrow
20	Intergovernmental Revenues - P					
21	Total Operating Revenues - P	9,204,726	9,807,008	10,875,607	14,024,885	Increasing income indicate that current revenues are sufficient to support current expenses
22	Total Operating Expenses - P	9,881,731	7,955,729	8,590,706	12,386,251	Increasing expenses may indicate that current revenues have increased as well.
23	Operating Income (Loss) - P	(677,005)	1,851,279	2,284,901	1,638,634	
24	Total All Revenues	19,943,792	22,255,964	25,624,648	31,839,343	
25	Total All Expenditures/Expenses	20,611,868	20,112,588	19,510,898	31,037,816	Increasing results may indicate that the cost of providing services is outstripping the local government's ability to pay (i.e., the local government may be unable to maintain services at current levels)

CITY OF PALATKA, FL FINANCIAL CONDITION ASSESSMENT
FYs 2019/2020 to 2022/2023

26	Capital Assets - G	29,262,298	30,833,932	31,581,192	33,076,641	A increasing trend suggests that a local government is systematically investing in its capital assets
27	Accumulated Depreciation - G	16,901,795	17,475,461	18,320,100	19,367,137	Increase in the depreciation could indicate deferred replacement cost
28	Capital Assets - P	78,673,199	80,740,631	81,500,251	87,811,005	A increasing trend suggests that a local government is systematically investing in its capital assets
29	Accumulated Depreciation - P	34,913,643	36,976,947	39,147,079	41,345,177	Increase in the depreciation could indicate deferred replacement cost
30	Pension Plan Ratio % - General (A)	69.99	72.21	77.67	65.95	Decreasing trend may indicate an increasing burden on the tax base and/or poor plan management
31	Pension Plan Ratio % - Fire (A)	71.17	74.18	86.69	68.50	Decreasing trend may indicate an increasing burden on the tax base and/or poor plan management
32	Pension Plan Ratio % - Police (A)	87.27	87.95	93.66	75.56	The Plan Fiduciary Net Position as a Percentage of Total Pension Liability ratio should be increasing over time.
33	Pension Plan Ratio % - Combined (A)					
34	OPEB Funded Ratio %					
35	Taxable Property Value (in millions)	461.5517	485.5322	516.9691	562.5117	
36	Population	10,723	10,770	10,468	10,529	
37	Operating Millage Rate	6.4000	6.4000	6.4000	6.4000	Millage rates that is below the statutory limit may indicate that the local government has an increased ability to raise additional funds when needed
38	Price Index	1.000	1.010	1.119	1.221	

(A) With the implementation of GASB Statements 67 and 68, the calculation of "Plan Fiduciary Net Position as a Percentage of Total Pension Liability" replaced "Funded Ratio".

CITY OF PALATKA, FL FINANCIAL INDICATOR RESULTS AND ANALYSIS

FINANCIAL INDICATORS:		2019-20	2020-21	2021-22	2022-23	Average 19/20 to 22/23	Change from 19/20 to 22/23
1	Change in Net Position/ Beginning Net Position	-0.18 %	19.64 %	38.41 %	-8.66 %	12.30 %	-8.48 %
2	Unassigned and Assigned FB + Unrestricted Net Position	\$ 2,480,016	\$ 4,984,986	\$ 10,008,786	\$ 5,642,907	\$5,779,174	\$ 3,162,891
3GF	Unassigned and Assigned FB/ Total Expenditures - GF	28.56 %	34.54 %	91.53 %	19.74 %	43.59 %	-8.82 %
3G	Unassigned and Assigned FB/ Total Expenditures - G	25.36 %	27.19 %	79.45 %	14.81 %	36.70 %	-10.55 %
4GF	Cash & Investments/ Current Liabilities - GF	1381.66 %	3015.61 %	7931.12 %	896.61 %	3306.25 %	-485.05 %
4G	Cash & Investments/ Current Liabilities - G	1839.32 %	3762.01 %	4551.10 %	1583.11 %	2933.88 %	-256.21 %
4P	Cash & Investments/ Current Liabilities - P	93.21 %	376.52 %	300.34 %	360.57 %	282.66 %	267.37 %
5G	Cash & Investments/ (Total Expenditures/ 12) - G	418.87 %	419.82 %	1203.21 %	664.29 %	676.55 %	245.42 %
5P	Cash & Investments/ (Total Operating Expenses/ 12) - P	140.82 %	696.59 %	786.54 %	574.83 %	549.69 %	434.01 %
6G	Current Liabilities/ Total Revenues - G	1.90 %	0.91 %	1.63 %	3.66 %	2.02 %	1.76 %
6P	Current Liabilities/ Total Operating Revenues - P	13.52 %	12.51 %	17.24 %	11.73 %	13.75 %	-1.78 %
7	Long-Term Debt/ Population - G	\$ 150	\$ 167	\$ 122	\$ 95	\$133	\$ (55)
8	Excess of Revenues Over (Under) Expenditures/ Total Revenues - G	0.08 %	2.35 %	25.96 %	-4.70 %	5.92 %	-4.78 %
9	Operating Income (Loss)/ Total Operating Revenues - P	-7.35 %	18.88 %	21.01 %	11.68 %	11.05 %	19.04 %
10G	Intergovernmental Revenues/ Total Revenues - G	12.65 %	24.15 %	30.67 %	34.59 %	25.51 %	21.95 %
10P	Intergovernmental Revenues/ Total Operating Revenues - P	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
11G	Unassigned and Assigned FB/ Total Revenues - G	25.34 %	26.55 %	58.83 %	15.51 %	31.56 %	-9.83 %
11P	Unrestricted Net Position/ Total Operating Revenues - P	-2.62 %	17.64 %	23.20 %	29.43 %	16.91 %	32.05 %
12	Total Revenues/ Population - G	\$ 1,001	\$ 1,144	\$ 1,259	\$ 1,386	\$1,198	\$ 384
13	Debt Service Expenditures/ Total Expenditures - G	5.36 %	3.67 %	2.98 %	1.59 %	3.40 %	-3.77 %
14	Total Expenditures/ Population - G	\$ 1,001	\$ 1,118	\$ 932	\$ 1,451		\$ 450
15G	Accumulated Depreciation/ Capital Assets - G	57.76 %	56.68 %	58.01 %	58.55 %	57.75 %	0.79 %
15P	Accumulated Depreciation/ Capital Assets - P	44.38 %	45.80 %	48.03 %	47.08 %	46.32 %	2.71 %

CITY OF PALATKA, FL FINANCIAL INDICATOR RESULTS AND ANALYSIS

16G	Pension Plan Ratio % - General Employees (A)	69.99 %	72.21 %	77.67 %	65.95 %	71.46 %	-4.04 %
16F	Pension Plan Ratio % - Fire (A)	71.17 %	74.18 %	86.69 %	68.50 %	75.14 %	-2.67 %
16P	Pension Plan Ratio % - Police (A)	87.27 %	87.95 %	93.66 %	75.56 %	86.11 %	-11.71 %
16C	Pension Plan Ratio % - Combined (A)						
17	OPEB Funded Ratio %						
18	Operating Millage Rate	6.4000	6.4000	6.4000	6.4000	6.4000	0.0000

Indicators Using Constant \$

(A) With the implementation of GASB Statements 67 and 68, the calculation of "Plan Fiduciary Net Position as a Percentage of Total Pension Liability" replaced "Funded Ratio".

Viking Manor Traffic Report



Concerns and Reports from the Neighborhood

- The Police Department has received reports of vehicular traffic issues in the Viking Manor Neighborhood. The concerns were: Speeding, excessive through traffic, and congestion at 1st Manor and Viking Street from vehicles backing up and turning around to exit the neighborhood.
- Concerns were reported on May 13th and August 27th. Members of the neighborhood estimated vehicle speeds between 40 and 65 mph.
- In both reports, the reporting parties requested the installation of traffic calming devices specifically speed tables.

Action and Investigation by the Police Department

- Enforcement and evaluation was conducted for five days at various times both day and night concerning the report from May 13th.
- Marked and unmarked vehicles were utilized in this operation.
- Speed measuring devices were utilized during the operation.
- Most vehicles were tracked at speeds between 25 to 30 MPH.
- Officers reported most violations were for failing to come to a complete stop at the stop signs located at the intersections of side roads to Viking Street.
- These findings did not justify the need for traffic calming devices.

Action and Investigation by the Police Department

- Enforcement and evaluation was conducted for 23 days (Aug 28 to Sep 18) at various times both day and night concerning the report from August 27th.
- Marked and unmarked vehicles were utilized in this operation.
- 36 enforcement and evaluation details were conducted. Each detail last between 1 and 3 hours.

Action and Investigation by the Police Department

- A total of 745 vehicles were counted by Officers from which 7 stop sign violations and 2 speeding violations were reported.
- Speed measuring devices were utilized during the operation.
- Most vehicles were tracked at speeds between 25 to 30 MPH.
- During the 23-day enforcement and evaluation, a traffic counter was deployed for a period of 5 days. The counter captured an average of 350 vehicles traveling Viking Street daily. 104 Single family homes are in Viking Manor (If each home has two vehicles and they leave once per day it equates to 208 vehicles traveling the roadway daily).

Action and Investigation by the Police Department

- On September 18th a demonstration of a new traffic data software called Urban SKD provided us with information showing 95% of vehicles traveling on Viking Street for the entire month of August were traveling at speeds of 24 mph or less.
- These findings did not justify the need for traffic calming devices.

Additional Action taken by the Police Department

- The COP's team went door to door on two separate occasions with a petition asking residents their position on the installation of traffic calming devices, specifically speed tables on Viking Street.
- 87.5% of the residents who participated in the petition stated they would like to see speed tables installed. While 12.5% did not.

Additional Action taken by the Police Department

- On October 1st a neighborhood meeting was held and the results of the traffic study were reviewed with those in attendance.
- The group was told the findings did not justify the need for traffic calming devices. However, additional signage was going to be recommend, and periodic traffic enforcement would continue to occur.
- All the residence in attendance agreed with the additional signage but requested the commission be made aware of their desire to have speed tables installed.

Recommendations, Future Actions and Direction

- **Recommendations:**

- ✓ Install 2 - No Through Traffic signs at both entry points into the neighborhood which are located at: St. Johns Avenue & Viking Street and College Road & 2Nd Mannor East.
- ✓ Install 2 – New Speed Limit signs to replace the current old and faded signage.
- ✓ Install 2 – Children at Play signs on Viking Street at 6th Mannor facing North and 2nd Mannor facing South.
- ✓ Install 1 – No Outlet or Dead-End sign on Viking Street and 1st Mannor facing north.

Recommendations, Future Actions and Direction

- **Future Actions:**

- ✓ The Police Departments sign board is being deployed at both entrances of the neighborhood for the next few weeks to inform drivers of no through traffic into the neighborhood.
- ✓ With approval install the new signage.
- ✓ The police department will continue periodic enforcement and monitoring operations in the neighborhood.

Recommendations, Future Actions and Direction

- **Direction:**

- ✓ Although the traffic study does not support the need for Speed Tables, most residents have requested they be installed on Viking Street.
- ✓ If Speed Tables were to be installed, the recommendation would be to install three speed tables on Viking Street near: 3rd/4th Manor, 4th/5th Manor, and 5th/6th Manor.
- ✓ Staff is seeking direction concerning the installation of Speed Tables at the request of the Viking Manor neighborhood residences.

Lien release - 1001 N. 16th Street - Gladys Silva
Gladys Silva
1001 N. 16th Street
PIN: 42-10-27-6850-2860-1300

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Applicant is seeking a release of lien.

BACKGROUND

Case No. 2022-025. This property has an official lien with the amount of fees totaling \$13,025.00. The property had a new roof placed on the structure; however, the structure is not complete as the windows are boarded up and it still needs a fresh coat of paint. The Code Compliance Department will be starting a new case to address those violations, but the violations stemming from the 2022-025 case have technically come into compliance.

PROJECT ANALYSIS

Staff Recommendation

Staff recommends approval of the release of lien after payment in the amount of \$5,250.00 is received.

ATTACHMENTS

1.	Lien Reduction 1001-N 16th Street
----	-----------------------------------

Ronald Brown
Special Magistrate



Marcia Carty
City Manager

Lorenzo Aghemo
Planning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Compliance Coordinator

Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 08/28/2025 Case #: 2022-025
Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: Gladys Silva

Affiliation with property:
(i.e.: owner, broker, etc.) owner

Address where correspondence should be sent:

88 Pennington St

Newark NJ 07105

City State Zip Code

Phone Number: 973-508-0392

E-mail address: dragonflythirtythree@outlook.com

Property information:

Property address:

1001 N 16th Street

Palatka FL 32177

City State Zip Code

Parcel Identification Number: _____

Is the property vacant: X Yes No If yes, for how long? Not sure

Full Name of Owner: sunshine 733 LLC - Gladys Silva

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

1. Is property currently owned by a bank or a trust? Yes X No

Name of Bank/Trust: _____

2. Does the bank/trust have interest in other properties? Yes X No

3. Was the property that is subject of this request foreclosed? _____ Yes X No

4. Is this property the subject of bankruptcy? _____ Yes X No (If yes, attach judgment)

5. Was this property acquired through a tax deed? _____ Yes X No

6. Are there any liens, other than the City of Palatka's lien(s), on this property? _____ Yes
 X _____ No (If yes, attach liens)

7. Is this property under contract to be sold? _____ Yes X No (If yes, what is the estimated closing date? _____.)

*Note: There are no assurances the settlement process will be able to meet your closing timeframe. Please allow sufficient time for the lien settlement process.

8. Does the applicant own other property in the City of Palatka? X Yes No

If yes, are there active code enforcement cases or liens on any of those properties? _____ Yes
X No

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? Yes X No

10. Is the applicant the owner of the property when the lien was placed on the property?

X Yes No

If not, did the applicant have knowledge of the lien prior to taking title to the property? _____

Yes ☐ No. If no, explain why: _____

11. What was the approximate cost of correcting the violation(s)? \$ 1,000.00

12. What is the tax assessed value of the property? \$ 45,020.00

FINE AMOUNT DUE as of the date of the application for lien reduction: \$ 13,025.00

Daily fine (if applicable): \$ n/a

Please describe your situation: (Include any factors such as economic, physical, mental, that may demonstrate a hardship. You may attach any additional documents for consideration)

I ran into financial difficulties when my father was diagnosed with terminal cancer as

I was helping him financially. He has had severe health issues since covid.

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.



To: Gladys Silva, Property Owner
From: Christy Lowe Code Compliance Coordinator
Date: August 18, 2025
Location: 201 N. 2nd Street Palatka, Florida 32177
Case #: Compliant No. 2022-025

Lien Reduction/Release Fee _____
Total Balance Due (Total Fees) without Lien Reduction \$13,025.00
Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due **\$5,250.00**
Partial Lien Reduction Amount Due _____
Release of Lien Amount Due _____
Administrative Fees/Court Costs Amount Due **\$250.00**

Summary – Case # 2022-025 address of Lien 1001 N. 16th Street, this property has an official lien with the amount of fees which total \$13,025. This property had a new roof placed on the structure, the structure is not completed as the windows are boarded up, needs a fresh coat of paint. This will be a new case. The amount due totals **\$5,250.00** to make payment payable to the City of Palatka located at 201 N. 2nd Street Palatka, Florida 32177. If you have any questions, feel free to contact my office at 386-329-0100 ext. 333.

Christy Lowe
Code Compliance Coordinator
City of Palatka
386-329-0100 ext.333

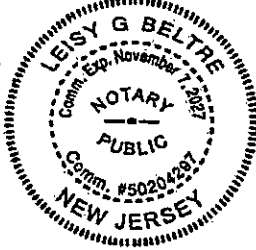
Gladys Silva
Applicant's Signature

Date: 09/06/2025

State of NEW JERSEY
County of ESSEX

The foregoing was sworn and subscribed before me on this 6th day of September, 2025, by Gladys Silva, who is personally known to me/or who has produced NEW JERSEY DRIVERS LICENSE as identification and appeared before me at the time of notarization.

Notary
Seal



Leisy G. Beltre
Notary Public Signature

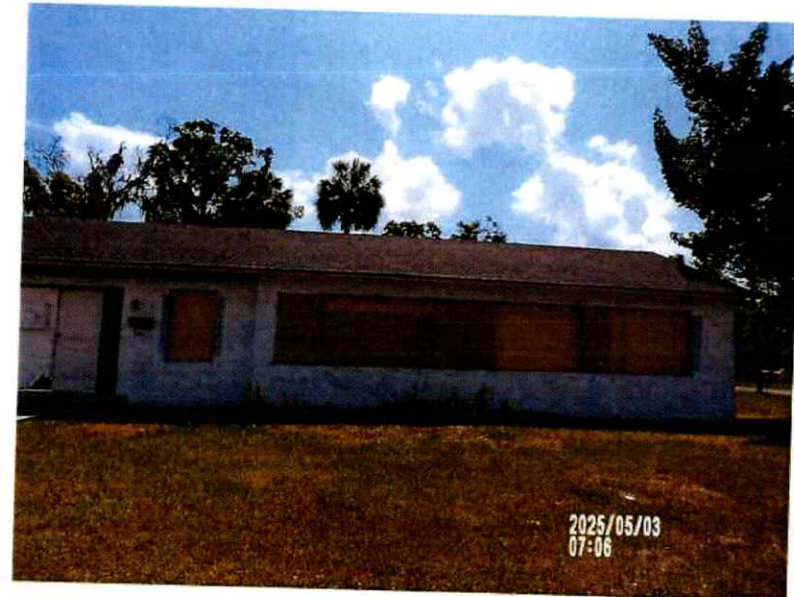
Leisy G. Beltre
Notary Public - print name

1001 N 16th Street Palatka, Florida 32177

Before



After



Lien release - 113 West Oak Hill Drive - Jesse Ream
Jesse Ream
113 West Oak Hill Drive
PIN: 12-10-26-0210-0000-0300

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Property owner, Jesse Beam, is requesting a release of lien.

BACKGROUND

Case No: 2024-045. The property located at 113 West Oak Hill Drive has an official lien in the amount of \$24,225.00. The case began on March 7, 2024 and was closed on August 15, 2025 when the property came into compliance.

PROJECT ANALYSIS

Staff Recommendation

Release the lien upon payment of \$2,750.00.

ATTACHMENTS

1.	Lien Release 113 West Oak Hill
----	--------------------------------

Ronald Brown
Special Magistrate



Marcia Carty
City Manager

Lorenzo Aghemo
Building and Zoning Director

Jane West, Esq
City Attorney

Christy Lowe
Code Enforcement Coordinator

Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 8-5-25 Case #: Complaint No. 2024-045

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: Jesse Beam

Affiliation with property:

(i.e.: owner, broker, etc.)

owner

Address where correspondence should be sent:

100 South park Blvd. Suite 100

St. Augustine FL FL 32086

City

State

Zip

Code

Phone Number: 904-797-9600

E-mail address: Cindy @ goilandtitle.com

Property information:

Property address: 113 West Oak Hill Drive

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.

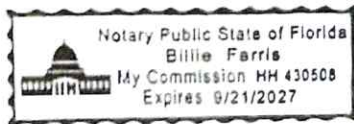
Jesse A. Ream
Applicant's Signature

Date: 8-5-25

State of Florida
County of St. Johns

The foregoing was sworn and subscribed before me on this 6th day of August, 2025, by Jesse A. Ream, who is personally known to me/or who has produced drivers license as identification and appeared before me at the time of notarization.

Notary
Seal



Billie Farris
Notary Public Signature

Billie Farris
Notary Public – print name



To: Jessie Beam
From: Christy Lowe Code Compliance Coordinator
Date: August 18, 2025
Location: 201 N. 2nd Street Palatka, Florida 32177
Case #: Compliant No. 2024-045

Lien Reduction/Release Fee _____
Total Balance Due (Total Fees) without Lien Reduction _____ \$24,225.00
Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due \$2,750.00
Partial Lien Reduction Amount Due _____
Release of Lien Amount Due _____ \$2,500
Administrative Fees/Court Costs Amount Due _____ \$250.00

Summary – Case # 2024-045 address of Lien 113 West Oak Hill Drive, this property has an official lien with the amount of fees which total \$24,225.00. The case began on 03/07/2024 and was Closed on 08/15/2025. The amount due totals \$2,750.00 make payment payable to the City of Palatka located at 201 N. 2nd Street Palatka, Florida 32177. If you have any questions, feel free to contact my office at 386-329-0100 ext. 333.

Christy Lowe
Code Compliance Coordinator
City of Palatka
386-329-0100 ext.333

113 West Oak Hill Palatka, Florida

Before



After









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

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Jeffrey Mrwik (print full name), wish to apply for ☒ appointment or ☐ reappointment (check one) to the following Board/Committee (check one):

- | | |
|--|--|
| ☐ Airport Advisory Board | ☐ Palatka Housing Authority |
| ☐ Board of Zoning Appeals | ☐ Planning Board |
| ☐ Charter Review Committee (advisory) | ☐ Police Officers' Pension Board |
| ☐ Community Redevelopment Agency (advisory) | ☐ Putnam County Better Place Plan Oversight Committee |
| ☒ Firefighters Pension Board | ☐ Putnam County Library Board |
| ☐ General Employees' Pension Board | ☐ Tax Increment Advisory Committee (advisory) |
| ☐ Historic Preservation Board | ☐ Tree Committee (advisory) |
| ☐ Palatka Gas Authority | |

Residential address: 2202 Laurel Street Palatka, FL 32177

Business name and address: _____

Phone: (904) 814-6809

E-mail: jmrwik@yahoo.com

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

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

Paid professional fireman/Captain with St. Johns County
National level fire training instructor and coach.

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

Fire Chief of the Keystone Heights Volunteer Fire Dept
2008-2010

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

OTHER COMMENTS OR INFORMATION:

I am interested in making a difference in the community
and supporting the City of Palatka where possible.

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

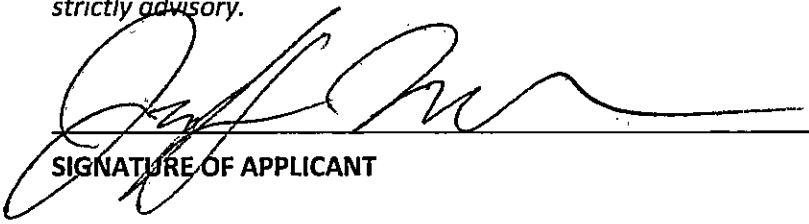
Applicant's race: White

Ethnicity: Italian/German

Gender: Male

Physical disability, if any: None

AGREEMENT: *I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.*


SIGNATURE OF APPLICANT

9/25/2025

DATE

Adopt Resolution 2025-R-138 Authorizing Execution of a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for the Design & Construction of the Transient Aircraft Parking Apron (North Terminal Area) at Palatka Municipal Airport.

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff respectfully requests adoption of Resolution 2025-R-138, authorizing the execution of a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for the **Design & Construction of the Transient Aircraft Parking Apron (North Terminal Area)** at Palatka Municipal Airport. The resolution also authorizes the Mayor and/or City Manager to execute and attest all related documents.

BACKGROUND

The City of Palatka has received a Public Transportation Grant Agreement (PTGA) from FDOT for the above-referenced project. The project is identified as **Financial Project Number 425171-9-94-01** and is included in the City's Capital Improvement Plan (CIP) and the FAA's Airport Capital Improvement Plan (ACIP).

The project scope includes:

Approximately **3,400 square yards** of new apron pavement
Stormwater system modifications
Lighting, signage, and safety improvements
Related construction and inspection services

This project is a continuation of the City's efforts to improve airport infrastructure and accommodate increasing demand for transient aircraft parking, especially in the North Terminal Area.

PROJECT ANALYSIS

The current apron lacks sufficient space to accommodate multiple transient aircraft, particularly during peak operations or when larger corporate jets are present. This project will:

Relieve apron congestion

Improve operational safety and flexibility
Support future development of a City-owned hangar.

FUNDING

Total Project Cost: \$329,447

FDOT Participation (4%): \$13,178

FAA Participation (95%): \$312,974

City Match (1%): \$3,295 The City's required match is **1% of the total project cost**, or **\$3,295**.

Staff Recommendation

Staff recommends approval of Resolution 2025-R-138 to authorize execution of the PTGA with FDOT and to authorize the Mayor or City Manager to execute and attest all necessary documents on behalf of the City.

ATTACHMENTS

1.	Draft PTGA_FM#425171-9_Palatka Apt_Design & Construct Apron
2.	2025-R-138 TRANSPORTATION GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE DESIGN & CONSTRUCTION OF THE TRANSIENT AIRCRAFT PARKIN

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Financial Project Number(s): (item-segment-phase-sequence) 425171-9-94-01	Fund(s): Work Activity Code/Function: 215 Federal Award Identification Number (FAIN) – Transit only: N/A	DDR Object Code: 740100 Org. Code: 55022020228 Vendor Number: VF596000401043	FLAIR Category: 088719
Contract Number:	Federal Award Date: N/A		
CFDA Number: N/A	Agency UEI Number:		
CFDA Title: N/A			
CSFA Number: N/A			
CSFA Title: N/A			

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into _____, by and between the State of Florida, Department of Transportation, ("Department"), and City of Palatka, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

- 1. Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.
- 2. Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in PALATKA MUNICIPAL LT KAY LARKIN FIELD DESIGN & CONSTRUCT TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL AREA), as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
- 3. Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- ☐ Aviation
- ☐ Seaports
- ☐ Transit
- ☐ Intermodal
- ☐ Rail Crossing Closure
- ☒ **Match to Direct Federal Funding** (Aviation or Transit)
- (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- ☐ Other

- 4. Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

- ☒ Exhibit A: Project Description and Responsibilities
- ☒ Exhibit B: Schedule of Financial Assistance
- ☐ *Exhibit B1: Deferred Reimbursement Financial Provisions
- ☐ *Exhibit B2: Advance Payment Financial Provisions
- ☐ *Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
- ☒ *Exhibit C: Terms and Conditions of Construction
- ☒ Exhibit D: Agency Resolution
- ☒ Exhibit E: Program Specific Terms and Conditions
- ☒ Exhibit E1: Prohibition Based on Health Care Choices

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- ☐ Exhibit E2: Exterior Vehicle Wrap, Tinting, Paint, Marketing and Advertising (Transit)
☒ Exhibit F: Contract Payment Requirements
☐ *Exhibit G: Audit Requirements for Awards of State Financial Assistance
☐ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
☐ *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
☐ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to “days” within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties (“Effective Date”) and continue through September 30, 2028. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

a. ☐ If this box is checked the following provision applies:

Unless terminated earlier, work on the Project shall commence no later than the day of , or within days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department’s obligations under this Agreement for the Agency’s failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department’s maximum financial assistance. If any portion of the Project is located on the Department’s right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.
- d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. Project Cost:

- a. The estimated total cost of the Project is \$329,447. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$13,178 and, the Department's participation in the Project shall not exceed 4.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

- a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.
- b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.
- c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.
- d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.
- e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:
- X Travel expenses are NOT eligible for reimbursement under this Agreement.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

— Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

- f. Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- j. **Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.
- k. **Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- l. **Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- m. **Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.
- n. **Limits on Contracts Exceeding \$25,000 and Term more than 1 Year.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
- "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."
- o. **Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- p. **Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A", Project Description and Responsibilities**.

11. General Requirements. The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.
- b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.
- c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than \$250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:
 - i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or
 - ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.
- d. ☐ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).
- e. ☐ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):
 - i. ☐ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).
 - ii. ☐ Agency has selected to apply a de minimus rate of 15% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.
 - iii. ☐ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.
- f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

- g. Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

- a. Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.
- b. Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.
- c. Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.
- d. Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. Maintenance Obligations. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

- a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. Sale, Transfer, or Disposal of Department-funded Property:

- a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.
- b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:
 - i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.
 - ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.
 - iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.
 - iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.
- c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.
 - i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.
 - ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. Single Audit. The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

Federal Funded:

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

- b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:
- i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “H”, Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
 - iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than Federal entities).
 - iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.
- b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
- ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

- v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

applicable.

- vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.
 - vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.
 - viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

- a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. **E-Verify.** The Agency shall:
 - i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
 - ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. **Projects with Non-profit Organizations.** Pursuant to Section 216.1366, Florida Statutes, if the Agency is a nonprofit organization as defined in Section 215.97(2)(m), Florida Statutes, the Agency shall provide documentation to indicate the amount of state funds:
 - i. Allocated to be used during the full term of this Agreement for remuneration to any member of the board of directors or an officer of the Agency
 - ii. Allocated under each payment by the Department to be used for remuneration of any member of the board of directors or an officer of the Agency. The documentation must indicate the amounts and recipients of the remuneration.

Such information will be posted by the Department to the Florida Accountability Contract Tracking System maintained pursuant to Section 215.985, F.S., and must additionally be posted to the Agency's website, if the Agency is a non-profit organization and maintains a website. The Agency shall utilize the Department's Form 350-090-19, Compensation to Non-Profits Using State Funds, for purposes of documenting the compensation. The subject Form is required for every contract for services executed, amended, or extended on or after July 1, 2023, with non-profit organizations.

Pursuant to Section 216.1366, F.S., the term:

- i. "Officer" means a chief executive officer, chief financial officer, chief operating officer, or any other position performing and equivalent function.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- ii. "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off, severance payments, incentive payments, contributions to a retirement plan or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing and meals.
 - iii. "State Funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the Medicaid program.
- i. Design Services and Construction Engineering and Inspection Services. If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

- a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

- b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

- c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.
- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Form 725-000-01
STRATEGIC
DEVELOPMENT
OGC 03/25

19. Miscellaneous:

- a. Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- d. Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- e. Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).
- i. Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

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

AGENCY City of Palatka

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

By: _____

Name: _____

Name: James M. Knight, P.E.

Title: _____

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): PALATKA MUNICIPAL LT KAY LARKIN FIELD DESIGN & CONSTRUCT TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL AREA)

B. Project Location (limits, city, county, map): Palatka Municipal/Lt Kay Larkin Field/Palatka, FL/Putnam

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, excavation, embankment, subgrade preparation, base course, surface course, joint construction, pavement markings, lighting system improvements (includes conduits, lights, conductors, cans, lightning protection, vault, and ALCS upgrades), high-mast lights and signage, drainage, utilities, and fencing and gates, including all materials, equipment, labor, and incidentals required to construct the apron pavement. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): PALATKA MUNICIPAL LT KAY LARKIN FIELD DESIGN & CONSTRUCT TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL AREA)

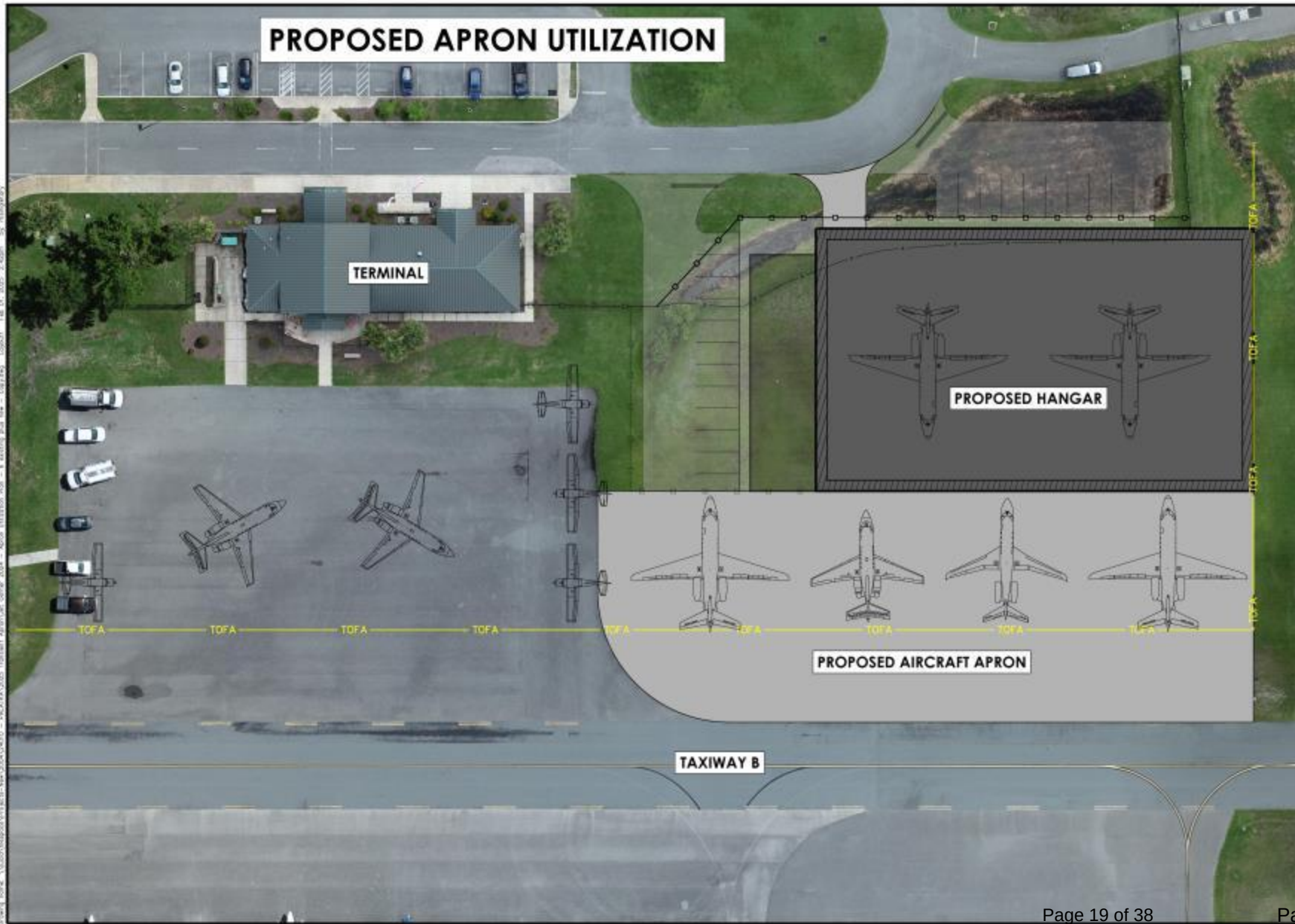
The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Travel

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

PROPOSED APRON UTILIZATION



PASSERO
engineering architecture



20' 0 20'

PLANNING

Notes:

Client:

Passero Associates

4110 S. University Ave., Suite 200
St. Petersburg, FL 33709
Principal in Charge: [Signature]

Revisions

No.	Date	By	Description

TRANSIENT APRON - TERMINAL AREA

Palatka
Municipal Airport
County: St. Johns State: Florida

Project No.: 2400010.0000

Sheet No.: 1

Date: February 24, 2024

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
425171-9-94-01	DDR	088719	2026	740100	N/A	N/A	\$13,178.00
425171-9-94-01	FAA	088719	2026	740100	N/A	N/A	\$312,974.00
425171-9-94-01	LF	088719	2026	740100	N/A	N/A	\$3,295.00
Total Financial Assistance							\$329,447.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/Design/Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$13,178.00	\$3,295.00	\$312,974.00	\$329,447.00	4.00	1.00	95.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Totals	\$13,178.00	\$3,295.00	\$312,974.00	\$329,447.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	
Common Name/UZA Name (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Christina Nalsen

Department Grant Manager Name

Signature

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

EXHIBIT C

TERMS AND CONDITIONS OF CONSTRUCTION

1. Design and Construction Standards and Required Approvals.

- a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.
- b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Christina Nalsen (email: christina.nalsen@dot.state.fl.us) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.
- c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.
- d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).
- e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.
- f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

2. Construction on the Department's Right of Way. If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

- a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

- b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.
- c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.
- d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is ____.
- e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.
- f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.
- g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.
- h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

- i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.
- j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.
- k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.
- l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.
- m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.
- n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.
- o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.
- p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense,

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

- q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.
- r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.
- s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.
- t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation):
- u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contact info:

Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)

3. **Engineer's Certification of Compliance.** The Agency shall complete and submit and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS****ENGINEER'S CERTIFICATION OF COMPLIANCE**

PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans for construction on the Department's Right of Way certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

EXHIBIT E

**PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES**

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.
2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.
3. The Agency shall comply with the assurances as specified in this Agreement.
4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.
5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.
6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.
7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.
8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.
9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.
10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):
 - a. **Florida Statutes (F.S.)**
 - Chapter 163, F.S., Intergovernmental Programs
 - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
 - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
 - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
 - Chapter 332, F.S., Airports and Other Air Navigation Facilities
 - Chapter 333, F.S., Airport Zoning

**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

b. Florida Administrative Code (FAC)

- Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
- Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
- Section 62-256.300, FAC, Open Burning, Prohibitions
- Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. Local Government Requirements

- Airport Zoning Ordinance
- Local Comprehensive Plan

d. Department Requirements

- Eight Steps of Building a New Airport
- Florida Airport Revenue Use Guide
- Florida Aviation Project Handbook
- Guidebook for Airport Master Planning
- Airport Compatible Land Use Guidebook

- 2. Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. Federal Requirements

- FAA AC 70/7460-1, Obstruction Marking and Lighting
- FAA AC 150/5300-13, Airport Design
- FAA AC 150/5370-2, Operational Safety on Airports During Construction
- FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. Local Government Requirements

- Local Building Codes
- Local Zoning Codes

c. Department Requirements

- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
- Manual on Uniform Traffic Control Devices
- Section 14-60.007, FAC, Airfield Standards for Licensed Airports
- Standard Specifications for Construction of General Aviation Airports
- Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

- 3. Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. Federal Requirements

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- National Environmental Policy of 1969
- FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
- FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. Florida Requirements

- Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
- Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
- Section 286.23, F.S., Public Business: Miscellaneous Provisions

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.
2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. Accounting System.

- a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.
- b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.
- c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. Good Title.

- a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.
- b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. Preserving Rights and Powers.

- a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.
- b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. Hazard Removal and Mitigation.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

- a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.
- b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

- a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.
- b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.
- c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

- a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.
- b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.
- c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

- a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.
- b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:
 - 1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
 - 2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
 - 3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

- c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.
- d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. Airport Financial Plan.

- a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:
 - 1) The Airport financial plan will be a part of the Airport Master Plan.
 - 2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
 - 3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.
- b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

- 9. Airport Revenue.** The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. Fee and Rental Structure.

- a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.
- b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. Public-Private Partnership for Aeronautical Uses.

- a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.
- b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. Economic Nondiscrimination.

- a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.
 - 1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

- 2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

- b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. Air and Water Quality Standards. The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. Operations and Maintenance.

- a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.
 - 1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
 - 2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
 - 3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.
- b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. Federal Funding Eligibility.

- a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.
- b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. Project Implementation.

- a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.
- b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.
- c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. Exclusive Rights. The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. Airfield Access.

- a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

- b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. Retention of Rights and Interests. The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or aviation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. Consultant, Contractor, Scope, and Costs.

- a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.
- b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. Planning Projects. For all planning projects or other aviation studies, the Agency assures that it will:

- a. Execute the project per the approved project narrative or with approved modifications.
- b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.
- c. Make such project materials available for public review, unless exempt from public disclosure.
 - 1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
 - 2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.
- d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.
- e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:
 - 1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
 - 2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
 - 3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

- f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.
- g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. Land Acquisition Projects. For the purchase of real property, the Agency assures that it will:

- a. **Laws.** Acquire the land in accordance with federal and/or state laws governing such action.
- b. **Administration.** Maintain direct control of Project administration, including:
 - 1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
 - 2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
 - 3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
 - 4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
 - 5) Establish a Project account for the purchase of the land.
 - 6) Collect and disburse federal, state, and local project funds.
- c. **Reimbursable Funds.** If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:
 - 1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
 - 2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
 - 3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
 - 4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.
- d. **New Airport.** If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:
 - 1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
 - 2) Complete an Airport Master Plan within two years of land purchase.
 - 3) Complete airport construction for basic operation within 10 years of land purchase.
- e. **Use of Land.** The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.
- f. **Disposal of Land.** For the disposal of real property the Agency assures that it will comply with the following:
 - 1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

- 2) Land will be considered to be needed for airport purposes under this assurance if:
 - a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
 - b) Revenue from uses of such land contributes to airport financial self-sufficiency.
- 3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
- 4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. Project Certifications. Certify Project compliances, including:

- 1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
- 2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
- 3) Completed construction complies with all applicable local building codes.
- 4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. Design Development. For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

- 1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
- 2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
- 3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
- 4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. Inspection and Approval. The Agency assures that:

- 1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
- 2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
- 3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. Pavement Preventive Maintenance. The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

24. Noise Mitigation Projects. The Agency assures that it will:

- a. Government Agreements.** For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.
 - 1)** The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
 - 2)** The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.
- b. Private Agreements.** For noise compatibility projects on privately owned property:
 - 1)** The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
 - 2)** The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

Exhibit E1

PROGRAM SPECIFIC TERMS AND CONDITIONS

(Prohibition on Discrimination Based on Health Care Choices)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. **Statutory Reference.** Section 339.08, F.S. and Section 381.00316, F.S.
2. **Statutory Compliance.** Pursuant to Section 339.08, F.S., the Department may not expend state funds to support a project or program of certain entities if the entity is found to be in violation of Section 381.00316, F.S. The Department shall withhold state funds until the entity is found to be in compliance with Section 381.00316, F.S. This shall apply to any of the following entities:
 - a. A public transit provider as defined in s. 341.031(1), F.S.;
 - b. An authority created pursuant to chapter 343, F.S., chapter 348, F.S., or chapter 349, F.S.; c. A public-use airport as defined in s. 332.004, F.S.; or
 - d. A port listed in s. 311.09(1), F.S.

- End of Exhibit E1 -

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 03/25

EXHIBIT F

**Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address: https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6

RESOLUTION NO. 2025-R-138

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PALATKA, FLORIDA, AUTHORIZING THE EXECUTION OF A PUBLIC
TRANSPORTATION GRANT AGREEMENT WITH THE FLORIDA
DEPARTMENT OF TRANSPORTATION FOR THE DESIGN &
CONSTRUCTION OF THE TRANSIENT AIRCRAFT PARKING APRON
(NORTH TERMINAL AREA) AT PALATKA MUNICIPAL AIRPORT;
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Palatka owns and operates the Palatka Municipal Airport (Lt. Kay Larkin Field), a public-use airport located in Putnam County, Florida; and

WHEREAS, the Florida Department of Transportation (FDOT) has provided a Public Transportation Grant Agreement (PTGA) to the City of Palatka for the project titled “Design & Construct Transient Aircraft Parking Apron (North Terminal Area)”, identified as Financial Project Number 425171-9-94-01; and

WHEREAS, the total cost for the above-described project is \$329,447, with the Florida Department of Transportation funding 4 percent of the project (\$13,178), the Federal Aviation Administration funding 95 percent (\$312,974), and the City of Palatka providing a 1 percent local match (\$3,295); and

WHEREAS, the project is necessary to relieve apron congestion, improve operational safety, and support future development at the Palatka Municipal Airport.

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

1. The City Commission hereby authorizes the execution of the Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for the **Design & Construction of the Transient Aircraft Parking Apron (North Terminal Area)** at Palatka Municipal Airport.
2. The **Mayor** and/or **City Manager** are hereby authorized to execute and attest all documents necessary to carry out the intent of this Resolution, including the PTGA and any related certifications or assurances required by FDOT or the FAA.
3. This Resolution shall take effect immediately upon its passage.
4. The City Manager is further authorized, without further action by the City Commission, to correct any scrivener’s errors in this Resolution and related documents, provided such corrections do not affect the intent of this Resolution.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
 Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Adopt Resolution 2025-R-139 Authorizing Execution of FAA Grant Agreement No. 3-12-0061-040-2025 for Design of the Transient Aircraft Parking Apron (North Terminal Area) at Palatka Municipal Airport.

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff respectfully requests adoption of Resolution 2025-R-139, authorizing the execution of FAA Grant Agreement No. 3-12-0061-040-2025 for the **design** of the **Transient Aircraft Parking Apron (North Terminal Area)** at Palatka Municipal Airport. The resolution also authorizes the Mayor or City Manager to execute and attest all related documents.

BACKGROUND

The City of Palatka has been awarded a grant under the Federal Aviation Administration's Airport Improvement Program (AIP) for the design of a new transient aircraft parking apron in the North Terminal Area. This project is part of the City's long-term capital improvement strategy to expand apron capacity and improve operational safety.

The FAA grant supports the design of approximately **3,400 square yards** of new apron pavement, including stormwater and utility considerations.

PROJECT ANALYSIS

The current apron is insufficient to accommodate multiple transient aircraft, especially during peak periods. The proposed apron expansion will:

Improve safety and circulation
Reduce congestion
Support future hangar development

FUNDING

Total Project Cost (Design Only): \$71,326

FAA Share (95%): \$67,760

FDOT Share (4%): \$2,853

City Match (1%): \$713

Staff Recommendation

Staff recommends approval of Resolution 2025-R-139 to authorize execution of the FAA Grant Agreement and all supporting documentation.

ATTACHMENTS

1.	28J-SOG-3-12-0061-040-2025-Grant Agreement - unsigned
2.	2025-R-139 EXECUTION OF A GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION FOR THE DESIGN OF THE TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMI



U.S. Department
of Transportation
Federal Aviation
Administration

Orlando Airports District Office:
8427 South Park Circle, Suite 524
Orlando, FL 32819

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

Dear Ms. Carty:

The Grant Offer for Airport Improvement Program (AIP) Project No. 3-12-0061-040-2025 at Palatka Municipal - Lt Kay Larkin Field Airport is attached for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the grant offer carefully.

You may not make any modification to the text, terms or conditions of the grant offer.

Steps You Must Take to Enter Into Agreement.

To properly enter into this agreement, you must do the following:

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their electronic signature to the appropriate certificate at the end of the agreement.
3. Once the authorized representative has electronically signed the grant, the sponsor's attorney(s) will automatically receive an email notification.
4. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their electronic signature to the appropriate certificate at the end of the agreement.
5. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **August 20, 2025**.
6. The fully executed grant will then be automatically sent to all parties as an email attachment.

Payment. Subject to the requirements in 2 CFR § 200.305 (Federal Payment), each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

Project Timing. The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date (1,460 days from the grant execution date). We will be monitoring your progress to ensure proper stewardship of these Federal funds. We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress. Your grant may be placed in “inactive” status if you do not make draws on a regular basis, which will affect your ability to receive future grant offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

Reporting. Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- For all grants, you must submit by December 31st of each year this grant is open:
 1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
 2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit [FAA Form 5100-140, Performance Report](#) within 30 days of the end of the Federal fiscal year.
- For construction projects, you must submit [FAA Form 5370-1, Construction Progress and Inspection Report](#), within 30 days of the end of each Federal fiscal quarter.

Audit Requirements. As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR Part 200. Subpart F requires non-Federal entities that expend \$1,000,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to ensure your organization will comply with applicable audit requirements and standards.

Closeout. Once the project(s) is completed and all costs are determined, we ask that you work with your FAA contact indicated below to close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

FAA Contact Information. Chastity Clark, (407) 487-7226, chastity.clark@faa.gov is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein.

We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

Juan C. Brown
Manager



U.S. Department
of Transportation
Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM (AIP)

FY 2025 AIP

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date

Airport/Planning Area Palatka Municipal/Lt Kay Larkin Field Airport

Airport Infrastructure Grant
Number 3-12-0061-040-2025

Unique Entity Identifier MHECM2CHHAD1

TO: City of Palatka

(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated April 11, 2025, for a grant of Federal funds for a project at or associated with the Palatka Municipal/Lt Kay Larkin Field Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Palatka Municipal/Lt Kay Larkin Field Airport (herein called the "Project") consisting of the following:

Construct North Terminal Apron (3,400 square yards) - Design

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018

(Public Law Number (P.L.) 115-254); the Department of Transportation Appropriations Act, 2021 (P.L. 116-260, Division L); the Consolidated Appropriations Act, 2022 (P.L. 117-103); Consolidated Appropriations Act, 2023 (P.L. 117-328); Consolidated Appropriations Act, 2024 (P.L. 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances dated April 2025, interpreted and applied consistent with the FAA Reauthorization Act of 2024; (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (95) % of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$67,760.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning

\$67,760 for airport development or noise program implementation; and,

\$0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

- a. Period of Performance:

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods (2 Code of Federal Regulations (CFR) § 200.1) except as noted in 49 U.S.C § 47142(b).

- b. Budget Period:

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the Period of Performance provided in paragraph 2(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period except as noted in 49 U.S.C § 47142(b).
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

- c. Close Out and Termination

Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the Period of Performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the Period of Performance end date with the information available at the end of 120 days (2 CFR § 200.344). The FAA may terminate this agreement and all of its obligations under this agreement if any of the following occurs:

- (a) (1) The Sponsor fails to obtain or provide any Sponsor grant contribution as required by the agreement;
 - (2) A completion date for the Project or a component of the Project is listed in the agreement and the Recipient fails to meet that milestone by six months after the date listed in the agreement;
 - (3) The Sponsor fails to comply with the terms and conditions of this agreement, including a material failure to comply with the Project Schedule even if it is beyond the reasonable control of the Sponsor;
 - (4) Circumstances cause changes to the Project that the FAA determines are inconsistent with the FAA's basis for selecting the Project to receive a grant; or
 - (5) The FAA determines that termination of this agreement is in the public interest.
- (b) In terminating this agreement under this section, the FAA may elect to consider only the interests of the FAA.
- (c) The Sponsor may request that the FAA terminate the agreement under this section.

3. **Ineligible or Unallowable Costs.** In accordance with 49 U.S.C. § 47110, the Sponsor is prohibited from including any costs in the grant funded portions of the project that the FAA has determined to be ineligible or unallowable, including costs incurred to carry out airport development implementing policies and initiatives repealed by Executive Order 14148, provided such costs are not otherwise permitted by statute.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"), and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, 49 U.S.C. Chapters 471 and 475, the regulations, policies, and procedures of the Secretary. Per 2 CFR §

200.308, the Sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.

7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before August 20, 2025, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds and Mandatory Disclosure.**
 - a. The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
 - b. The Sponsor, a recipient, and a subrecipient under this Federal grant must promptly comply with the mandatory disclosure requirements as established under 2 CFR § 200.113, including reporting requirements related to recipient integrity and performance in accordance with Appendix XII to 2 CFR Part 200.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this Grant Agreement.
11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**
 - a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
 - b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/content/entity-registration>.

12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

14. **Environmental Standards.** The Sponsor is required to comply with all applicable environmental standards, as further defined in the Grant Assurances, for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 U.S.C. § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this Grant. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant.
17. **Build America, Buy America.** The Sponsor must comply with the requirements under the Build America, Buy America Act (P.L. 117-58).
18. **Maximum Obligation Increase.** In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligation of the United States, as stated in Condition No. 1, Maximum Obligation, of this Grant:
- a. May not be increased for a planning project;
 - b. May be increased by not more than 15 percent for development projects, if funds are available;
 - c. May be increased by not more than the greater of the following for a land project, if funds are available:
 1. 15 percent; or
 2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the Sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in 49 U.S.C. § 47110, or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same Federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the Federal share as applicable through an informal letter of amendment.

19. Audits for Sponsors.

PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA. Sponsors that expend less than \$1,000,000 in Federal awards and are exempt from Federal audit requirements must make records available for review or audit by the appropriate Federal agency officials, State, and Government Accountability Office. The FAA and other appropriate Federal agencies may request additional information to meet all Federal audit requirements.

20. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
 1. Checking the System for Award Management (SAM.gov) exclusions to determine if the non-Federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-Federal entity attesting they are not excluded or disqualified from participating; or
 3. Adding a clause or condition to covered transactions attesting the individual or firm are not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions with their contractors and sub-contractors.
- c. Immediately disclose in writing to the FAA whenever (1) the Sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the Public Sponsor suspends or debars a contractor, person, or entity.

21. Ban on Texting While Driving.

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - i. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

- ii. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this Grant.

22. **Trafficking in Persons.**

- 1. *Posting of contact information.*
 - a. The Sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.
- 2. *Provisions applicable to a recipient that is a private entity.*
 - a. Under this Grant, the recipient, its employees, subrecipients under this Grant, and subrecipient's employees must not engage in:
 - i. Severe forms of trafficking in persons;
 - ii. The procurement of a commercial sex act during the period of time that the grant or cooperative agreement is in effect;
 - iii. The use of forced labor in the performance of this grant; or any subaward; or
 - iv. Acts that directly support or advance trafficking in persons, including the following acts:
 - a) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - b) Failing to provide return transportation of pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - 1. Exempted from the requirement to provide or pay for such return transportation by the federal department or agency providing or entering into the grant; or
 - 2. The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or witness in a human trafficking enforcement action;
 - c) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
 - d) Charging recruited employees a placement or recruitment fee; or
 - e) Providing or arranging housing that fails to meet the host country's housing and safety standards.
 - b. The FAA may unilaterally terminate this Grant or take any remedial actions authorized by 22 U.S.C. § 7104b(c), without penalty, if any private entity under this Grant:
 - i. Is determined to have violated a prohibition in paragraph (2)(a) of this Grant; or
 - ii. Has an employee that is determined to have violated a prohibition in paragraph(2)(a) of this Grant through conduct that is either:
 - a) Associated with the performance under this Grant; or

- b) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 2 CFR Part 1200.

3. *Provisions applicable to a recipient other than a private entity.*

- a. The FAA may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. § 7104b(c), without penalty, if subrecipient than is a private entity under this award:
 - i. Is determined to have violated a prohibition in paragraph (2)(a) of this Grant or
 - ii. Has an employee that is determined to have violated a prohibition in paragraph (2)(a) of this Grant through conduct that is either:
 - a) Associated with the performance under this Grant; or
 - b) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 2 CFR Part 1200.

4. *Provisions applicable to any recipient.*

- a. The recipient must inform the FAA and the DOT Inspector General immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (2)(a) of this Grant.
- b. The FAA’s right to unilaterally terminate this Grant as described in paragraphs (2)(b) or (3)(a) of this Grant, implements the requirements of 22 U.S.C. chapter 78, and is in addition to all other remedies for noncompliance that are available to the FAA under this Grant.
- c. The recipient must include the requirements of paragraph (2)(a) of this Grant award term in any subaward it makes to a private entity.
- d. If applicable, the recipient must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

5. *Definitions. For purposes of this Grant award, term:*

- a. “Employee” means either:
 - i. An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this Grant; or
 - ii. Another person engaged in the performance of the project or program under this Grant and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.
- b. “Private Entity” means:

- i. Any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.
- ii. The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

23. **AIP Funded Work Included in a PFC Application.** Within 120 days of acceptance of this Grant Agreement, the Sponsor must submit to the FAA an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this Grant Agreement as described in the project application. The airport sponsor may not make any expenditure under this Grant Agreement until project work addressed under this Grant Agreement is removed from an approved PFC application by amendment.
24. **Exhibit “A” Property Map.** The Exhibit “A” Property Map dated April 2019, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.
25. **Employee Protection from Reprisal.** In accordance with 2 CFR § 200.217 and 41 U.S.C. § 4701, an employee of a grantee, subgrantee contractor, recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. The grantee, subgrantee, contractor, recipient, or subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712. See statutory requirements for whistleblower protections at 10 U.S.C. § 4701, 41 U.S.C. § 4712, 41 U.S.C. § 4304, and 10 U.S.C. § 4310.
26. **Prohibited Telecommunications and Video Surveillance Services and Equipment.** The Sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [P.L. 115-232 § 889(f)(1)] and 2 CFR § 200.216.
27. **Critical Infrastructure Security and Resilience.** The Sponsor acknowledges that it has considered and addressed physical and cybersecurity and resilience in its project planning, design, and oversight, as determined by the DOT and the Department of Homeland Security (DHS). For airports that do not have specific DOT or DHS cybersecurity requirements, the FAA encourages the voluntary adoption of the cybersecurity requirements from the Transportation Security Administration and Federal Security Director identified for security risk Category X airports.
28. **Title VI of the Civil Rights Act.** As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21), the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI

Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

29. **FAA Reauthorization Act of 2024.** This grant agreement is subject to the terms and conditions contained herein including the terms known as the Grant Assurances as they were published in the Federal Register on April 2025. On May 16, 2024, the FAA Reauthorization Act of 2024 made certain amendments to 49 U.S.C. chapter 471. The Reauthorization Act will require FAA to make certain amendments to the assurances in order to best achieve consistency with the statute. Federal law requires that FAA publish any amendments to the assurances in the Federal Register along with an opportunity to comment. In order not to delay the offer of this grant, the existing assurances are attached herein; however, FAA shall interpret and apply these assurances consistent with the Reauthorization Act. To the extent there is a conflict between the assurances and Federal statutes, the statutes shall apply. The full text of the FAA Reauthorization Act of 2024 is at <https://www.congress.gov/bill/118th-congress/house-bill/3935/text>.

30. **Applicable Federal Anti-Discrimination Laws.** The sponsor agrees:

- a. that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code; and
- b. to certify that it does not operate any programs promoting diversity, equity, and inclusion (DEI) that violate any applicable Federal anti-discrimination laws.

31. **Federal Law and Public Policy Requirements.** The Sponsor shall ensure that Federal funding is expended in full accordance with the United States Constitution, Federal law, and statutory and public policy requirements: including but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination; and the Sponsor will cooperate with Federal officials in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in and the enforcement of Federal immigration law.

32. **National Airspace System Requirements**

- a. The Sponsor shall cooperate with FAA activities installing, maintaining, replacing, improving, or operating equipment and facilities in or supporting the National Airspace System, including

waiving permitting requirements and other restrictions affecting those activities to the maximum extent possible, and assisting the FAA in securing waivers of permitting or other restrictions from other authorities. The Sponsor shall not take actions that frustrate or prevent the FAA from installing, maintaining, replacing, improving, or operating equipment and facilities in or supporting the National Airspace System.

- b. If FAA determines that the Sponsor has violated subsection (a), the FAA may impose a remedy, including:
 - (1) additional conditions on the award;
 - (2) consistent with 49 U.S.C. chapter 471, any remedy permitted under 2 C.F.R. 200.339–200.340, including withholding of payments; disallowance of previously reimbursed costs, requiring refunds from the Recipient to the DOT; suspension or termination of the award; or suspension and debarment under 2 C.F.R. part 180; or
 - (3) any other remedy legally available.
 - c. (In imposing a remedy under this condition, the FAA may elect to consider the interests of only the FAA.
 - d. The Sponsor acknowledges that amounts that the FAA requires the Sponsor to refund to the FAA due to a remedy under this condition constitute a debt to the Federal Government that the FAA may collect under 2 C.F.R. 200.346 and the Federal Claims Collection Standards (31 C.F.R. parts 900–904).
33. **Signage Costs for Construction Projects.** The Sponsor agrees that it will require the prime contractor of a Federally- assisted airport improvement project to post signs consistent with a DOT/FAA-prescribed format, as may be requested by the DOT/FAA, and further agrees to remove any signs posted in response to requests received prior to February 1, 2025.
34. **Title 8 - U.S.C., Chapter 12, Subchapter II - Immigration.** The sponsor will follow applicable federal laws pertaining to Subchapter 12, and be subject to the penalties set forth in 8 U.S.C. § 1324, Bringing in and harboring certain aliens, and 8 U.S.C. § 1327, Aiding or assisting certain aliens to enter

SPECIAL CONDITIONS

35. **Design Grant.** This Grant Agreement is being issued in order to complete the design of the project. The Sponsor understands and agrees that within two (2) years after the design is completed that the Sponsor will accept, subject to the availability of the amount of Federal funding identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the construction of the project in order to provide a useful and usable unit of work. The Sponsor also understands that if the FAA has provided Federal funding to complete the design for the project, and the Sponsor has not completed the design within four (4) years from the execution of this Grant Agreement, the FAA may suspend or terminate grants related to the design.

36. **Buy American Executive Orders.** The Sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.¹

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

(Signature)

(Typed Name)

(Title of FAA Official)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated _____

City of Palatka

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By: _____

(Typed Name of Sponsor's Authorized Official)

Title: _____

(Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Florida. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018 (P.L. 115-254); the Department of Transportation Appropriations Act, 2021 (P.L. 116-260, Division L); the Consolidated Appropriations Act, 2022 (P.L. 117-103); Consolidated Appropriations Act, 2023 (P.L. 117-328); Consolidated Appropriations Act, 2024 (P.L. 118-42); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated at _____

By: _____

(Signature of Sponsor's Attorney)

³ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

ASSURANCES

AIRPORT SPONSORS

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

B. Duration and Applicability.

1. **Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. **Airport Planning Undertaken by a Sponsor.**

Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, 37, and 40 in Section C apply to planning projects. The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant. Performance under this agreement shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Sponsor and any applicable sub-recipients. The applicable provisions to this agreement include, but are not limited to, the following:

FEDERAL LEGISLATION

- a. 49 U.S.C. subtitle VII, as amended.
- b. Davis-Bacon Act, as amended — 40 U.S.C. §§ 3141-3144, 3146, and 3147, et seq.¹
- c. Federal Fair Labor Standards Act — 29 U.S.C. § 201, et seq.
- d. Hatch Act — 5 U.S.C. § 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601, et seq.^{1, 2}
- f. National Historic Preservation Act of 1966 — Section 106 — 54 U.S.C. § 306108.¹
- g. Archeological and Historic Preservation Act of 1974 — 54 U.S.C. § 312501, et seq.¹
- h. Native Americans Grave Repatriation Act — 25 U.S.C. § 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended — 42 U.S.C. § 7401, et seq.
- j. Coastal Zone Management Act, P.L. 92-583, as amended — 16 U.S.C. § 1451, et seq.
- k. Flood Disaster Protection Act of 1973 — Section 102(a) - 42 U.S.C. § 4012a.¹
- l. 49 U.S.C. § 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 — 29 U.S.C. § 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.) (prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 — 42 U.S.C. § 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968, as amended — 42 U.S.C. § 4151, et seq.¹
- s. Powerplant and Industrial Fuel Use Act of 1978 — Section 403 — 42 U.S.C. § 8373.¹
- t. Contract Work Hours and Safety Standards Act — 40 U.S.C. § 3701, et seq.¹
- u. Copeland Anti-kickback Act — 18 U.S.C. § 874.¹

- v. National Environmental Policy Act of 1969 – 42 U.S.C. § 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. § 1271, et seq.
- x. Single Audit Act of 1984 – 31 U.S.C. § 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 – 41 U.S.C. §§ 8101 through 8105.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).
- aa. Civil Rights Restoration Act of 1987, P.L. 100-259.
- bb. Infrastructure Investment and Jobs Act, P.L. 117-58, Title VIII.
- cc. Build America, Buy America Act, P.L. 117-58, Title IX.
- dd. Endangered Species Act – 16 U.S.C. 1531, et seq.
- ee. Title IX of the Education Amendments of 1972, as amended – 20 U.S.C. 1681–1683 and 1685–1687.
- ff. Drug Abuse Office and Treatment Act of 1972, as amended – 21 U.S.C. 1101, et seq.
- gg. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. § 4541, et seq.
- hh. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. § 4541, et seq.
- ii. Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 U.S.C. § 1352.

EXECUTIVE ORDERS

- a. Executive Order 11990 – Protection of Wetlands
- b. Executive Order 11988 – Floodplain Management
- c. Executive Order 12372 – Intergovernmental Review of Federal Programs
- d. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction¹
- e. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America's Workers
- f. Executive Order 14149 – Restoring Freedom of Speech and Ending Federal Censorship
- g. Executive Order 14151 – Ending Radical and Wasteful Government DEI Programs and Preferencing
- h. Executive Order 14154 – Unleashing American Energy
- i. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- j. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 and 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.^{3, 4, 5}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 14 CFR Part 13 – Investigative and Enforcement Procedures.
- e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.
- f. 14 CFR Part 150 – Airport Noise Compatibility Planning.
- g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.¹
- j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.¹
- k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).¹
- l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).¹
- m. 49 CFR Part 20 – New Restrictions on Lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.^{1, 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.
- t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.
- x. 49 CFR Part 41 – Seismic Safety.

FOOTNOTES TO ASSURANCE (C)(1)

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 2 CFR Part 200 contains requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation shall apply where applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁵ Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. Subject to 49 U.S.C. § 47107(a)(16) and (x), it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors

of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance-Management.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under 49 U.S.C. § 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the project in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 U.S.C. §§ 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 U.S.C. § 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this Grant Agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in

accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:
 1. Operating the airport's aeronautical facilities whenever required;
 2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 3. Promptly notifying pilots of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions

interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:
 - 1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers

which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for

which a Grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 U.S.C. § 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of 49 U.S.C. § 47107.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the

public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. The airport owner or operator will maintain a current airport layout plan of the airport showing:
 - 1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
 - 4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.
- b. Subject to subsection 49 U.S.C. § 47107(x), the Secretary will review and approve or disapprove the plan and any revision or modification of the plan before the plan, revision, or modification takes effect.
- c. The owner or operator will not make or allow any alteration in the airport or any of its facilities unless the alteration—
 - 1. is outside the scope of the Secretary's review and approval authority as set forth in subsection (x); or
 - 2. complies with the portions of the plan approved by the Secretary.
- d. When the airport owner or operator makes a change or alteration in the airport or the facilities which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:
 - 1. eliminate such adverse effect in a manner approved by the Secretary; or
 - 2. bear all costs of relocating such property or its replacement to a site acceptable to the Secretary and of restoring the property or its replacement to the level of safety, utility, efficiency, and cost of operation that existed before the alteration was made, except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d to 2000d-4); creed and sex per 49 U.S.C. § 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this Grant.

- a. Using the definitions of activity, facility, and program as found and defined in 49 CFR §§ 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.
- b. Applicability
 - 1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 - 3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2. So long as the sponsor retains ownership or possession of the property.

- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The City of Palatka, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex , age, or disability in consideration for an award."

e. Required Contract Provisions.

- 1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex, age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:
 1. Reinvestment in an approved noise compatibility project;
 2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. § 47117(e);
 3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117;
 4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
 5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United

States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

1. Reinvestment in an approved noise compatibility project;
 2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. § 47117(e);
 3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117;
 4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
 5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

If any phase of such project has received Federal funds under Chapter 471 subchapter 1 of Title 49 U.S.C., it will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U.S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars (https://www.faa.gov/sites/faa.gov/files/aip-pfc-checklist_0.pdf) for AIP projects as of April 11, 2025.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin, or sex, in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801-3809, 3812).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in 49 U.S.C. § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
 - 1. Describes the requests;
 - 2. Provides an explanation as to why the requests could not be accommodated; and

3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

40. Access to Leaded Aviation Gasoline

- a. If 100-octane low lead aviation gasoline (100LL) was made available at an airport, at any time during calendar year 2022, an airport owner or operator may not restrict or prohibit the sale of, or self-fueling with, 100-octane low lead aviation gasoline.
- b. This requirement remains until the earlier of December 31, 2030, or the date on which the airport or any retail fuel seller at the airport makes available an unleaded aviation gasoline that has been authorized for use by the FAA as a replacement for 100-octane low lead aviation gasoline for use in nearly all piston-engine aircraft and engine models; and meets either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as determined appropriate by the FAA.
- c. An airport owner or operator understands and agrees, that any violation of this grant assurance is subject to civil penalties as provided for in 49 U.S.C. § 46301(a)(8).

RESOLUTION NO. 2025-R-139

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PALATKA, FLORIDA, AUTHORIZING THE EXECUTION OF A GRANT
AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION
FOR THE DESIGN OF THE TRANSIENT AIRCRAFT PARKING APRON
(NORTH TERMINAL AREA) AT PALATKA MUNICIPAL AIRPORT;
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Palatka owns and operates the Palatka Municipal Airport (Lt. Kay Larkin Field), a public-use airport in Putnam County, Florida; and

WHEREAS, the Federal Aviation Administration (FAA) has offered a grant to the City of Palatka under the Airport Improvement Program (AIP), identified as Grant No. 3-12-0061-040-2025, for the design of the Transient Aircraft Parking Apron (North Terminal Area); and

WHEREAS, the total cost of the design phase is \$71,326, with the FAA providing 95 percent of the funding (\$67,760) and the State of Florida providing the remaining 5 percent (\$3,566), with no local match required; and

WHEREAS, the project is necessary to improve apron capacity, safety, and support future development at the airport.

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

1. The City Commission hereby authorizes the execution of FAA Grant Agreement No. 3-12-0061-040-2025 for the design of the Transient Aircraft Parking Apron (North Terminal Area) at Palatka Municipal Airport.
2. The **Mayor** and/or **City Manager** are hereby authorized to execute and attest all documents necessary to carry out the intent of this Resolution.
3. This Resolution shall take effect immediately upon its passage.
4. The City Manager is further authorized, without further action by the City Commission, to correct any scrivener's errors in this Resolution and related documents, provided such corrections do not affect the intent of this Resolution.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-140 granting a special events permit to The Community Affairs and Recreation Department for the Winter Jam Series to be held on the following dates: 11/07/2025, 12/12/2025 and 01/16/2026.

Event Date or Dates– 11/07/2025, 12/12/2025 and 01/16/2026. 6-10 pm

Agenda Item Number – 2025-R-140

Title of Item / Subject – Winter Jam Series

Department / Division – Community Affairs and Recreation

Prepared By – Jessica Cruz

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: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting road closure of Memorial Parkway from St. Johns and Memorial to the round at about 4:30 pm. We are also requesting permits for alcohol and amplified sound.

BACKGROUND

Hosting these Music series by the River provides a wide range of community, cultural, and economic benefits. It creates a unique opportunity for residents and visitors to come together in a scenic, family-friendly environment, strengthening local pride and community connections. The riverfront backdrop offers a memorable atmosphere that enhances the overall experience, encouraging relaxation, wellness, and positive engagement. We will have music, with either a Dj or bands, food trucks and a few vendors.

PROJECT ANALYSIS

Community Affairs has submitted an application for the Winter Jam Series to be held at the Riverfront on the dates noted in the staff report header.

Staff Recommendation

This type of event also supports local economic development by attracting visitors, increasing foot traffic for downtown businesses, and providing income opportunities for vendors, food trucks, and small businesses. Additionally, it highlights and supports local musicians, giving them a platform to showcase their talent while bringing diverse genres of music to the community. The action requested is for the Commissioner's approval.

ATTACHMENTS

1.	Winter Jam Series resolution
2.	Winter Jam Series_ application

RESOLUTION NO. 2025-R-140

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE COMMUNITY AFFAIRS AND RECREATION DEPARTMENT FOR THE WINTER JAM SERIES TO BE HELD ON 11/07/2025, 12/12/2025 AND 01/15/2026: SETTING FORTH THE PROVISIONS OF THE PERMIT; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS Community Affairs is requesting road closure of Memorial Parkway from St. Johns and Memorial to the roundabout at 4:30 PM. We also request permits for alcohol and amplified sound on the dates shown on application from 6-10 pm.

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: A Special Events Permit for the Winter Jam series is hereby granted to Community Affairs and Recreation with the following provisions and stipulations:

- a.** A Class "B" Special Events Permit is hereby granted for the event to be held on the following dates: 11/07/2025, 12/12/2025 and 01/16/2026 from 6-10 pm with road closure at 4:30PM.
- b.** **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 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



Date Received: 9/9/25

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Jessica Cruz
Address: 1900 Napoleon st Email: jcruz@palatka-fl.gov
Phone: 386-213-0948
2. Secondary Contact: Eddie cutwright
Address: _____ Email: ecutwright@palatka-fl.gov
Phone: 386-983-1254
3. Event Sponsor/Organization: City of Palatka

Attach a certificate of Tax Exemption if applicable.

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

Series of music events @ Riverfront
* vendors
* food trucks
* Alcohol

6. Event Location (911 Address): _____
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
Memorial from St. Johns ave to Roundabout
- | | | |
|-------|------------|----------|
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |
| _____ | from _____ | to _____ |

8. Onsite representatives during the event:

Name: Jessica Cruz

Cell Phone: 386-213-0948

Name: Courtney James

Cell Phone: 386-916-5916

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

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

Setup:

4pm to 6pm 4pm to 6pm to

Event:

11/7/25 6pm to 10pm to 6-10 pm to
12/12/25 6pm to 10pm to 6-10 pm to
01/16/26 6pm to 10pm to to
 to to to
 to to to
 to to to
 to to to

Breakdown:

see dates above 10pm to 10pm to to

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

200+

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.

None

Include date and time:

 to to

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

14. Number of staff/ volunteer: Uniform identification:

REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)
 - Parking
 - Number and location of food vendors
 - Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
 - Street Closures/Barricades/Detours
 - Garbage Containers
 - Parade/Marching Route
 - Event Headquarters
 - Number and location of temporary signs/banners
 - Sound system(s) location
 - Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
 - Main emergency vehicle access to site
 - Location of security and emergency vehicle parking on site
 - Carnival location (if any)
 - Number/location of portable toilets
- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
 - List certificates required: _____
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ CLASS A: \$300.00 per day (attendance: 1,001 and up per day) Permit Filing Deadline: 60 days prior to event
- ☐ CLASS B: \$100.00 per day (attendance: 101 - 1,000 per day) Permit Filing Deadline: 60 days prior to event
- ☐ CLASS C: \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) Permit Filing Deadline: 30 days prior to event

Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

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

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

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

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

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

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

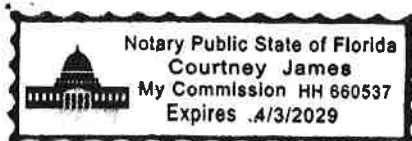
Signature of Applicant

Date

State of FL County of Putnam

The foregoing application is acknowledged before me this 9th day of Sept, 2025, by Jessica Cruz, who is personally known to me, or who has/have produced ID as identification.

NOTARY SEAL



CJ
Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

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

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

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

[Signature]
Signature of Applicant

River front
Name of Facility being used

Jessica Cruz
Print Name of Applicant

Date of Use

State of FL County of Putnam

The foregoing application is acknowledged before me this 9th day of Sept, 2025, by Jessica Cruz, who is personally known to me, or who has/have produced ID as identification.

NOTARY SEAL



[Signature]
Signature of Notary Public, State of FL

ADOPT RESOLUTION 2025-R-141 granting a special events permit to The Community Affairs and Recreation Department for the Riverside Fall Harvest Festival, which will be held 11/22/2025.

Event Date or Dates– November 22nd 2025 from 12-5pm

Agenda Item Number – 2025-R-141

Title of Item / Subject –Riverside Fall Harvest Festival

Department / Division – Community Affairs and Recreation

Prepared By – Jessica Cruz

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: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting road closures of Memorial from Laurel to Reid St. and of St. Johns from 1st to Memorial St. and for amplified sound permit.

BACKGROUND

1. Family fun by the river—food, games, and fall memories!
2. Pumpkins, pets, painting & plenty more
3. Celebrate fall with music, food, fun, and festivities for all ages!

PROJECT ANALYSIS

The Community Affairs and Recreation Department has submitted an event application for the Riverside Fall Harvest Festival, which will be held 11/22/2025 from 12pm-5pm at the Riverfront. Seasonal festivals attract visitors, boosting the local economy and showcasing the city as a welcoming place to live, work, and visit.

Staff Recommendation

A Fall Fest offers the community a fun and festive way to come together while celebrating the season. It provides safe, family-friendly entertainment with activities for all ages, supports local vendors and small businesses through booths and food sales, and encourages community pride and togetherness. The action requested is for the Commissioner's approval.

ATTACHMENTS

1.	Riverside Fall Harvest Fest application
2.	Riverside Fall Harvest Festival resolution2025



Date Received: 9/9/25

Permit Classification: 13

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Jessica cruz
Address: 1900 Napoleon St Email: jcruz@palatka-fl.gov
Phone: 386-213-0948
2. Secondary Contact: Eddie cutwright
Address: _____ Email: ecutwright@palatka-fl.gov
Phone: 386-983-1254
3. Event Sponsor/Organization: City of Palatka
Attach a certificate of Tax Exemption if applicable.
4. Name of Event: Riverside Fall Harvest Fest
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
Food, vendors, activities, music

6. Event Location (911 Address): _____

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

Memorial from Reid St to Laurel

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

8. Onsite representatives during the event:

Name: Jessica Cruz

Cell Phone: 386-213-0948

Name: Courtney James

Cell Phone: 386-916-5916

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

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

Setup:

11/22/25 10 AM to 12 PM : to : : to :

Event:

11/22/25 12 PM to 5 PM : to : : to : _____

____/____/____ : to : : to : : to : _____

____/____/____ : to : : to : : to : _____

____/____/____ : to : : to : : to : _____

____/____/____ : to : : to : : to : _____

____/____/____ : to : : to : : to : _____

____/____/____ : to : : to : : to : _____

Breakdown:

11/22/25 5 PM to 6 PM : to : : to :

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

300+

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.

NO

Include date and time:

____/____/____ : to : : to :

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

Golf Cart

14. Number of staff/ volunteer: _____ Uniform identification: Staff Shirts

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.

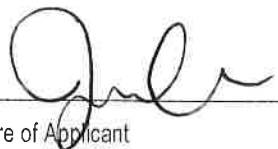
(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(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

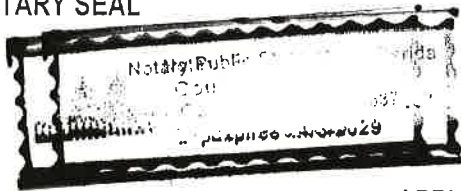
9/9/25

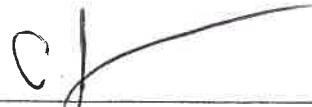
Date

State of Fl County of Putnam

The foregoing application is acknowledged before me this 9th day of Sept, 2025, by Jessica Cruz, who is personally known to me, or who has/have produced ID as identification.

NOTARY SEAL





Signature of Notary Public, State of Fl

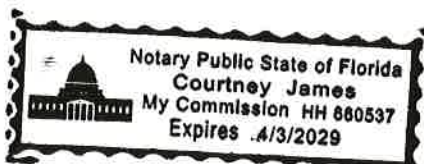
APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date



Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

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

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

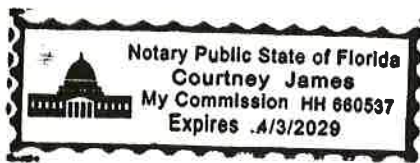
The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL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

 _____ Signature of Applicant	<u>Riverfront</u> _____ Name of Facility being used
<u>Jessica Cruz</u> _____ Print Name of Applicant	<u>11/22/25</u> _____ Date of Use

State of FL County of Putnam

The foregoing application is acknowledged before me this 9th day of Sept, 2025, by Jessica Cruz, who is personally known to me, or who has/have produced ID as identification.

NOTARY SEAL





Signature of Notary Public, State of FL

RESOLUTION NO. 2025-R-141

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE COMMUNITY AFFAIRS AND RECREATION DEPARTMENT FOR THE RIVERSIDE FALL HARVEST FESTIVAL WHICH WILL BE HELD 11/22/2025: SETTING FORTH THE PROVISIONS OF THE PERMIT; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS Community Affairs is requesting road closures of Memorial Parkway from Laurel St. to Reid St. and St. Johns from First to Memorial. We also request amplified sound permits on the date shown on application from 12-5 pm.

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: A Special Events Permit for the Riverside Fall Harvest Festival is hereby granted to Community Affairs and Recreation with the following provisions and stipulations:

- a.** A Class "B" Special Events Permit is hereby granted for the event to be held on 11/22/2025 from 12-5 pm with road closures at 8am and setup beginning at 10am.
- b.** **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 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-142 granting a special events permit to Captain Tobby Williams of the Palatka Police Department for the 2025 Fall Fest/Pink walk, which will be held on 10/18/2025.

Event Date or Dates–October 18th 2025

Agenda Item Number – 2025-R-141

Title of Item / Subject – Fall Fest / Pink Walk

Department / Division – Palatka Police Department

Prepared By – Captain Tobby Williams

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: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Tobby Willimas of the PPD is requesting road closures of Memorial Parkway from Laurel St. to Reid Street.

BACKGROUND

This Festival will include food trucks, vendors, a kids zone, crafts and the annual Breast Cancer Awareness Pink walk.

PROJECT ANALYSIS

Cpt. Tooby Williams, has submitted an event application for the 2025 Fall Fest / Pink Walk which will be held on 10/18/2025 at the St. Johns Riverfront.

Staff Recommendation

The breast cancer awareness Fall Fest/Pink walk is more than just a community event—it is a powerful movement of hope, unity, and education. This event honors survivors, supports those currently fighting, and remembers loved ones lost. It also helps spread awareness about the importance of early detection and prevention, encouraging individuals to take charge of their health. By bringing families together in a visible and meaningful way, this event fosters strength, compassion, and a shared commitment to the fight against breast cancer and brings people all over together. The action requested is for the Commissioner's approval.

ATTACHMENTS

1.	Special Event Resolution 142
----	------------------------------



Date Received: _____

Permit Classification: _____

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Capatin T. Williams

Address: 110 North 11th Street Palatka Fl 32177

Email: Twilliams@palatka-fl.gov

Phone: 386-227-0360

2. Secondary Contact: Click here to enter text.

Address: _____

Email: Click here to enter text.

Phone: Click here to enter text.

3. Event Sponsor/Organization: Palatka Police Department/Putnam County Sherriffs Office

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: 2025 Fall Festival/Pink Walk

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.): The 2024 Fall festival will Offer Food venders, crafts, kids zone, and will once again focus on Breast Cancer awerness and be host to the anuual Pink walk.

6. Event Location (911 Address): City Of Palatka River Front

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

Memorial parkway	from Reid Street	to Laurel Street
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

8. Onsite representatives during the event:

Name: Capt. T. Williams Cell Phone: 386-227-0360

Name: _____ Cell Phone: _____

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

<u>Date(s) of Event:</u>	<u>Hours:</u>	<u>Amplified Sound:</u>	<u>Alcohol:</u>	<u>Attendance</u>
--------------------------	---------------	-------------------------	-----------------	-------------------

Setup:

10/18/2025 0700 to 1000 : to : : to :

Event:

10/18/2025	1000 to 1300	: to :	: to :	200
/ /	: to :	: to :	: to :	
/ /	: to :	: to :	: to :	
/ /	: to :	: to :	: to :	
/ /	: to :	: to :	: to :	
/ /	: to :	: to :	: to :	
/ /	: to :	: to :	: to :	

Breakdown:

10/18/2025 1300 to 1400 : to : : to :

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

11. Number and type of auxiliary vehicles/ equipment:

_____ Watercraft x _____ 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: _____ Uniform identification: _____

REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)

Parking
Number and location of food vendors

Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
 Street Closures/Barricades/Detours
 Garbage Containers
 Parade/Marching Route
 Event Headquarters
 Number and location of temporary signs/banners
 Sound system(s) location
 Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
 Main emergency vehicle access to site
 Location of security and emergency vehicle parking on site
 Carnival location (if any)
 Number/location of portable toilets

- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
 List certificates required: _____
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**
- ☒ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**
- ☐ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.
- (d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

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

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

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

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



Signature of Applicant

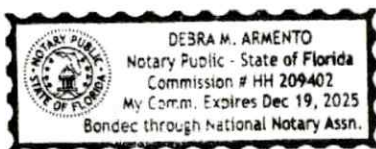
9-1-25

Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 2 day of September, 2025, by Tobby Williams, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL





Signature of Notary Public, State of Florida

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 GFCI protected. NFPA 70. **Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.**
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. **Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.**
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. **Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.**

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). **Same as a regular inspection tag check.**
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. **In addition to the ABC, they must have a K class. No K, no frying.**
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. **Check fire retardant label on the tent and on the side curtains.**
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. **If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.**
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. **The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.**

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka Indemnification & Hold Harmless Agreement

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

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

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

Signature of Applicant

Name of Facility being used

Print Name of Applicant

Date of Use

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 _____

RESOLUTION NO. 2025-R-142

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO TOBBY WILLIAMS FOR THE 2025 FALL FEST/PINK WALK; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF MEMORIAL PARKWAY FROM REID ST. TO LAUREL ST.; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS Captain Toby Willimas has made an application to the City of Palatka for a special event permit for the 2025 Fall Fest/Pink Walk.

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: The Special Events Permit for the 2025 Fall Fest/Pink Walk is hereby granted to Cpt. Toby Williams with the following provisions and stipulations:

- a. A Class "B" Special Events Permit is hereby granted for the event to be held on October 18th, 2025, during the hours provided in the application.
- b. Road closures starting at 6am of Memorial Parkway from Reid Street to Laurel Street 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 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-148 A RESOLUTION OF THE CITY OF PALATKA, AUTHORIZING THE MEMORANDUM OF UNDERSTANDING FOR THE USE, OCCUPANCY AND MANAGEMENT OF THE LARIMER ARTS CENTER BY THE RIVER CITY PLAYERS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS
Larimer MOU

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City seeks approval of the MOU with the River City Players for the use, occupancy and management of the Larimer Arts Center.

BACKGROUND

The City of Palatka owns the Larimer Arts Center (the "Larimer"), a historic building located at 210 Reid Street in Palatka, Florida. The Larimer is a stately limestone structure with elegant arched windows and entryway. The façade is symmetrical and incised across the top are the phrases "Ignorance Breeds Crime" and "Knowledge is Power." Jame R. Mellon, a member of the prominent industrial family, wintered in Palatka's South Historic District and as an act of philanthropic largess, he commissioned Henry J. Klutho of Jacksonville to design a library.

Donated to the City in 1930, the Larimer was named for his wife, Rachel Hughey Larimer.

Thousands attended the opening of one of the most modern libraries in the South. Housing over 50,000 volumes, the Larimer functioned as a library for 62 years. In 1992, with Mellon's permission, the library became the Larimer Arts Center. In 2008, the Larimer was added to the National Registry of Historic Places – the Nation's official list of cultural resources worth of preservation.

For the last 25+ years, the Larimer has been operated by the Arts Council of Greater Palatka.

Pursuant to an agreement with The Arts Council, it was responsible for maintaining and operating the Larimer as a cultural arts center for the benefit of the entire community. The City sought again partner with an organization that will be responsible for the day-to-day custodial functions of the building while featuring the Larimer's historical significance and engaging in consistent cultural activation activities.

PROJECT ANALYSIS

Since the property is located within the Central Business District of the CRA Plan, the use of the building was required to go out to bid through a competitive bidding process pursuant to Fla. Stat. 163.380. The City ultimately selected the River City Players as the most qualified entity. The MOU reflects the City's expectations that the Larimer will be utilized as a community-

facing hub, providing consistent public access, inclusive programming, and meaningful engagement with residents and visitors alike.

Staff Recommendation

Approve the Resolution.

ATTACHMENTS

1.	2025-R-148 Larimer Arts Center MOU
2.	Larimer MOU City and RCP October 2025
3.	Larimer MOU City and RCP ADDENDUM-NO-1-RFP-2025-01

RESOLUTION NO. 2025-R-148

**A RESOLUTION OF THE CITY OF PALATKA,
AUTHORIZING THE MEMORANDUM OF
UNDERSTANDING FOR THE USE, OCCUPANCY AND
MANAGEMENT OF THE LARIMER ARTS CENTER BY
THE RIVER CITY PLAYERS; PROVIDING AN
EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S
ERRORS**

WHEREAS, the City of Palatka owns certain real property located at 210 Reid Street, commonly referred to as the Larimer Arts Center, which is maintained for the benefit of the entire community; and

WHEREAS, the Larimer Arts Center is located in the City's Community Redevelopment Agency (CRA) Central Business District and is therefore required to adhere to competitive bidding for occupancy pursuant to Fla. Stat. 163.380. The City of Palatka solicited proposals and ultimately selected the River City Players as the most qualified entity to occupy and operate the Larimer as a public cultural arts center for the benefit of the Palatka community; and

WHEREAS, the Memorandum of Understanding with the River City Players reflects the terms and conditions set forth in the Request for Proposal which required a demonstration of a commitment to maintaining a community cultural resource, year-round creative programming that reflects the cultural diversity and heritage of Palatka, an incorporation of visual and performing arts that fosters partnerships, education and artistic development across disciplines and audiences; and

WHEREAS, the Palatka City Commission deems it reasonable and in the best interest of the City of Palatka and its citizens to enter into the Memorandum of Understanding with the River City Players for a period of three years.

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

- a) The River City Players Memorandum of Understanding with the City of Palatka for the operation and management of the Larimer Arts Center located at 210 Reid Street, a copy of which is attached hereto as Exhibit "A" and incorporated herein, is hereby approved; and
- b) 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 9th day of October, 2025.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Memorandum of Understanding

Between The City of Palatka and The River City Players Regarding the Use and Occupation of the Larimer Arts Center

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Palatka (hereinafter referred to as the “City”) and River City Repertory Company, Inc., operating as River City Players (hereinafter referred to as “RCP”) on this _____ day of October, 2025, the parties hereby agree as follows:

Purpose

The City is the owner of certain real property and building in the City, formerly the Palatka Public Library n/k/a the Larimer Arts Center, in Putnam County, Florida.

This MOU sets forth the terms and conditions under which the River City Players shall use, occupy, and operate the Larimer Arts Center, located at 216 Reid Street, Palatka, FL 32177, as a public cultural arts center for the benefit of citizens and visitors of Palatka and Putnam County.

The arrangement reflects:

- The City’s ownership and preservation responsibilities;
- The RCP’s role in providing cultural activation, programming, and custodial operation; and
- The shared commitment to fulfilling goals of the Palatka Community Redevelopment Area Plan (CRA Plan).

Term

The term begins October 15, 2025 and extends through October 15, 2028, with the option to renew upon mutual agreement. Either party may terminate with 90 days’ written notice.

If RCP continues to occupy the Premises without the written consent of the City after the expiration or other termination of the Term, then, without any further written agreement, RCP will be a month-to-month tenant at a minimum monthly rental equal to twice the Base Rent and subject always to all of the other provisions of this MOU.

Responsibilities of the River City Players

The RCP shall:

A. Programming & Cultural Activation

- Maintain the Larimer as a community cultural resource, with year-round programming

that reflects Palatka's diversity and heritage.

- Offer programming including but not limited to: exhibitions, performances, classes, workshops, artist talks, heritage events, and community celebrations.
- Maintain regular public hours at least 5 days per week, ensuring access is inclusive, affordable, and accessible.
- Provide administrative and operational headquarters within the Larimer.

B. Operations & Maintenance

- Coordinate scheduling of the facility for cultural and community events.
- Perform janitorial services, cosmetic interior upkeep, and routine maintenance.
- Cover repairs for electric or plumbing issues under \$2,000; coordinate with the City on major repairs exceeding this threshold.
- Pay for utilities: electricity, water, sewer, telephone, and internet.

C. Financial & Insurance

- RCP shall pay a base rent of \$200 per month, payable on the 15th of each month, for the entirety of the three year term of the MOU. RCP is responsible for the direct payment of utilities and internet.
- Maintain liability insurance of at least \$1,000,000 per occurrence and property damage coverage of at least \$250,000, naming the City as additional insured.
- Demonstrate ongoing financial capacity to sustain programming and building operation.

D. Reporting & Accountability

- Submit an annual report to the City Commission, in written and verbal form at a public meeting, detailing:
 - * Programming metrics and attendance
 - * Community impact and outreach
 - * Financial and operational performance
 - * Facility maintenance and use summary

Responsibilities of the City of Palatka

The City shall:

- Maintain the exterior of the building, grounds, roof, and major structural systems.
- Cover major plumbing and electrical repairs exceeding \$2,000.
- Provide security, landscaping, pest control, and parking area maintenance.
- Address existing maintenance and repair issues as identified in Addendum No. 1 to the 2025-01 RFP.
- Maintain property/building insurance.
- Provide promotional assistance for public programs.
- Retain the right to use portions of the Larimer for official purposes with reasonable notice.

Joint Commitments

- Preservation: Both parties commit to adaptive reuse and preservation of the Larimer as a historic landmark.
- CRA Plan Alignment: Programming and operations will support the vitality of Palatka's Business District, consistent with the 2021 CRA Plan.
- Transparency: Both parties will operate openly, with RCP reporting annually to ensure accountability to the community.
- Non-Discrimination: RCP will not discriminate on the basis of race, creed, color, national origin, or other protected class.
- Force Majeure: Obligations may be suspended due to natural disasters or causes beyond reasonable control.

Notices

Notices under this MOU shall be delivered to the addresses as follows, unless updated in writing:

- The City of Palatka ("City"), 201 N 2nd Street, Palatka, FL 32177; and
- River City Repertory Company, Inc., operating as River City Players ("RCP"), P.O. Box 2752, Palatka, FL 32178.

Governing Law

It is the intention of the Parties to this MOU that the terms be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Florida, and venue is in Putnam County, Florida.

Entire Understanding

This MOU supersedes prior agreements concerning the Larimer Arts Center (including the 1997 Arts Council agreement), but incorporates relevant provisions of the 2025 RFP-01 and the associated Addendum No. 1 to ensure a unified framework.

Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates below.

CITY OF PALATKA	Attest:
By: _____ Marcia Carty, City Manager	_____ Karen Hayes, City Clerk
Date: _____	Date: _____

RIVER CITY REPERTORY COMPANY, INC. (d/b/a River City Players) By: _____ Name: _____ Title: _____ Date: _____	Witness: _____ Name: _____ Date: _____

ADDENDUM NO. 1

Date: June 3, 2025

Project: RFP 2025-01 OPERATION AND CULTURAL ACTIVATION OF THE LARIMER ARTS CENTER AS A PUBLIC CULTURAL ARTS CENTER WITHIN THE CITY OF PALATKA COMMUNITY REDEVELOPMENT AREA

Contact: Eddie Cutwright
ecutwright@palatka-fl.gov

Owner: City of Palatka

To: Prospective Respondents

The following item is being supplied for additional clarification. This Addendum forms a part of the Contract Documents and modifies the original RFP Documents, as noted below.

This Addendum consists of two (2) pages.

City of Palatka Operation and cultural activation of the Larimer arts center is hereby amended as follows:

Q1: Regarding currently identified building issues that need to be addressed, will the City undertake the responsibility for any or all of the following items, and if so, can you provide a timeline for addressing the issues:

- **Active Termites. City will contact FPC.**
- **Peeling plaster/paint in main galleries. Public Work will look at in-house, if not it will need to be contract out for next year budget decision.**
- **Peeling paint in ceilings of main galleries. Public Work will look at in-house, if not it will need to be contract out for next year budget decision.**
- **Missing tiles in eastern bathroom. PW will complete**
- **Rusty pipes in eastern bathroom. Public Work will look at in-house, if not it will need to be contracted for next year's budget decision.**
- **Worn back entry. Public Works will fix.**
- **Active roof leaks (Kitchen, theater bathroom, rear stairwell, others unknown due to lack of access). Public Works will look at in-house, if not it will need to be contracted out for next your budget decision.**
- **Sump pump at lower-level entrance maintenance/functionality testing.**
- **Plaster work in theater bathroom. Need contractor after roof is repaired.**
- **Musty/mold smell in basement. Will need to be contract out for next your budget decision.**

- Peeling paint in basement. **First need to waterproof building quote provided.**
- Window tinting. **Will need to be contracted for next year budget decision.**

Organization.

- Refinishing Doors and Windows. **Organization.**
- ADA accessibility. **Chairlift onsite.**

A1: The answers have been provided in red text next to each question.

Q2: Regarding the \$2,000.00 cap on tenant responsibility for electric and plumbing repairs, is that amount calculated per incident/repair, or annual aggregate or some other method of determination, jointly as electric and plumbing repairs or separate categories for calculation?

A2: Per incident/repair.

Q3: Regarding the proposer's reputation for competence and integrity, what form of evidence is requested or desired?

A3: There is not a form response to this inquiry, it is within the proposer's discretion to provide documentation that will establish competence and integrity. multiple forms of documentation would suffice, examples include but are not limited to: organizational programming, number of organizational members, number of annual events and attendee data, letters of recommendation, board member profiles, social media ratings, etc.

Q4: Regarding ability to perform with transparency, what form of evidence is requested or desired? We can provide everything from annual business filings with state and federal government to monthly board meeting minutes to bylaws and policies & procedures, financial statements, etc. We are a fully compliant 501(c)3

A4: There is not a form response to this inquiry, it is within the proposer's discretion to provide documentation that will establish an ability to perform with transparency. Examples include but are not limited to charity navigator ratings, organizational data, demonstrated outreach and communication standards, board leadership practices, CEO oversight, established conflict of interest policies, etc.

Q5: Regarding ability to perform with transparency, what form of evidence is requested or desired? We can provide everything from annual business filings with state and federal government to monthly board meeting minutes to bylaws and policies & procedures, financial statements, etc. We are a fully compliant 501(c)3

A5: 3 years.

Adopt Resolution 2025-R-143 Approving the Submission of the FY 2026 FAA Pre-Application for Taxiway E Phase 1 Construction at Palatka Municipal Airport

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission is requested to approve the submission of the FY 2026 FAA Pre-Application for the construction phase of **Taxiway E (Phase 1)** at the Palatka Municipal Airport and to authorize the Mayor or City Manager to sign the required documents for submission to the FAA.

BACKGROUND

The City of Palatka, in coordination with Passero Associates, has been working on the design and planning of Taxiway E improvements at the Palatka Municipal Airport. The design phase was previously funded through an FAA grant. The next step is to secure construction funding through the FY 2026 AIP grant cycle.

Historically, FAA pre-applications have been brought before the City Commission for formal approval prior to submission. This process ensures transparency and compliance with FAA and City procedures.

PROJECT ANALYSIS

The Taxiway E Phase 1 Construction project is a continuation of the previously funded design phase and is included in the City's 3-Year Capital Improvement Plan (CIP). The project is essential for improving airfield safety, operational efficiency, and compliance with FAA design standards. The pre-application includes all required documentation such as the project justification, funding estimates, environmental documentation, and proposed schedule.

The estimated federal funding request is based on the negotiated agreement and aligns with the CIP submitted to the FAA. Submitting the pre-application by the FAA's October 5, 2025 deadline ensures the City remains eligible for FY 2026 Airport Improvement Program (AIP) funding.

Staff Recommendation

Staff recommends approval of Resolution 2025-R-143, authorizing the submission of the FY 2026 FAA Pre-Application for the Taxiway E Phase 1 Construction project and authorizing the Mayor or City Manager to sign the necessary documents.

ATTACHMENTS

1.	2025-R-143 SUBMISSION OF A FEDERAL AVIATION ADMINISTRATION (FAA) FY 2026 AIRPORT IMPROVEMENT PROGRAM (AIP) PRE-APPLICATION FOR THE TAXIWAY E PHASE 1 C
2.	FY-26 FAA Pre-Application 28J Transient Apron Rehab Construct
3.	Pre-App Cover Letter Sample (Taxiway E)

RESOLUTION NO. 2025-R-143

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE SUBMISSION OF A FEDERAL AVIATION ADMINISTRATION (FAA) FY 2026 AIRPORT IMPROVEMENT PROGRAM (AIP) PRE-APPLICATION FOR THE TAXIWAY E PHASE 1 CONSTRUCTION PROJECT AT THE PALATKA MUNICIPAL AIRPORT; AUTHORIZING THE MAYOR OR CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Palatka owns and operates the Palatka Municipal Airport (28J); and

WHEREAS, the City has identified the need to construct Taxiway E (Phase 1) as part of its approved Capital Improvement Plan (CIP); and

WHEREAS, the City previously received FAA funding for the design phase of this project and now seeks funding for the construction phase through the FAA’s FY 2026 Airport Improvement Program (AIP); and

WHEREAS, the FAA requires the submission of a Pre-Application for AIP funding consideration, including supporting documentation and a signed cover letter from the City; and

WHEREAS, the City Commission desires to authorize the submission of the Pre-Application and to designate the Mayor or City Manager to execute all necessary documents related to the application.

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

SECTION 1. The City Commission hereby approves the submission of the FY 2026 FAA AIP Pre-Application for the Taxiway E Phase 1 Construction project at the Palatka Municipal Airport.

SECTION 2. The Mayor or City Manager is hereby authorized to execute the Pre-Application cover letter and any other documents necessary for the submission of the application to the FAA.

SECTION 3. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



**Federal Aviation Administration (FAA)
Orlando Airports District Office (ADO)**

Airport Grant Pre-application Checklist

(COMPLETE ONE CHECKLIST PER PROJECT REQUEST)

Airport: Palatka Municipal Airport (28J)

Sponsor: City of Palatka, FL

City, State: Palatka, Florida

Date of Pre- Application: September 30, 2024

☐ **We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)**

Items Required with Pre-application (select N/A only if item is not applicable to the project)

No.	Document	Yes	N/A
1.	Cover Letter	☒	
2.	Detailed Project Information Sheet (one sheet per project item)	☒	
a.	Project Description and Justification <i>(include Scope of Work for all projects, and negotiated agreements as applicable)</i>	☒	
b.	Special Circumstances (Request for Force Account, Price Escalation, etc.)	☐	☒
c.	Project Funding Plan (include alternative funding plan that excludes discretionary)	☒	
d.	Project Cost Estimate (attach Independent Fee Estimate (IFE), detailed line-item estimate, and/or bid tabs as applicable)	☒	
e.	Project Preliminary Checklist	☒	
f.	Proposed Project Schedule	☒	
g.	Project Sketch	☒	☐
3.	Environmental Determination Documentation (per project item)	☒	

Marcia Carty, City Manager

Sponsor's Designated Official Representative *(Type or Print)*

Sponsor's Designated Official Representative *(Signature)*

Date

The purpose of this checklist is to identify some of the requirements associated with requesting federal funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the pre-application package. **Note the SF 424 and 5100 forms are still required components of the grant application package.**

Project No. 1: Detailed Project Information Sheet

Airport : Palatka Municipal Airport (28J)
City, ST: Palatka, FL
Unique Entity ID/TAX ID No. MHECM2CHHAD1 / 59-6000401
SAM Expiration Date: 12/27/2025
Project Title: Transient Aircraft Parking Apron (Construct)

Project Description:

This project includes the expansion of transient aircraft parking apron pavement in north terminal area 3400 SY (Base Bid 2210 SY, Bid Additive 1380SY) and associated stormwater improvements. The overall project (non-FAA funded) also includes a new City-owned/operated aircraft storage hangar.

Project Justification:

The existing terminal apron has limited capacity to service transient aircraft that arrive and depart from 28J; when one large corporate jet or two small to medium corporate jets are present at the Terminal apron, there is little to no space to accommodate any other aircraft. Additional transient aircraft parking apron space is needed to meet the current demand, and to support City-owned/operated FBO aircraft storage hangar.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

☒ Yes ☐ No (explain below)

Special Circumstances (check if applicable to the project): NONE

Project Funding:

Total Cost (100%)	FAA Share (95%)	State (4%)	Local (1%)
\$258,121.00	\$245,215.00	\$10,325.00	\$2,581.00

Type of Funding Proposed (FAA Share Only)			
Fund Type ¹	Funds Available	Funds to be Used	Funds Remaining
NP Entitlement FY 25	\$95,215.00	\$95,215.00	\$0.00
NP Entitlement FY 26	\$150,000.00	\$150,000.00	\$0.00
Total	\$245,215.00	\$245,215.00	\$0.00

Alternate Funding Plan: *Discretionary funding is not being requested for this project.*

¹ P = Primary; PN = Primary Non-Hub; NP = Non-Primary; C = Cargo; D = Discretionary; AIG = IIJA Airport Infrastructure Grants; ATP = IIJA Airport Terminal Program; FY = Fiscal Year

Project Cost Estimate Breakdown Summary:***Attach detailed, line-item cost estimates for the project.**

Transient Aircraft Parking Apron (Construct)	Cost (100%)	FAA (95%)
Construction	\$258,121.00	\$245,215.00
Subtotal Amount	\$258,121.00	\$245,215.00
Total Estimated Project Cost (100%)	\$258,121.00	
Total FAA Share Cost (95%)	\$245,215.00	

**NOTE: FAA does not participate in allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

Project Preliminary Checklist:

Document Pre-requisites	Dates	
Date of FAA Approved ALP*	9/19/2018	
Date of last 5010, Airport Master Record verification for data corrections*	11/7/2019	
Date of most recent FAA accepted Exhibit "A" Property Inventory Map* (Provide the date from the information block on the Map) (attach Exhibit "C", Title of Opinion)	9/19/2018	
Date of Environmental Determination*	2/12/2025	
Date of last Airport Pavement Maintenance Program*	1/1/2024	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities?	Yes	No
Does the project impact FAA facilities?	☐	☒
Changes or Request to Runway Procedures per ALP?	Yes	No
Does the project impact existing and/or require new procedures?	☐	☒

* Required for all projects

Project: Transient Aircraft Parking Apron (Construct)

PROPOSED PROJECT SCHEDULE

<u>Proposed Project Schedule:</u>	<u>Dates:</u>
Selection of Consultant	5/24/2024
Terminal Proration - Public Space Analysis Submittal to ADO Planner	N/A
Alternative Delivery Method Request and Justification Submittal to ADO Engineer	N/A
Pre-design Conference	9/1/2025
CSPP and Airspace Coordination in iOE/AAA ²	11/1/2025
Completion of Plans, Specifications and Engineer's Report	12/1/2025
Submit Plans, Specifications and Engineer's Report to FAA ³	12/1/2025
Advertisement of Project for Bids	1/1/2026
Bid Opening	2/1/2026
Bid Tabulation Submittal and Recommendation of Award	3/1/2026
Application Submittal to FAA ADO Engineer	3/1/2026
Grant Offer	7/1/2026
Execution of FAA Grant	7/1/2026
Pre-construction Conference	8/1/2026
Notice to Proceed to Contractor ⁴	9/1/2026
Substantial Completion of Construction	3/1/2027
Final Inspection	3/1/2027
Project Close-Out ⁵	4/1/2027

Preapplications are to be sent to your ADO Planner, copying your ADO Engineer

² Coordination of CSPP and airspace in iOE/AAA shall be completed / determined before grant application submittal for construction projects. Design only, and environmental grants have CSPP submitted during the construction phase of the project. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

³ For any construction grants, Plans, Specs & the Engineer's Report must be submitted to the ADO PM for review, coordination and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items.

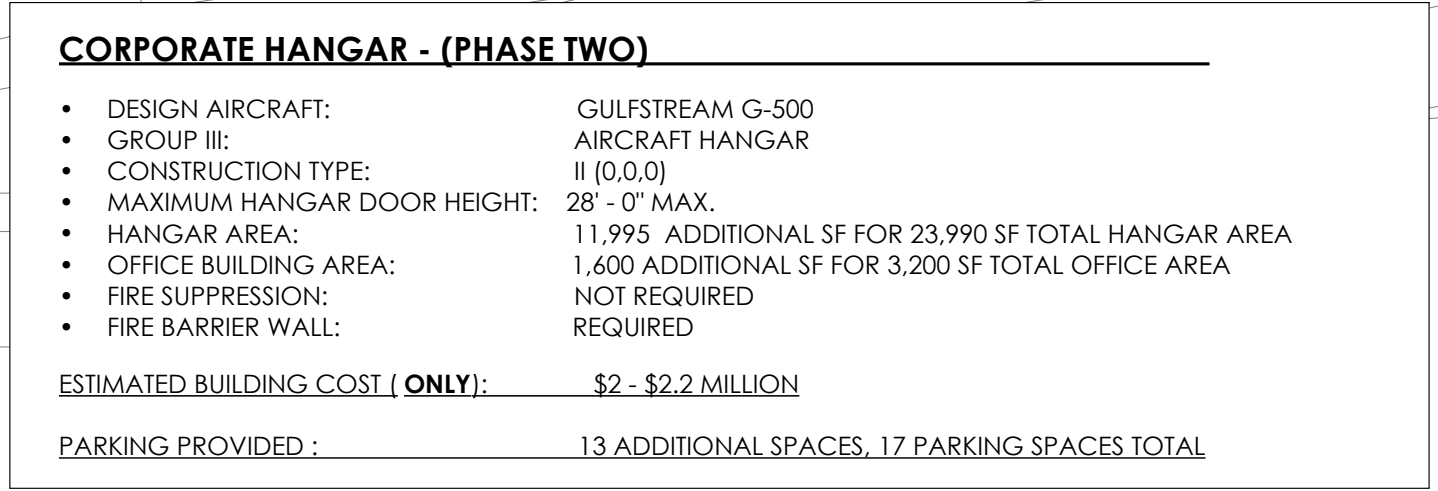
⁴ Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

⁵ Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. Refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.

Engineer's Opinion of Probable Cost

Phase 1 Apron				
Area	19745 SF			
ASPHALT APRON				
Item	quantity	unit	unit price	total
12" SSG	2305	SY	\$10	\$23,050
8" Limerock	2249	SY	\$30	\$67,462
4" P-401	510	Ton	\$200	\$102,016
Excavation	914	CY	\$30	\$27,424
			TOTAL	\$219,951

TOTAL BUDGET \$258,121



02

CONCEPT 1



Categorical Exclusion (CATEX) Document for the Proposed
Taxiway E Project at Palatka Municipal Airport/Lt. Kay Larkin
Field

November, 2024

APPENDIX A. DOCUMENTED CATEX

Airport sponsors may use this form for projects eligible for a categorical exclusion (CATEX) that have greater potential for extraordinary circumstances or that otherwise require additional documentation, as described in the Environmental Orders (FAA Order 1050.1F and FAA Order 5050.4B).

To request a CATEX determination from the FAA, the sponsor should review potentially affected environmental resources, review the requirements of the applicable special purpose laws, and **consult with the Airports District Office or Regional Airports Division Office staff** about the type of information needed. The form and supporting documentation should be completed in accordance with the provisions of FAA Order 5050.4B, paragraph 302b, and submitted to the appropriate FAA Airports District/Division Office. The CATEX cannot be approved until all information/documentation is received and all requirements have been fulfilled.

Name of Airport, LOC ID, and location:

Palatka Kay Larkin Airport (28J)

Project Title:

Taxiway E Construction

Give a brief, but complete description of the proposed project, including all project components, justification, estimated start date, and duration of the project. Include connected actions necessary to implement the proposed project (including but not limited to moving NAVAIDs, change in flight procedures, haul routes, new material or expanded material sources, staging or disposal areas). Attach a sketch or plan of the proposed project. Photos can also be helpful.

The Project involves building about 2,400 feet of new asphalt taxiway and 2,000 feet of new asphalt access road. Between the taxiway and the road, there will be space for tenants to develop hangars, with up to 75% of the area allowed to have paved surfaces like buildings, parking, and aircraft aprons. It is expected that 12 to 14 new hangars will be built along the taxiway once everything is complete. The project sketch and plans can be found in Exhibit 1.

The Airport/City plans to build the basic infrastructure first, including the taxiway, access road, drainage, stormwater systems, and utilities. They will then lease the land to individuals or companies who will construct their own hangars and parking areas.

The Project will be done in two phases. Phase 1 covers the eastern part of the site, staying within the already cleared airfield to avoid impacts like relocating ditches or fences, clearing land, or affecting wetlands. Phase 2 includes the rest of the project and will involve moving ditches and fences, clearing land, and impacting wetlands.

The taxiway will have new edge lights, but no other navigation aids (NAVAIDs) will be added or affected. Flight procedures will not change as part of this Project.

Access to the site will be from Moody Road using an existing road near the fire station. Materials will be stored and staged within the secured airfield perimeter. Construction will use standard materials brought in from elsewhere, along with some soil and limerock from the site.

See attached Drainage Report and Engineering Plans for further information on the proposed scope of work and Phasing (Exhibit 1 of attachments).

Give a brief, but complete, description of the proposed project area. Include any unique or natural features within or surrounding airport property.

Most of the Project site is part of a cleared section of the airfield. Over the years, much of the old runway and taxiway pavement in this area has been removed, although some aging pavement still remains within the project boundary. The middle and southern parts of the site are wooded and contain wetlands. A ditch and the Airport's perimeter security fence separate the cleared airfield from the wooded area.

Most of the site's water drains toward the ditch along the southern edge of the cleared airfield. Some of the site drains into existing storm sewer inlets located at both the east and west ends of the Project Area. From there, water flows east toward Moody Road and then north to Rice Creek and the St. Johns River.

For more details, refer to the attached Pre-Development Drainage Map, site topographic survey, and Project plans (Exhibit 1 of attachments).

Identify the appropriate CATEX paragraph(s) from Order 1050.1F (paragraph 5-6.1 through 5-6.6) or 5050.4B (Tables 6-1 and 6-2) that apply to the project. Describe if the project differs in any way from the specific language of the CATEX or examples given as described in the Order.

5-6.4e. Categorical Exclusions for Facility Siting, Construction, and Maintenance.

This paragraph pertains to Federal assistance for ALP update and approval for construction/reconstruction projects where airfield pavement and buildings (i.e., aprons, taxiways, hangars) will be constructed.

The circumstances one must consider when documenting a CATEX are listed below along with each of the impact categories related to the circumstance. Use FAA Environmental Orders 1050.1F, 5050.4B, and the Desk Reference for Airports Actions, as well as other guidance documents to assist you in determining what information needs to be provided about these resource topics to address potential impacts. Keep in mind that both construction and operational impacts must be included. Indicate whether or not there would be any effects under the particular resource topic and, **if needed**, cite available references to support these conclusions. Additional analyses and inventories can be attached or cited as needed.

5-2.b(1) National Historic Preservation Act (NHPA) resources

	YES	NO
Are there historic/cultural resources listed (or eligible for listing) on the National Register of Historic Places located in the Area of Potential Effect? If yes, provide a record of the historic and/or cultural resources located therein and check with your local Airports Division/District Office to determine if a Section 106 finding is required. Based on the National Register of Historic Places (NRHP) there are no listed or eligible historic/cultural resources listed for the Airport. The Florida Master Site File indicates that there are no listed or eligible nearby historical or archaeological sites in nearby proximity to the Proposed Project. In addition, according to the NRHP, there have been no known archeological studies conducted nearby or within the Project Action site. The closest NRHP listed site, located approximately 2.9 miles from the Proposed Project is known as the Florida SP Central Academy (Central Academy). Central Academy, which opened in 1892, is known as the oldest surviving school for African Americans in Florida, symbolizing the progress and challenges of African American education in the late 19th and early 20th centuries. The Proposed Project is located approximately 2.9 miles away from the site, ensuring that no impacts will occur due to this distance.	☐	☒
Does the project have the potential to cause effects? If yes, describe the nature and extent of the effects. The Proposed Project is located approximately 2.9 miles away from the Central Academy site, ensuring that no impacts will occur due to this distance. Additionally, the Florida State Historic Preservation Officer has reviewed the proposed project under Section 106 of the National Historic Preservation Act and determined it is unlikely to affect historic properties. However, if any historic or prehistoric artifacts or unmarked human remains are discovered during project activities, work must cease immediately, and the Florida Department of State, Division of Historical Resources, must be contacted before resuming. See Exhibit 9 for a determination letter from the Florida State Historic Preservation Officer.	☐	☒
Is the project area undisturbed? If not, provide information on the prior disturbance (including type and depth of disturbance, if available) The Proposed Project Area is located on-airport property. The majority of the Proposed Project will take place on previously disturbed land used for the Airport operations. Much of the location of this Project site is regularly mowed for Airport maintenance. In Phase 2 of the Project, 5.2 acres of undisturbed area will be impacted for ditch relocation, fence relocation, and clearing.	☐	☒

	YES	NO
Will the project impact tribal land or land of interest to tribes? If yes, describe the nature and extent of the effects and provide information on the tribe affected. Consultation with their THPO or a tribal representative along with the SHPO may be required. Based on the Environmental Protection Agency Online Database (Enviromapper) there are no tribal lands or lands of interest in the vicinity of the Project Area, and 28J.	☐	☒

5-2.b(2) Department of Transportation Act Section 4(f) and 6(f) resources

	YES	NO
Are there any properties protected under Section 4(f) (as defined by FAA Order 1050.1F) in or near the project area? This includes publicly owned parks, recreation areas, and wildlife or waterfowl refuges of national, state or local significance or land from a historic site of national, state or local significance. Per the National Parks database, there are no facilities designated as 4(f) (e.g., publicly owned parks, recreation or waterfowl refuges) in the project area or at 28J. The closest 4(f) property, Ravine Gardens State Park, is located approximately 3.4 miles from the Proposed Project site. The Proposed Project will not result in noise impacts to Ravine Gardens State Park due to its significant distance from the site. Additionally, construction-related noise levels will remain consistent with the ambient noise typical of the airport where the Proposed Project is located, minimizing any disruptions to surrounding areas.	☐	☒
Will project construction or operation physically or constructively "use" any Section 4(f) resource? If yes, describe the nature and extent of the use and/or impacts, and why there are no prudent and feasible alternatives. See 5050.4B Desk Reference Chapter 7. The construction and operation of the Proposed Project will not physically or constructively use any Section 4(f) resources. The Project avoids direct impacts to protected properties and does not introduce substantial noise, light, or other disturbances that would impair their intended use. As such, the project complies fully with Section 4(f) requirements.	☐	☒

	YES	NO
Will the project affect any recreational or park land purchased with Section 6(f) Land and Water Conservation Funds? If so, please explain, if there will be impacts to those properties. No. The property in the project area was not purchased with funding assistance under the Land and Water Conservation Fund State Assistance Program. The nearest Section 6(f) property is located a significant distance away, and is approximately 1.13 miles from the Proposed Project Site. Therefore, Section 6(f) does not apply to this project and no noise, air quality or visual impacts to Section 6(f) properties will occur.	☐	☒

5-2.b(3) Threatened or Endangered Species

	YES	NO
Are there any federal or state listed endangered, threatened, or candidate species or designated critical habitat in or near the project area? This includes species protected by individual statute, such as the Bald Eagle. The U.S. Fish & Wildlife Service Information for Planning and Consultation Database (IPAC) was utilized to identify any federally listed endangered, threatened, or candidate species or designated critical habitat in or near the Proposed Project. IPAC identified no critical habitats within the area. However, the tricolored bat (<i>Perimyotis subflavus</i>), eastern black rail (<i>Laterallus jamaicensis</i> spp), everglade snail kite (<i>Rostrhamus sociabilis plumbeus</i>), red-cockaded woodpecker (<i>Dryobates borealis</i>), whooping crane (<i>Grus americana</i>), eastern indigo snake (<i>Drymarchon couperi</i>), monarch butterfly (<i>Danaus plexippus</i>) and etonia rosemary (<i>Conradina etonia</i>) were all identified as species of potential concern for the area. A species list can be found in Exhibit 2. SES Environmental Resource Solutions LLC (ERS) was consulted for an Environmental Resources Report of the Proposed Project area. This survey includes both federal and state listed species that could potentially occur within the Proposed Project Area or immediate vicinity and can be found listed under Table 2 of the ERS Environmental Report. (See Exhibit 2). Table 2 has been revised to include all IPaC results from the project area. The Tricolored Bat (<i>Perimyotis subflavus</i>), Wood Stork, (<i>Mycteria americana</i>), Eastern black rail (<i>Laterallus jamaicensis</i> spp. <i>Jamaicensis</i>), Everglade snail kite (<i>Rostrhamus sociabilis plumbeus</i>), red-cockaded woodpecker (<i>Dryobates borealis</i>), whooping crane (<i>Grus americana</i>), Monarch Butterfly (<i>Danaus plexippus</i>), and Etonia Rosemary (<i>Conradina etonia</i>) were all identified by IPaC to have potential within the project area. There are no records of federal or state listed species within the project area or immediate vicinity at 28J. Please see the attached updated Environmental Report for site suitability.	☐	☒

YES NO

Does the project affect or have the potential to affect, directly or indirectly, any federal or state-listed, threatened, endangered or candidate species, or designated habitat under the Endangered Species Act? If yes, Section 7 consultation between the FAA and the US Fish & Wildlife Service, National Marine Fisheries Service, and/or the appropriate state agency will be necessary. Provide a description of the impacts and how impacts will be avoided, minimized, or mitigated. Provide the Biological Assessment and Biological Opinion, if required. As detailed in Table 2 of the ERS Environmental Report (Exhibit 2), potential habitat criteria for the wood stork, gopher tortoise, and eastern indigo snake exists within or near the Proposed Project site. However, these species were not observed during site investigations; and while the habitat in the area resembles their preferred conditions, ERS biologists concluded that it lacks true suitability. Therefore, the development and future actions of the Proposed Project will not impact these species directly or indirectly. IPAC included a species list and determination letter. (See Exhibit 2) The determination letter generated by IPAC concluded that the tricolored bat may be affected by the proposed project, however the ERS Environmental Report states that no habitat for the tricolored bat was noted on site. However, to avoid any potential impacts to the tricolored bat, tree removal is recommended to only occur outside of known roosting season for this species. Potential of occurrence due to site habitat may affect the Wood Stork. The USACE Jacksonville District Wood Stork Determination Key (2008) was used to determine the likelihood that the project will affect the species. Due to the lack of onsite suitable foraging habitat, the project is not likely to adversely affect the species (see below). A. Project more than 2,500 feet from a colony site... go to B B. Project does not affect SFH... no effect Due to the distance from the nearest wood stork colony, and the lack of SFH on site, the wood stork will not be affected by the proposed project.	☐	☒
--	--------------------------	-------------------------------------

	YES	NO
Does the project have the potential to take birds protected by the Migratory Bird Treaty Act? Describe steps to avoid, minimize, or mitigate impacts (such as timing windows determined in consultation with the US Fish & Wildlife Service). Although migratory birds are located in the vicinity of 28J, no critical habitats were identified by the U.S. Fish & Wildlife Service's IPAC database or the ERS Environmental Resources Report (Exhibit 2). Additionally, tree removal for the Proposed Project will only occur outside of the nesting season as a mitigation measure to avoid any potential impact to species covered by the Migratory Bird Treaty Act listed within the IPAC report and the ERS Environmental Resources Report. It is possible that migratory birds can fly over the proposed project area or utilize the wooded areas. Due to the active wildlife management plan for birds, absence of any wooded areas of Phase 1, and mobility of these species, it is unlikely that any would be affected by Phase 1 of the proposed project. To ensure that the migratory birds remain unaffected by the proposed project, when Phase 2 is constructed all work of tree removal will be completed outside of nesting season.	☐	☒

5-2.b (4) Other Resources

Items to consider include:

a. Fish and Wildlife Coordination Act	YES	NO
Does the project area contain resources protected by the Fish and Wildlife Coordination Act? If yes, describe any impacts and steps taken to avoid, minimize, or mitigate impacts. No. Based on the fact that no critical habitats are located within the Project Area, per wetlands and wildlife report (Exhibit 2), no resources protected by the Fish and Wildlife Coordination Act are located within the Project Area.	<input data-bbox="1284 428 1323 464" type="checkbox"/>	<input checked="" data-bbox="1360 428 1399 464" type="checkbox"/>

b. Wetlands and Other Waters of the U.S.	YES	NO
Are there any wetlands or other waters of the U.S. in or near the project area? Phase 1: There are no jurisdictional wetland/surface water habitats located within Phase 1 boundaries. All areas proposed for new construction are considered existing airport development described as FLUCFCS Code 811 – Airport. These areas include mowed and maintained areas of the airport and portions of the Taxiway. Phase 2: This area includes approximately 5.2 acres of wetland classified as Wetland Forested Mixed, FLUCFCS 630. Vegetative species found in this habitat includes water oak, red maple (<i>Acer rubrum</i>), sweetgum, swamp tupelo (<i>Nyssa biflora</i>), bald cypress (<i>Taxodium distichum</i>), cabbage palm, saw palm, wax myrtle, fetterbush (<i>Lyonia lucida</i>), cinnamon fern (<i>Osmundastrum cinnamomeum</i>), royal fern (<i>Osmunda regalis</i>), Virginia chain fern (<i>Woodwardia virginica</i>), pipestem (<i>Eriocaulon decangulare</i>), Brazilian pepper (<i>Schinus terebinthifolia</i>), and wooly witchgrass (<i>Dichanthelium scarbriusculum</i>). The wetland boundary was characterized by a steep elevation change, that is expected to be a result of fill from part of the original grading of the airport and side cast from adjacent drainage ditches. The upland cut ditches are maintained drainage ditches associated with the airport drainage network of the taxiways and runways. The vegetation in the ditches includes pipestem, fetterbush, and saw palmetto. The ditches are non-jurisdictional in nature and impacts would not require mitigation, but these areas may provide connection channels from on-site wetlands to existing Traditional Navigable Waterways that are jurisdictional. A permit application for a Clean Waters Act, Section 404 AJD was submitted by the applicant to USACE. The application number is SAJ-2024-04890-EBL. Wetlands were determined to be jurisdictional during the review of the AJD for the project area, therefore Phase 2 of the proposed activities will require an Individual Permit from USACE to proceed. Phase 2 will require an Environmental Resource Permit from SJRWMD for the proposed wetland and surface water impacts. These impacts will require compensatory mitigation for the state and will also require federal mitigation. The applicant has requested reservation contracts for adequate mitigation from Sundew Mitigation Bank which services the project area to assist with the offset these wetland impacts.	☒	☐

Has wetland delineation been completed within the proposed project area? If yes, please provide U.S. Army Corps of Engineers (USACE) correspondence and jurisdictional determination. If delineation was not completed, was a field check done to confirm the presence/absence of wetlands or other waters of the U.S.? If no to both, please explain what methods were used to determine the presence/absence of wetlands. Yes. Wetland delineation was completed. Wetland delineation and subsequent report was submitted to the ACOE to verify the jurisdictional status of the wetlands on site. This report can be found under Exhibit 1 Drainage Report Attachment 4. The ACOE has claimed jurisdiction over wetland within the project area, and therefore a Section 404 Regulatory Permit will be obtained before the project begins.	☒	☐
If wetlands are present, will the project result in impacts, directly or indirectly (including tree clearing)? Describe any steps taken to avoid, minimize or mitigate the impact. Yes. Approximately 5.2 acre of wetland impact and approximately 0.53 acre of upland cut ditch impact are required for Phase 2 of the project. The measures anticipated to minimize and mitigate impacts to wetlands within the project are included, but not limited to the following: - Minimization Measures – Stormwater pond layout designed to minimize wetland impacts. Impacts have been reduced from previously proposed 7.49 acres of wetland and 1.43 acres of upland cut ditches. - Mitigation Measures –The applicant has requested reservation contracts for mitigation from Sundew Mitigation bank, an approved wetland mitigation bank within the basin, to offset all proposed wetland impacts.	☒	☐
Is a USACE Clean Water Act Section 404 permit required? If yes, does the project fall within the parameters of a general permit? If so, which general permit? The wetlands within the project site were claimed as jurisdictional and will require an Individual Clean Water Act Section 404 Permit from USACE prior to the start of project construction. The amount of proposed wetland impact will not qualify for a general permit.	☒	☐
c. Floodplains	YES	NO
Will the project be located in, encroach upon or otherwise impact a floodplain? If yes, describe impacts and any agency coordination or public review completed including coordination with the local floodplain administrator. Attach the FEMA map if applicable and any documentation.	☐	☒

Per the FEMA flood map (Exhibit 5), the project area is located in Zone X. Therefore, it is anticipated that the Proposed Project will have minimal to no impacts on the existing floodplains adjacent to 28J.		
d. Coastal Resources	YES	NO
Will the project occur in or impact a coastal zone as defined by the State's Coastal Zone Management Plan? If yes, discuss the project's consistency with the State's CZMP. Attach the consistency determination if applicable. According to the FDEP Coastal Management Program, the entire state of Florida is located within a coastal zone. According to FDEP, consistency reviews are conducted if a federal agency activity proposes to physically alter coastal resources, direct future agency actions, proposes rulemaking that alters coastal zone uses, or involves Outer Continental Shelf (OCS) leases. The Proposed Project involves the construction and operation of a taxiway, aircraft hangars and an access road. The project does not involve any of the activities requiring a consistency review. Furthermore, Putnam County is not coastal and best management practices for erosion and sedimentation control measures will be put in place. The Proposed Project is not expected to have adverse impacts to coastal resources.	☐	☒
Will the project occur in or impact the Coastal Barrier Resource System as defined by the US Fish and Wildlife Service? Per the Coastal Barrier Resources System (CBRS) database, no coastal barrier resource is located in the Project Area. The nearest CBRS, the Matanzas River (CBRS Unit: P05A) is located approximately 26.6 miles away from the Proposed Project site.	☐	☒
e. National Marine Sanctuaries	YES	NO
Is a National Marine Sanctuary located in the project area? If yes, discuss the potential for the project to impact that resource. Per NOAA National Marine Sanctuaries database, no marine sanctuaries are located in the project area. The closest National Marine Sanctuary to the Proposed Project site is the Gray's Reef National Marine Sanctuary. Located off the coast of Georgia, it is approximately 150 miles northeast of the City of Palatka.	☐	☒
f. Wilderness Areas	YES	NO
Is a Wilderness Area located in the project area? If yes, discuss the potential for the project to impact that resource. No. The Project Area is on existing airport property in an area adjacent to existing developments. Furthermore, no wilderness areas were identified on the USDA Wilderness & Wild and Scenic River Map. Therefore, no wilderness areas will be impacted by the Proposed Project.	☐	☒

g. Farmland	YES	NO
Is there prime, unique, state, or locally important farmland in/near the project area? Describe any significant impacts from the project. Per the United States Department of Agriculture (USDA) farmland map (Exhibit 6), the soils identified in the Project Area are Myakka-Myakka, Placid Fine Sand, and Udorthents soil. The rating for these farmland classification is "Not prime farmland." Therefore, the Proposed Project will not have significant impacts on prime, unique, state of locally important farmland.	☐	☒
Does the project include the acquisition and conversion of farmland? If farmland will be converted, describe coordination with the US Natural Resources Conservation and attach the completed Form AD-1006. N/A	☐	☒
h. Energy Supply and Natural Resources	YES	NO
Will the project change energy requirements or use consumable natural resources either during construction or during operations? The project will be built using standard construction methods, with equipment and vehicles powered by gas or electricity. The pavement will be made from a mix of new materials brought to the site and recycled materials already on-site. The buildings will be made from pre-engineered metal and steel. The facility will operate using standard practices, and the buildings will likely run entirely on electricity. A new electrical connection will be installed from the nearest utility line on Moody Road. LED lighting is planned for the facility. The facility is designed to accommodate jet aircraft using Jet A fuel, but smaller planes using Avgas could also use it.	☒	☐
Will the project change aircraft/vehicle traffic patterns that could alter fuel usage either during construction or operations? During construction, the runway will need to be temporarily closed, which will cause some changes to traffic patterns. However, this is not expected to significantly affect fuel use. After construction, there should be no major impact on how the airfield operates, including no issues with capacity or delays for aircraft waiting to take off or land. Up to 14 new hangars are planned, each designed to hold one large jet, which means the airfield is expected to accommodate up to 14 additional aircraft.	☐	☒

i. Wild and Scenic Rivers	YES	NO
Is there a river on the Nationwide Rivers Inventory, a designated river in the National System, or river under State jurisdiction (including study or eligible segments) near the project? Per the Nationwide Rivers Inventory, the project area is not near a listed state or national river. The nearest federal and state listed wild and scenic river, Wekiva river, is located approximately 70 miles south of the City of Palatka.	☐	☒
Will the project directly or indirectly affect the river or an area within ¼ mile of its ordinary high water mark?	☐	☒
j. Solid Waste Management	YES	NO
Does the project (either the construction activity or the completed, operational facility) have the potential to generate significant levels of solid waste? If so, discuss how these will be managed. Any waste generated during construction, such as cleared trees or other items specified for removal/demolition, shall be hauled away by the Contractor and properly disposed of off site. The Proposed Project is not expected to add significant levels of solid waste to off site facilities. Waste disposal shall meet locate and state solid waste management regulations.	☐	☒

5-2.b(5) Disruption of an Established Community

	YES	NO
Will the project disrupt a community, planned development or be inconsistent with plans or goals of the community? The Proposed Project will occur on airport property and is consistent with the plans and goals of the community for airport development. Therefore, the Proposed Project will not disrupt the community or planned development.	☐	☒
Are residents or businesses being relocated as part of the project? The Proposed Project will not require relocation of residents or businesses as it is wholly located on airport property.	☐	☒

5-2.b(7) Surface Transportation

	YES	NO
Will the project cause a significant increase in surface traffic congestion or cause a degradation of level of service provided? Proposed Project is not anticipated to increase surface traffic. The proposed facility is intended to include a maximum of fourteen new private use aircraft storage hangars. Since the proposed hangars are for private use, not for commercial uses open to public access, it is anticipated that the additional traffic generated will be minimal. It is anticipated that there will be no significant traffic impact or degradation of level of service on Moody Road and other adjoining local roads. The proposed access road improvements will meet all local, state and federal requirements.	☐	☒
Will the project require a permanent road relocation or closure? If yes, describe the nature and extent of the relocation or closure and indicate if coordination with the agency responsible for the road and emergency services has occurred. The Proposed Project will not require a permanent road relocation or closure.	☐	☒

5-2.b(8) Noise

	YES	NO
Will the project result in an increase in aircraft operations, nighttime operations, or change aircraft fleet mix? The construction of the taxiway, is not expected to directly increase aircraft operations. However, it represents the initial step in a broader initiative that includes the installation of 14 small jet hangars. As such, while the immediate project does not directly alter aircraft operations, it indirectly facilitates future increases due to the anticipated expansion of jet hangar capacity. This expansion is likely to attract more aircraft, thereby indirectly increasing the overall aircraft operations and a change in aircraft fleet mix.	☒	☐
Will the project cause a change in airfield configuration, runway use, or flight patterns either during construction or after the project is implemented? The proposed project will result in temporary and permanent changes to the airfield configuration. During the construction phase, Runway 9-27 may be temporarily closed to facilitate the installation of new taxiway connectors. This closure is essential to ensure safety and operational efficiency as construction proceeds. Upon completion of the project, a new taxiway will be established, providing direct access to the threshold of Runway 27.	☒	☐
Does the forecast exceed 90,000 annual propeller operations, 700 annual jet operations or 10 daily helicopter operations or a combination of the above? If yes, a noise analysis may be required if the project would result in a change in operations. The most recent Airport Master Plan, completed in 2011, projected a total of 54,786 operations by the year 2030; however, it did not provide a breakdown of annual jet operations. Recognizing the limitations and outdated nature of this forecast, a new, more detailed forecast has been developed. This updated approach began with downloading the existing Terminal Area Forecast (TAF) for 28J, followed by a trend analysis of both based aircraft and total operations. After calculating the compound average growth rate (CAGR), existing VirTower data was analyzed to identify based aircraft and total operations. The TAF trend CAGRs were then applied to these counts to refine the forecast. A forecast memorandum can be found in Exhibit 10. This comprehensive method anticipates a total of 58,509 operations by the year 2044, including 813 jet operations.	☒	☐

	YES	NO
Has a noise analysis been conducted, including but not limited to generated noise contours, a specific point analysis, area equivalent method analysis, or other screening method. If yes, provide that documentation. Yes – An Area Equivalent Method (AEM) analysis was conducted in response to the future operations. The initial step in this analysis involved utilizing existing VirTower data to establish a baseline noise profile. Subsequently, the forecasted changes in aircraft operations through 2044 were analyzed, calculating the percentage change in operations from the base year to 2044. This percentage was then applied to the noise profiles of each aircraft type using the airport. The comprehensive AEM analysis concluded that the forecasted increase in aircraft operations by 2044 would not result in significant noise impact on the surrounding community. Furthermore, the AEM analysis can be found within exhibit 8.	☒	☐
Could the project have a significant impact (DNL 1.5 dB or greater increase) on noise levels over noise sensitive areas within the 65+ DNL noise contour? The comprehensive review of the Area Equivalent Method (AEM) analysis has concluded that the proposed project is unlikely to significantly impact noise levels in noise-sensitive areas. Specifically, the analysis shows that the projected aircraft operations will result in a 6.4% change in the area for 65 DNL. According to guidelines, if the percentage difference due to changes is less than 17%, no further study is warranted. Based on these detailed assessments of forecasted aircraft operations and their corresponding noise profiles compared to baseline conditions, further study of the proposed project is not necessary. Therefore, it is not expected to adversely affect noise sensitive areas within the 65+ DNL noise contour.	☐	☒

5-2.b(9) Air Quality

	YES	NO
Is the project located in a Clean Air Act non-attainment or maintenance area? Based on the Environmental Protection Agency (EPA) database, the project area is located in an attainment area.	☐	☒
If yes, is it listed as exempt, presumed to conform or will emissions (including construction emissions) from the project be below <i>de minimis</i> levels (provide the paragraph citation for the exemption or presumed to conform list below, if applicable) Is the project accounted for in the State Implementation Plan or specifically exempted? Attach documentation.	☐	☒

	YES	NO
Does the project have the potential to increase landside or airside capacity, including an increase of surface vehicles? The access road improvements will increase vehicular landside capacity and result in some additional traffic trips to the airport; however, as mentioned above, the additional traffic generated will not be significant. There will be some added aircraft operations due to the aircraft using the new hangars. There will be a maximum of 14 new hangars, intended to house 14 large jets; the additional aircraft operations generated are not anticipated to have any significant impact on the operational capacity of Runway 9-27 or the existing Airport taxiway system.	☐	☒
Could the project impact air quality or violate local, State, Tribal or Federal air quality standards under the Clean Air Act Amendments of 1990 either during construction or operations? No air quality impacts are expected from the Proposed Project.	☐	☒

5-2.b (10) Water Quality

	YES	NO
Are there water resources within or near the project area? These include groundwater, surface water (lakes, rivers, etc.), sole source aquifers, and public water supply. If yes, provide a description of the resource, including the location (distance from project site, etc.). Based on the EPA Sole Source Map, sole source aquifers are not located near the Project Area or 28J. Furthermore, there are no streams, lakes or rivers located within the Project Area. There is an existing upland cut ditch located along the existing airfield perimeter. The ditch is proposed to be realigned/rerouted to run along the southern edge of the proposed development, connecting back to the existing ditch at the western and eastern limits of the project.	☐	☒
Will the project impact any of the identified water resources either during construction or operations? Describe any steps that will be taken to protect water resources during and after construction. N/A	☐	☒
Will the project increase the amount or rate of stormwater runoff either during construction or during operations? Describe any steps that will be taken to ensure it will not impact water quality. The Proposed Project and stormwater management facility is designed and permitted to meet the requirements of the St. Johns River Water Management District and Florida Department of Environmental Protection. As such the amount and rate of	☐	☒

	YES	NO
runoff for the design storm (25 year, 24 hour) is required to be less in the post-development condition than the pre-development condition; therefore, there is no proposed increase in the amount or rate of stormwater runoff. Also, the proposed stormwater management facility is designed to store and infiltrate the required stormwater treatment volume which insures that water quality standards will be maintained. See the Drainage Report included in Exhibit 1 attachment for further information.		
Does the project have the potential to violate federal, state, tribal or local water quality standards established under the Clean Water and Safe Drinking Water Acts? The Proposed Project is not anticipated to violate federal, state, tribal or local water quality standards.	☐	☒
Are any water quality related permits required? If yes, list the appropriate permits. N/A	☐	☒

5-2.b(11) Highly Controversial on Environmental Grounds

	YES	NO
Is the project highly controversial? The term "highly controversial" means a substantial dispute exists as to the size, nature, or effect of a proposed federal action. The effects of an action are considered highly controversial when reasonable disagreement exists over the project's risks of causing environmental harm. Mere opposition to a project is not sufficient to be considered highly controversial on environmental grounds. Opposition on environmental grounds by a federal, state, or local government agency or by a tribe or a substantial number of the persons affected by the action should be considered in determining whether or not reasonable disagreement exists regarding the effects of a proposed action. No, the Proposed Project is not considered "highly controversial".	☐	☒

5-2.b(12) Inconsistent with Federal, State, Tribal or Local Law

	YES	NO
Will the project be inconsistent with plans, goals, policy, zoning, or local controls that have been adopted for the area in which the airport is located? Proposed Project is consistent with airport goals, policies and locally adopted zoning regulations.	☐	☒

	YES	NO
Is the project incompatible with surrounding land uses?	☐	☒
Proposed Project is compatible with surrounding land uses.		

5-2 .b (13) Light Emissions, Visual Effects, and Hazardous Materials

a. Light Emissions and Visual Effects	YES	NO
Will the proposed project produce light emission impacts? The Proposed Project includes new taxiway edge, taxiway sign lighting, and hangar lighting. There may be some access road lighting also. Since the proposed project is not located directly adjacent to any other abutting facilities, the new lighting will have no impact on any other uses adjacent to the Airport. The proposed hangars and access road are approximately 500 feet from the Moody Road right-of-way to the east and 500 feet from the Skeet Club tenant to the south. The existing airfield is to the north and west.	☐	☒
Will there be visual or aesthetic impacts as a result of the proposed project and/or have there been concerns expressed about visual/aesthetic impacts? Proposed Project is not anticipated to cause visual/aesthetic impacts and will be consistent with other developments on the Airport. The nearest residence, Kay Larkin Apartments, is located approximately 0.61 miles from to the Proposed Project. The Proposed Project is visually and aesthetically in character with the rest of the Airport and will not create any new visual or aesthetic impacts to any adjacent property. Additionally, the nearest residences are not expected to experience light or visual impacts due to the presence of forested habitat and existing airport features that provide a buffer between them and the proposed project.	☐	☒
b. Hazardous Materials	YES	NO
Does the project involve or affect hazardous materials? Proposed Project will not involve or affect hazardous materials.	☐	☒
Will construction take place in an area that contains or previously contained hazardous materials? No. Per the National Priorities List (NPL) database, there are no hazardous sites identified within the Project Area.	☐	☒
If the project involves land acquisition, is there a potential for this land to contain hazardous materials or contaminants? N/A	☐	☒

Will the proposed project produce hazardous and/or solid waste either during construction or after? If yes, how will the additional waste be handled? Any solid waste encountered will be disposed of in the appropriate landfill	☐	☒
--	--------------------------	-------------------------------------

5-2 .b (14) Public Involvement

	YES	NO
Was there any public notification or involvement? If yes, provide documentation. Yes. The Proposed Project, in regard to funding appropriation, was presented publicly in the City of Palatka Commission meeting, where Resolution NO. 2024-R-08 was executed on January 11, 2024. See Exhibit 7.	☒	☐

5-2 .b (15) Indirect/Secondary/Induced Impacts

	YES	NO
Will the project result in indirect/secondary/induced impacts? No negative indirect, secondary or induced impacts are anticipated. However, the Proposed Action will have positive economic impacts such as improving taxi operations at 28J, and providing access to Runway 27.	☒	☐
When considered with other past, present, and reasonably foreseeable future projects, on or off airport property and regardless of funding source, would the proposed project result in a significant cumulative impact? Proposed Action will not result in significant cumulative impacts. The Proposed Action will be included in a pen and ink change of the current ALP.	☐	☒

Permits

List any permits required for the proposed project that have not been previously discussed. Provide details on the status of permits.

SJRWMD Permit

To address state permitting requirements under the Florida Statewide Environmental Resource Permitting program (ERP) (Chapter 62-330, Florida Administrative Code), the City of Palatka has initially applied for an ERP and Conceptual Permit (CP) at the St. Johns River Water Management District (SJRWMD) on October 3, 2024 for the Proposed Action. The Proposed Action will be broken into two phases. The CP application will address proposed wetland impacts, wetland mitigation, and preliminary stormwater management engineering requirements for the entire project area. It is anticipated that the Phase 1 project area will not contain any wetland impacts but will require approval and construction of a stormwater management plan to meet ERP rule requirements.

Phase 2 of the project will require a future ERP construction phase permit to address stormwater management requirements for the additional development area and to implement the mitigation plan for wetland impacts as approved under the CP.

The SJRWMD CP and ERP Application numbers are 46836-27 and 46836-28, respectively.

Section 404 Permit

The Section 404 Regulatory Program falls under the Clean Water Act (CWA) and is administered by the U.S. Army Corps of Engineers (USACE) in coordination with the Environmental Protection Agency (EPA). It regulates the discharge of dredged or fill material into "waters of the United States" (WOTUS), which includes certain wetlands, streams, rivers, and other aquatic features.

Since the project area contains USACE-jurisdictional wetlands, a Section 404 permit is required before any construction that involves filling, grading, or excavation within these wetlands. This permit ensures that the project complies with federal environmental regulations.

Environmental Commitments

List all measures and commitments made to avoid, minimize, mitigate, and compensate for impacts on the environment, which are needed for this project to qualify for a CATEX.

Yes. To ensure that migratory birds and bat species remain unaffected by the proposed project, when Phase 2 is constructed all work of tree removal will be completed outside of nesting season for migratory birds and roosting season for bats

Additionally, several measures are anticipated to minimize and mitigate impacts to wetlands within the project area:

- Minimization Measures – Stormwater pond layout designed to minimize wetland impacts.
- Mitigation Measures – Payment into an approved wetland mitigation bank will be made to offset all proposed wetland impacts.

Preparer Information

Point of Contact: Chris Johnson, Passero Associates		
Address: 4730 Casa Cola Way, Suite 200		
City: St. Augustine	State: FL	Zip Code: 32095
Phone: 904-224-7084	Email Address: cjohnson@passero.com	

Signature:  Date: 11/15/2024

Airport Sponsor Information and Certification (may not be delegated to consultant)

Provide contact information for the designated sponsor point of contact and any other individuals requiring notification of the FAA decision.

Point of Contact: Yul McNair, Airport Manager		
Address: 4015 Reid St, HWY 100		
City: Palatka	State: FL	Zip Code: 32177
Phone Number: 386-329-0148	Email Address: ymcnair@palatka-fl.gov	
Additional Name(s):	Additional Email Address(es):	

I certify that the information I have provided above is, to the best of my knowledge, correct. I also recognize and agree that no construction activity, including but not limited to site preparation, demolition, or land disturbance, shall proceed for the above proposed project(s) until FAA issues a final environmental decision for the proposed project(s) and until compliance with all other applicable FAA approval actions (e.g., ALP approval, airspace approval, grant approval) has occurred.

Signature:  Date: 11-12-24

FAA Decision

Having reviewed the above information, it is the FAA's decision that the proposed project (s) or development warrants environmental processing as indicated below.

Name of Airport, LOC ID, and location: Palatka Key Larkin Airport (28J), Palatka, FL

Project Title: Taxiway E Construction

☒ No further NEPA review required. Project is categorically excluded per 1050.1.F CATEX 5-6.4(e)

☐..An Environmental Assessment (EA) is required.

☐..An Environmental Impact Statement (EIS) is required.

☐..The following additional documentation is necessary for FAA to perform a complete environmental evaluation of the proposed project.

Name: Heather Chasez

Title: Environmental Protection Specialist

Responsible FAA Official

Signature: HEATHER CHASEZ

Digitally signed by
HEATHER CHASEZ
Date: 2025.05.08
10:11:09 -04'00'

Date:

Airport Sponsor
Address
City, ST ZIP

Date

Ms. Jenny Iglesias-Hamann, FAA ORL-ADO
Community Planner
Federal Aviation Administration
Orlando Airports District Office
8427 SouthPark Circle, Suite 524
Orlando, FL 32819

Dear Ms. Iglesias-Hamann,

Subject: Palatka Municipal Airport; Palatka, FL
FY 2026 Airport Improvement Program

In accordance with our established 3-year Capital Improvement Plan (CIP), enclosed please find the 2026 pre-application(s) for the following project:

1. Taxiway E Phase 1 (Construction)

The following items are enclosed for each of the above projects in the grant pre-application(s):

- ✓ Airport Grant Pre-Application Checklist
- ✓ Detailed Project Information Sheet
 - Description and Justification
 - Special Circumstances
 - Project Funding
 - Project Cost Estimate
 - Project Preliminary Checklist
 - Proposed Project Schedule
 - Project Sketch
- ✓ Environmental Determination Documentation for each project

At this time, we are requesting \$1,150,000.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in our federal funding request may jeopardize funding for the enclosed project (s). An application based on bids or negotiated agreement is expected to be submitted to the ADO by the established deadline issued by the Federal Register Notice (FRN) or by the ADO.

Sincerely,

Marcia Carty, CPA, CGFO
City Manager

Cc: Yul McNair, Airport Manager
Chasity Clark, FAA Program Manager
Chirstina Nalsen, FDOT Aviation Coordinator
Matthew Singletary, Passero Associates

Adopt Resolution 2025-R-144 Approving the Submission of the FY 2026 FAA Pre-Application for the Transient Aircraft Parking Apron Construction at Palatka Municipal Airport

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission is requested to approve the submission of the FY 2026 FAA Pre-Application for the construction of the **Transient Aircraft Parking Apron (North Terminal Apron)** at the Palatka Municipal Airport and to authorize the Mayor or City Manager to sign the required documents for submission to the FAA.

BACKGROUND

The City of Palatka, in coordination with Passero Associates, has been working on the design and planning of the Transient Aircraft Parking Apron at the Palatka Municipal Airport. The design phase was previously funded through an FAA grant. The construction phase is the next step in the project's implementation.

In recent years, FAA pre-applications have been brought before the City Commission for formal approval prior to submission. This ensures transparency, compliance with FAA requirements, and alignment with the City's long-term airport development goals.

PROJECT ANALYSIS

The Transient Aircraft Parking Apron project is a continuation of a previously funded design phase and is part of the City's approved Capital Improvement Plan (CIP). The project will provide additional aircraft parking capacity, improve operational efficiency, and support increased aviation activity at the airport.

The pre-application includes all required FAA documentation, including project justification, cost estimates, environmental documentation, and a proposed schedule. The estimated federal funding request is \$245,215.00, based on the negotiated agreement and consistent with the CIP submitted to the FAA.

Submitting the pre-application by the FAA's October 5, 2025 deadline ensures the City remains eligible for FY 2026 Airport Improvement Program (AIP) funding.

Staff Recommendation

Staff recommends approval of **Resolution 2025-R-144**, authorizing the submission of the FY 2026 FAA Pre-Application for the Transient Aircraft Parking Apron Construction project and authorizing the Mayor or City Manager to sign the necessary documents.

ATTACHMENTS

1.	FY-26 FAA Pre-Application 28J Transient Apron Rehab Construct
2.	Pre-App Cover Letter Sample (Apron)
3.	144. Resolution 2025-R-144 Federal Aviation



**Federal Aviation Administration (FAA)
Orlando Airports District Office (ADO)**

Airport Grant Pre-application Checklist

(COMPLETE ONE CHECKLIST PER PROJECT REQUEST)

Airport: Palatka Municipal Airport (28J)

Sponsor: City of Palatka, FL

City, State: Palatka, Florida

Date of Pre- Application: September 30, 2024

☐ **We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)**

Items Required with Pre-application (select N/A only if item is not applicable to the project)

No.	Document	Yes	N/A
1.	Cover Letter	☒	
2.	Detailed Project Information Sheet (one sheet per project item)	☒	
a.	Project Description and Justification (<i>include Scope of Work for all projects, and negotiated agreements as applicable</i>)	☒	
b.	Special Circumstances (Request for Force Account, Price Escalation, etc.)	☐	☒
c.	Project Funding Plan (include alternative funding plan that excludes discretionary)	☒	
d.	Project Cost Estimate (attach Independent Fee Estimate (IFE), detailed line-item estimate, and/or bid tabs as applicable)	☒	
e.	Project Preliminary Checklist	☒	
f.	Proposed Project Schedule	☒	
g.	Project Sketch	☒	☐
3.	Environmental Determination Documentation (per project item)	☒	

Marcia Carty, City Manager

Sponsor's Designated Official Representative (Type or Print)

Sponsor's Designated Official Representative (Signature)

Date

The purpose of this checklist is to identify some of the requirements associated with requesting federal funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the pre-application package. **Note the SF 424 and 5100 forms are still required components of the grant application package.**

Project No. 1: Detailed Project Information Sheet

Airport : Palatka Municipal Airport (28J)
City, ST: Palatka, FL
Unique Entity ID/TAX ID No. MHECM2CHHAD1 / 59-6000401
SAM Expiration Date: 12/27/2025
Project Title: Transient Aircraft Parking Apron (Construct)

Project Description:

This project includes the expansion of transient aircraft parking apron pavement in north terminal area 3400 SY (Base Bid 2210 SY, Bid Additive 1380SY) and associated stormwater improvements. The overall project (non-FAA funded) also includes a new City-owned/operated aircraft storage hangar.

Project Justification:

The existing terminal apron has limited capacity to service transient aircraft that arrive and depart from 28J; when one large corporate jet or two small to medium corporate jets are present at the Terminal apron, there is little to no space to accommodate any other aircraft. Additional transient aircraft parking apron space is needed to meet the current demand, and to support City-owned/operated FBO aircraft storage hangar.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

☒ Yes ☐ No (explain below)

Special Circumstances (check if applicable to the project): NONE

Project Funding:

Total Cost (100%)	FAA Share (95%)	State (4%)	Local (1%)
\$258,121.00	\$245,215.00	\$10,325.00	\$2,581.00

Type of Funding Proposed (FAA Share Only)			
Fund Type ¹	Funds Available	Funds to be Used	Funds Remaining
NP Entitlement FY 25	\$95,215.00	\$95,215.00	\$0.00
NP Entitlement FY 26	\$150,000.00	\$150,000.00	\$0.00
Total	\$245,215.00	\$245,215.00	\$0.00

Alternate Funding Plan: *Discretionary funding is not being requested for this project.*

¹ P = Primary; PN = Primary Non-Hub; NP = Non-Primary; C = Cargo; D = Discretionary; AIG = IIJA Airport Infrastructure Grants; ATP = IIJA Airport Terminal Program; FY = Fiscal Year

Project Cost Estimate Breakdown Summary:***Attach detailed, line-item cost estimates for the project.**

Transient Aircraft Parking Apron (Construct)	Cost (100%)	FAA (95%)
Construction	\$258,121.00	\$245,215.00
Subtotal Amount	\$258,121.00	\$245,215.00
Total Estimated Project Cost (100%)	\$258,121.00	
Total FAA Share Cost (95%)	\$245,215.00	

**NOTE: FAA does not participate in allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

Project Preliminary Checklist:

Document Pre-requisites	Dates	
Date of FAA Approved ALP*	9/19/2018	
Date of last 5010, Airport Master Record verification for data corrections*	11/7/2019	
Date of most recent FAA accepted Exhibit "A" Property Inventory Map* (Provide the date from the information block on the Map) (attach Exhibit "C", Title of Opinion)	9/19/2018	
Date of Environmental Determination*	2/12/2025	
Date of last Airport Pavement Maintenance Program*	1/1/2024	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities?	Yes	No
Does the project impact FAA facilities?	☐	☒
Changes or Request to Runway Procedures per ALP?	Yes	No
Does the project impact existing and/or require new procedures?	☐	☒

* Required for all projects

Project: Transient Aircraft Parking Apron (Construct)

PROPOSED PROJECT SCHEDULE

<u>Proposed Project Schedule:</u>	<u>Dates:</u>
Selection of Consultant	5/24/2024
Terminal Proration - Public Space Analysis Submittal to ADO Planner	N/A
Alternative Delivery Method Request and Justification Submittal to ADO Engineer	N/A
Pre-design Conference	9/1/2025
CSPP and Airspace Coordination in iOE/AAA ²	11/1/2025
Completion of Plans, Specifications and Engineer's Report	12/1/2025
Submit Plans, Specifications and Engineer's Report to FAA ³	12/1/2025
Advertisement of Project for Bids	1/1/2026
Bid Opening	2/1/2026
Bid Tabulation Submittal and Recommendation of Award	3/1/2026
Application Submittal to FAA ADO Engineer	3/1/2026
Grant Offer	7/1/2026
Execution of FAA Grant	7/1/2026
Pre-construction Conference	8/1/2026
Notice to Proceed to Contractor ⁴	9/1/2026
Substantial Completion of Construction	3/1/2027
Final Inspection	3/1/2027
Project Close-Out ⁵	4/1/2027

Preapplications are to be sent to your ADO Planner, copying your ADO Engineer

² Coordination of CSPP and airspace in iOE/AAA shall be completed / determined before grant application submittal for construction projects. Design only, and environmental grants have CSPP submitted during the construction phase of the project. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

³ For any construction grants, Plans, Specs & the Engineer's Report must be submitted to the ADO PM for review, coordination and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items.

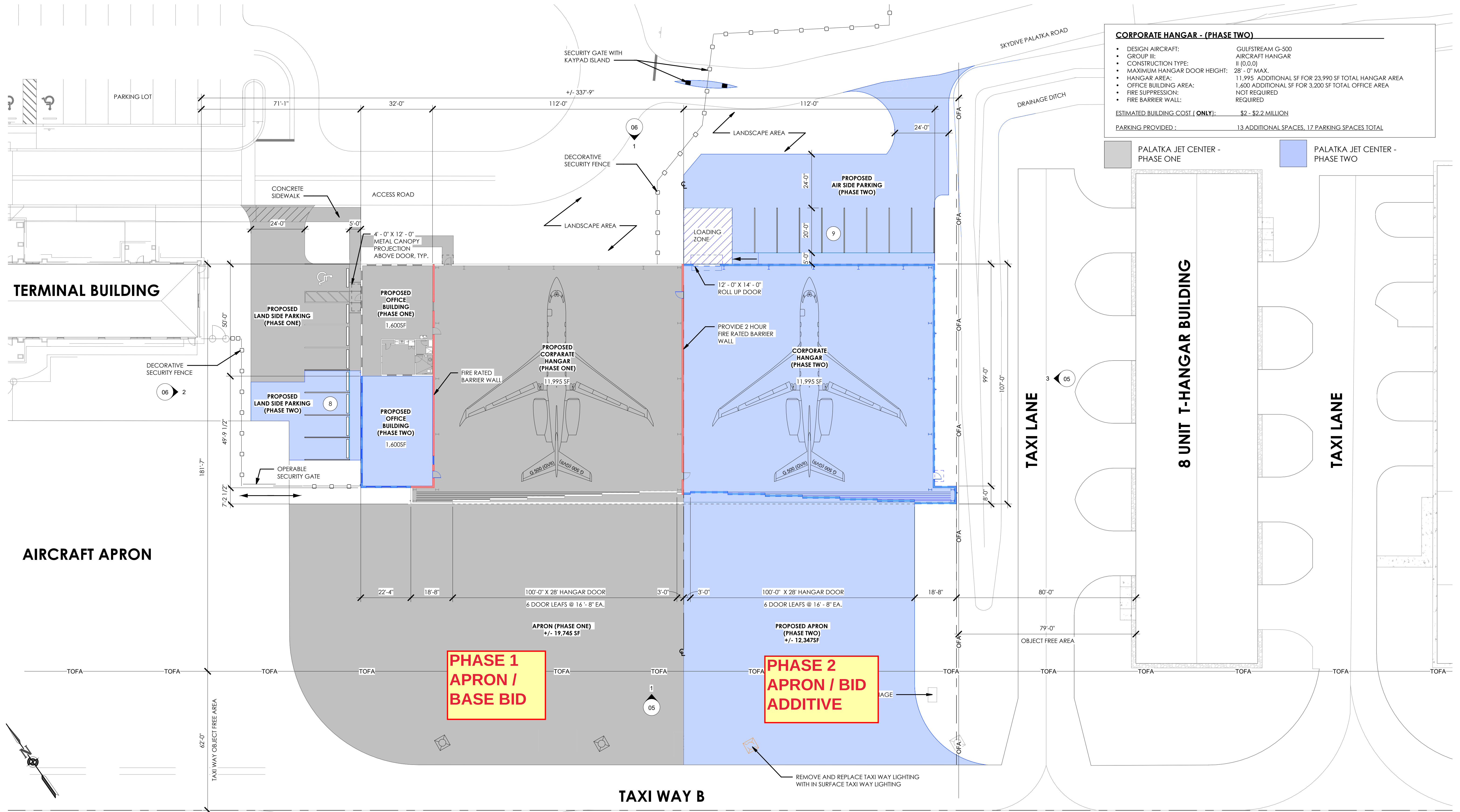
⁴ Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

⁵ Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. Refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.

Engineer's Opinion of Probable Cost

Phase 1 Apron				
Area	19745 SF			
ASPHALT APRON				
Item	quantity	unit	unit price	total
12" SSG	2305	SY	\$10	\$23,050
8" Limerock	2249	SY	\$30	\$67,462
4" P-401	510	Ton	\$200	\$102,016
Excavation	914	CY	\$30	\$27,424
			TOTAL	\$219,951

TOTAL BUDGET \$258,121



NORTH TERMINAL APRON EXPANSION **PALATKA MUNICIPAL AIRPORT (28J)**

24000010.0075
JUNE ,2025
PALATKA, FL

02
CONCEPT 1



Categorical Exclusion (CATEX) Document for the Proposed
Taxiway E Project at Palatka Municipal Airport/Lt. Kay Larkin
Field

November, 2024

APPENDIX A. DOCUMENTED CATEX

Airport sponsors may use this form for projects eligible for a categorical exclusion (CATEX) that have greater potential for extraordinary circumstances or that otherwise require additional documentation, as described in the Environmental Orders (FAA Order 1050.1F and FAA Order 5050.4B).

To request a CATEX determination from the FAA, the sponsor should review potentially affected environmental resources, review the requirements of the applicable special purpose laws, and **consult with the Airports District Office or Regional Airports Division Office staff** about the type of information needed. The form and supporting documentation should be completed in accordance with the provisions of FAA Order 5050.4B, paragraph 302b, and submitted to the appropriate FAA Airports District/Division Office. The CATEX cannot be approved until all information/documentation is received and all requirements have been fulfilled.

Name of Airport, LOC ID, and location:

Palatka Kay Larkin Airport (28J)

Project Title:

Taxiway E Construction

Give a brief, but complete description of the proposed project, including all project components, justification, estimated start date, and duration of the project. Include connected actions necessary to implement the proposed project (including but not limited to moving NAVAIDs, change in flight procedures, haul routes, new material or expanded material sources, staging or disposal areas). Attach a sketch or plan of the proposed project. Photos can also be helpful.

The Project involves building about 2,400 feet of new asphalt taxiway and 2,000 feet of new asphalt access road. Between the taxiway and the road, there will be space for tenants to develop hangars, with up to 75% of the area allowed to have paved surfaces like buildings, parking, and aircraft aprons. It is expected that 12 to 14 new hangars will be built along the taxiway once everything is complete. The project sketch and plans can be found in Exhibit 1.

The Airport/City plans to build the basic infrastructure first, including the taxiway, access road, drainage, stormwater systems, and utilities. They will then lease the land to individuals or companies who will construct their own hangars and parking areas.

The Project will be done in two phases. Phase 1 covers the eastern part of the site, staying within the already cleared airfield to avoid impacts like relocating ditches or fences, clearing land, or affecting wetlands. Phase 2 includes the rest of the project and will involve moving ditches and fences, clearing land, and impacting wetlands.

The taxiway will have new edge lights, but no other navigation aids (NAVAIDs) will be added or affected. Flight procedures will not change as part of this Project.

Access to the site will be from Moody Road using an existing road near the fire station. Materials will be stored and staged within the secured airfield perimeter. Construction will use standard materials brought in from elsewhere, along with some soil and limerock from the site.

See attached Drainage Report and Engineering Plans for further information on the proposed scope of work and Phasing (Exhibit 1 of attachments).

Give a brief, but complete, description of the proposed project area. Include any unique or natural features within or surrounding airport property.

Most of the Project site is part of a cleared section of the airfield. Over the years, much of the old runway and taxiway pavement in this area has been removed, although some aging pavement still remains within the project boundary. The middle and southern parts of the site are wooded and contain wetlands. A ditch and the Airport's perimeter security fence separate the cleared airfield from the wooded area.

Most of the site's water drains toward the ditch along the southern edge of the cleared airfield. Some of the site drains into existing storm sewer inlets located at both the east and west ends of the Project Area. From there, water flows east toward Moody Road and then north to Rice Creek and the St. Johns River.

For more details, refer to the attached Pre-Development Drainage Map, site topographic survey, and Project plans (Exhibit 1 of attachments).

Identify the appropriate CATEX paragraph(s) from Order 1050.1F (paragraph 5-6.1 through 5-6.6) or 5050.4B (Tables 6-1 and 6-2) that apply to the project. Describe if the project differs in any way from the specific language of the CATEX or examples given as described in the Order.

5-6.4e. Categorical Exclusions for Facility Siting, Construction, and Maintenance.

This paragraph pertains to Federal assistance for ALP update and approval for construction/reconstruction projects where airfield pavement and buildings (i.e., aprons, taxiways, hangars) will be constructed.

The circumstances one must consider when documenting a CATEX are listed below along with each of the impact categories related to the circumstance. Use FAA Environmental Orders 1050.1F, 5050.4B, and the Desk Reference for Airports Actions, as well as other guidance documents to assist you in determining what information needs to be provided about these resource topics to address potential impacts. Keep in mind that both construction and operational impacts must be included. Indicate whether or not there would be any effects under the particular resource topic and, **if needed**, cite available references to support these conclusions. Additional analyses and inventories can be attached or cited as needed.

5-2.b(1) National Historic Preservation Act (NHPA) resources

	YES	NO
Are there historic/cultural resources listed (or eligible for listing) on the National Register of Historic Places located in the Area of Potential Effect? If yes, provide a record of the historic and/or cultural resources located therein and check with your local Airports Division/District Office to determine if a Section 106 finding is required. Based on the National Register of Historic Places (NRHP) there are no listed or eligible historic/cultural resources listed for the Airport. The Florida Master Site File indicates that there are no listed or eligible nearby historical or archaeological sites in nearby proximity to the Proposed Project. In addition, according to the NRHP, there have been no known archeological studies conducted nearby or within the Project Action site. The closest NRHP listed site, located approximately 2.9 miles from the Proposed Project is known as the Florida SP Central Academy (Central Academy). Central Academy, which opened in 1892, is known as the oldest surviving school for African Americans in Florida, symbolizing the progress and challenges of African American education in the late 19th and early 20th centuries. The Proposed Project is located approximately 2.9 miles away from the site, ensuring that no impacts will occur due to this distance.	☐	☒
Does the project have the potential to cause effects? If yes, describe the nature and extent of the effects. The Proposed Project is located approximately 2.9 miles away from the Central Academy site, ensuring that no impacts will occur due to this distance. Additionally, the Florida State Historic Preservation Officer has reviewed the proposed project under Section 106 of the National Historic Preservation Act and determined it is unlikely to affect historic properties. However, if any historic or prehistoric artifacts or unmarked human remains are discovered during project activities, work must cease immediately, and the Florida Department of State, Division of Historical Resources, must be contacted before resuming. See Exhibit 9 for a determination letter from the Florida State Historic Preservation Officer.	☐	☒
Is the project area undisturbed? If not, provide information on the prior disturbance (including type and depth of disturbance, if available) The Proposed Project Area is located on-airport property. The majority of the Proposed Project will take place on previously disturbed land used for the Airport operations. Much of the location of this Project site is regularly mowed for Airport maintenance. In Phase 2 of the Project, 5.2 acres of undisturbed area will be impacted for ditch relocation, fence relocation, and clearing.	☐	☒

	YES	NO
Will the project impact tribal land or land of interest to tribes? If yes, describe the nature and extent of the effects and provide information on the tribe affected. Consultation with their THPO or a tribal representative along with the SHPO may be required. Based on the Environmental Protection Agency Online Database (Enviromapper) there are no tribal lands or lands of interest in the vicinity of the Project Area, and 28J.	☐	☒

5-2.b(2) Department of Transportation Act Section 4(f) and 6(f) resources

	YES	NO
Are there any properties protected under Section 4(f) (as defined by FAA Order 1050.1F) in or near the project area? This includes publicly owned parks, recreation areas, and wildlife or waterfowl refuges of national, state or local significance or land from a historic site of national, state or local significance. Per the National Parks database, there are no facilities designated as 4(f) (e.g., publicly owned parks, recreation or waterfowl refuges) in the project area or at 28J. The closest 4(f) property, Ravine Gardens State Park, is located approximately 3.4 miles from the Proposed Project site. The Proposed Project will not result in noise impacts to Ravine Gardens State Park due to its significant distance from the site. Additionally, construction-related noise levels will remain consistent with the ambient noise typical of the airport where the Proposed Project is located, minimizing any disruptions to surrounding areas.	☐	☒
Will project construction or operation physically or constructively "use" any Section 4(f) resource? If yes, describe the nature and extent of the use and/or impacts, and why there are no prudent and feasible alternatives. See 5050.4B Desk Reference Chapter 7. The construction and operation of the Proposed Project will not physically or constructively use any Section 4(f) resources. The Project avoids direct impacts to protected properties and does not introduce substantial noise, light, or other disturbances that would impair their intended use. As such, the project complies fully with Section 4(f) requirements.	☐	☒

	YES	NO
Will the project affect any recreational or park land purchased with Section 6(f) Land and Water Conservation Funds? If so, please explain, if there will be impacts to those properties. No. The property in the project area was not purchased with funding assistance under the Land and Water Conservation Fund State Assistance Program. The nearest Section 6(f) property is located a significant distance away, and is approximately 1.13 miles from the Proposed Project Site. Therefore, Section 6(f) does not apply to this project and no noise, air quality or visual impacts to Section 6(f) properties will occur.	☐	☒

5-2.b(3) Threatened or Endangered Species

	YES	NO
Are there any federal or state listed endangered, threatened, or candidate species or designated critical habitat in or near the project area? This includes species protected by individual statute, such as the Bald Eagle. The U.S. Fish & Wildlife Service Information for Planning and Consultation Database (IPAC) was utilized to identify any federally listed endangered, threatened, or candidate species or designated critical habitat in or near the Proposed Project. IPAC identified no critical habitats within the area. However, the tricolored bat (<i>Perimyotis subflavus</i>), eastern black rail (<i>Laterallus jamaicensis</i> spp), everglade snail kite (<i>Rostrhamus sociabilis plumbeus</i>), red-cockaded woodpecker (<i>Dryobates borealis</i>), whooping crane (<i>Grus americana</i>), eastern indigo snake (<i>Drymarchon couperi</i>), monarch butterfly (<i>Danaus plexippus</i>) and etonia rosemary (<i>Conradina etonia</i>) were all identified as species of potential concern for the area. A species list can be found in Exhibit 2. SES Environmental Resource Solutions LLC (ERS) was consulted for an Environmental Resources Report of the Proposed Project area. This survey includes both federal and state listed species that could potentially occur within the Proposed Project Area or immediate vicinity and can be found listed under Table 2 of the ERS Environmental Report. (See Exhibit 2). Table 2 has been revised to include all IPaC results from the project area. The Tricolored Bat (<i>Perimyotis subflavus</i>), Wood Stork, (<i>Mycteria americana</i>), Eastern black rail (<i>Laterallus jamaicensis</i> spp. <i>Jamaicensis</i>), Everglade snail kite (<i>Rostrhamus sociabilis plumbeus</i>), red-cockaded woodpecker (<i>Dryobates borealis</i>), whooping crane (<i>Grus americana</i>), Monarch Butterfly (<i>Danaus plexippus</i>), and Etonia Rosemary (<i>Conradina etonia</i>) were all identified by IPaC to have potential within the project area. There are no records of federal or state listed species within the project area or immediate vicinity at 28J. Please see the attached updated Environmental Report for site suitability.	☐	☒

YES NO

Does the project affect or have the potential to affect, directly or indirectly, any federal or state-listed, threatened, endangered or candidate species, or designated habitat under the Endangered Species Act? If yes, Section 7 consultation between the FAA and the US Fish & Wildlife Service, National Marine Fisheries Service, and/or the appropriate state agency will be necessary. Provide a description of the impacts and how impacts will be avoided, minimized, or mitigated. Provide the Biological Assessment and Biological Opinion, if required.

☐
☒

As detailed in Table 2 of the ERS Environmental Report (Exhibit 2), potential habitat criteria for the wood stork, gopher tortoise, and eastern indigo snake exists within or near the Proposed Project site. However, these species were not observed during site investigations; and while the habitat in the area resembles their preferred conditions, ERS biologists concluded that it lacks true suitability. Therefore, the development and future actions of the Proposed Project will not impact these species directly or indirectly.

IPAC included a species list and determination letter. (See Exhibit 2) The determination letter generated by IPAC concluded that the tricolored bat may be affected by the proposed project, however the ERS Environmental Report states that no habitat for the tricolored bat was noted on site. However, to avoid any potential impacts to the tricolored bat, tree removal is recommended to only occur outside of known roosting season for this species.

Potential of occurrence due to site habitat may affect the Wood Stork.

The USACE Jacksonville District Wood Stork Determination Key (2008) was used to determine the likelihood that the project will affect the species. Due to the lack of onsite suitable foraging habitat, the project is not likely to adversely affect the species (see below).

- A. Project more than 2,500 feet from a colony site... go to B
- B. Project does not affect SFH... no effect

Due to the distance from the nearest wood stork colony, and the lack of SFH on site, the wood stork will not be affected by the proposed project.

	YES	NO
Does the project have the potential to take birds protected by the Migratory Bird Treaty Act? Describe steps to avoid, minimize, or mitigate impacts (such as timing windows determined in consultation with the US Fish & Wildlife Service). Although migratory birds are located in the vicinity of 28J, no critical habitats were identified by the U.S. Fish & Wildlife Service's IPAC database or the ERS Environmental Resources Report (Exhibit 2). Additionally, tree removal for the Proposed Project will only occur outside of the nesting season as a mitigation measure to avoid any potential impact to species covered by the Migratory Bird Treaty Act listed within the IPAC report and the ERS Environmental Resources Report. It is possible that migratory birds can fly over the proposed project area or utilize the wooded areas. Due to the active wildlife management plan for birds, absence of any wooded areas of Phase 1, and mobility of these species, it is unlikely that any would be affected by Phase 1 of the proposed project. To ensure that the migratory birds remain unaffected by the proposed project, when Phase 2 is constructed all work of tree removal will be completed outside of nesting season.	☐	☒

5-2.b (4) Other Resources

Items to consider include:

a. Fish and Wildlife Coordination Act	YES	NO
Does the project area contain resources protected by the Fish and Wildlife Coordination Act? If yes, describe any impacts and steps taken to avoid, minimize, or mitigate impacts. No. Based on the fact that no critical habitats are located within the Project Area, per wetlands and wildlife report (Exhibit 2), no resources protected by the Fish and Wildlife Coordination Act are located within the Project Area.	<input data-bbox="1284 428 1323 464" type="checkbox"/>	<input checked="" data-bbox="1360 428 1399 464" type="checkbox"/>

b. Wetlands and Other Waters of the U.S.	YES	NO
Are there any wetlands or other waters of the U.S. in or near the project area? Phase 1: There are no jurisdictional wetland/surface water habitats located within Phase 1 boundaries. All areas proposed for new construction are considered existing airport development described as FLUCFCS Code 811 – Airport. These areas include mowed and maintained areas of the airport and portions of the Taxiway. Phase 2: This area includes approximately 5.2 acres of wetland classified as Wetland Forested Mixed, FLUCFCS 630. Vegetative species found in this habitat includes water oak, red maple (<i>Acer rubrum</i>), sweetgum, swamp tupelo (<i>Nyssa biflora</i>), bald cypress (<i>Taxodium distichum</i>), cabbage palm, saw palm, wax myrtle, fetterbush (<i>Lyonia lucida</i>), cinnamon fern (<i>Osmundastrum cinnamomeum</i>), royal fern (<i>Osmunda regalis</i>), Virginia chain fern (<i>Woodwardia virginica</i>), pipestem (<i>Eriocaulon decangulare</i>), Brazilian pepper (<i>Schinus terebinthifolia</i>), and wooly witchgrass (<i>Dichanthelium scarbriusculum</i>). The wetland boundary was characterized by a steep elevation change, that is expected to be a result of fill from part of the original grading of the airport and side cast from adjacent drainage ditches. The upland cut ditches are maintained drainage ditches associated with the airport drainage network of the taxiways and runways. The vegetation in the ditches includes pipestem, fetterbush, and saw palmetto. The ditches are non-jurisdictional in nature and impacts would not require mitigation, but these areas may provide connection channels from on-site wetlands to existing Traditional Navigable Waterways that are jurisdictional. A permit application for a Clean Waters Act, Section 404 AJD was submitted by the applicant to USACE. The application number is SAJ-2024-04890-EBL. Wetlands were determined to be jurisdictional during the review of the AJD for the project area, therefore Phase 2 of the proposed activities will require an Individual Permit from USACE to proceed. Phase 2 will require an Environmental Resource Permit from SJRWMD for the proposed wetland and surface water impacts. These impacts will require compensatory mitigation for the state and will also require federal mitigation. The applicant has requested reservation contracts for adequate mitigation from Sundew Mitigation Bank which services the project area to assist with the offset these wetland impacts.	☒	☐

Has wetland delineation been completed within the proposed project area? If yes, please provide U.S. Army Corps of Engineers (USACE) correspondence and jurisdictional determination. If delineation was not completed, was a field check done to confirm the presence/absence of wetlands or other waters of the U.S.? If no to both, please explain what methods were used to determine the presence/absence of wetlands. Yes. Wetland delineation was completed. Wetland delineation and subsequent report was submitted to the ACOE to verify the jurisdictional status of the wetlands on site. This report can be found under Exhibit 1 Drainage Report Attachment 4. The ACOE has claimed jurisdiction over wetland within the project area, and therefore a Section 404 Regulatory Permit will be obtained before the project begins.	☒	☐
If wetlands are present, will the project result in impacts, directly or indirectly (including tree clearing)? Describe any steps taken to avoid, minimize or mitigate the impact. Yes. Approximately 5.2 acre of wetland impact and approximately 0.53 acre of upland cut ditch impact are required for Phase 2 of the project. The measures anticipated to minimize and mitigate impacts to wetlands within the project are included, but not limited to the following: - Minimization Measures – Stormwater pond layout designed to minimize wetland impacts. Impacts have been reduced from previously proposed 7.49 acres of wetland and 1.43 acres of upland cut ditches. - Mitigation Measures –The applicant has requested reservation contracts for mitigation from Sundew Mitigation bank, an approved wetland mitigation bank within the basin, to offset all proposed wetland impacts.	☒	☐
Is a USACE Clean Water Act Section 404 permit required? If yes, does the project fall within the parameters of a general permit? If so, which general permit? The wetlands within the project site were claimed as jurisdictional and will require an Individual Clean Water Act Section 404 Permit from USACE prior to the start of project construction. The amount of proposed wetland impact will not qualify for a general permit.	☒	☐
c. Floodplains	YES	NO
Will the project be located in, encroach upon or otherwise impact a floodplain? If yes, describe impacts and any agency coordination or public review completed including coordination with the local floodplain administrator. Attach the FEMA map if applicable and any documentation.	☐	☒

Per the FEMA flood map (Exhibit 5), the project area is located in Zone X. Therefore, it is anticipated that the Proposed Project will have minimal to no impacts on the existing floodplains adjacent to 28J.		
d. Coastal Resources	YES	NO
Will the project occur in or impact a coastal zone as defined by the State's Coastal Zone Management Plan? If yes, discuss the project's consistency with the State's CZMP. Attach the consistency determination if applicable. According to the FDEP Coastal Management Program, the entire state of Florida is located within a coastal zone. According to FDEP, consistency reviews are conducted if a federal agency activity proposes to physically alter coastal resources, direct future agency actions, proposes rulemaking that alters coastal zone uses, or involves Outer Continental Shelf (OCS) leases. The Proposed Project involves the construction and operation of a taxiway, aircraft hangars and an access road. The project does not involve any of the activities requiring a consistency review. Furthermore, Putnam County is not coastal and best management practices for erosion and sedimentation control measures will be put in place. The Proposed Project is not expected to have adverse impacts to coastal resources.	☐	☒
Will the project occur in or impact the Coastal Barrier Resource System as defined by the US Fish and Wildlife Service? Per the Coastal Barrier Resources System (CBRS) database, no coastal barrier resource is located in the Project Area. The nearest CBRS, the Matanzas River (CBRS Unit: P05A) is located approximately 26.6 miles away from the Proposed Project site.	☐	☒
e. National Marine Sanctuaries	YES	NO
Is a National Marine Sanctuary located in the project area? If yes, discuss the potential for the project to impact that resource. Per NOAA National Marine Sanctuaries database, no marine sanctuaries are located in the project area. The closest National Marine Sanctuary to the Proposed Project site is the Gray's Reef National Marine Sanctuary. Located off the coast of Georgia, it is approximately 150 miles northeast of the City of Palatka.	☐	☒
f. Wilderness Areas	YES	NO
Is a Wilderness Area located in the project area? If yes, discuss the potential for the project to impact that resource. No. The Project Area is on existing airport property in an area adjacent to existing developments. Furthermore, no wilderness areas were identified on the USDA Wilderness & Wild and Scenic River Map. Therefore, no wilderness areas will be impacted by the Proposed Project.	☐	☒

g. Farmland	YES	NO
Is there prime, unique, state, or locally important farmland in/near the project area? Describe any significant impacts from the project. Per the United States Department of Agriculture (USDA) farmland map (Exhibit 6), the soils identified in the Project Area are Myakka-Myakka, Placid Fine Sand, and Udorthents soil. The rating for these farmland classification is "Not prime farmland." Therefore, the Proposed Project will not have significant impacts on prime, unique, state of locally important farmland.	☐	☒
Does the project include the acquisition and conversion of farmland? If farmland will be converted, describe coordination with the US Natural Resources Conservation and attach the completed Form AD-1006. N/A	☐	☒
h. Energy Supply and Natural Resources	YES	NO
Will the project change energy requirements or use consumable natural resources either during construction or during operations? The project will be built using standard construction methods, with equipment and vehicles powered by gas or electricity. The pavement will be made from a mix of new materials brought to the site and recycled materials already on-site. The buildings will be made from pre-engineered metal and steel. The facility will operate using standard practices, and the buildings will likely run entirely on electricity. A new electrical connection will be installed from the nearest utility line on Moody Road. LED lighting is planned for the facility. The facility is designed to accommodate jet aircraft using Jet A fuel, but smaller planes using Avgas could also use it.	☒	☐
Will the project change aircraft/vehicle traffic patterns that could alter fuel usage either during construction or operations? During construction, the runway will need to be temporarily closed, which will cause some changes to traffic patterns. However, this is not expected to significantly affect fuel use. After construction, there should be no major impact on how the airfield operates, including no issues with capacity or delays for aircraft waiting to take off or land. Up to 14 new hangars are planned, each designed to hold one large jet, which means the airfield is expected to accommodate up to 14 additional aircraft.	☐	☒

i. Wild and Scenic Rivers	YES	NO
Is there a river on the Nationwide Rivers Inventory, a designated river in the National System, or river under State jurisdiction (including study or eligible segments) near the project? Per the Nationwide Rivers Inventory, the project area is not near a listed state or national river. The nearest federal and state listed wild and scenic river, Wekiva river, is located approximately 70 miles south of the City of Palatka.	☐	☒
Will the project directly or indirectly affect the river or an area within ¼ mile of its ordinary high water mark?	☐	☒
j. Solid Waste Management	YES	NO
Does the project (either the construction activity or the completed, operational facility) have the potential to generate significant levels of solid waste? If so, discuss how these will be managed. Any waste generated during construction, such as cleared trees or other items specified for removal/demolition, shall be hauled away by the Contractor and properly disposed of off site. The Proposed Project is not expected to add significant levels of solid waste to off site facilities. Waste disposal shall meet locate and state solid waste management regulations.	☐	☒

5-2.b(5) Disruption of an Established Community

	YES	NO
Will the project disrupt a community, planned development or be inconsistent with plans or goals of the community? The Proposed Project will occur on airport property and is consistent with the plans and goals of the community for airport development. Therefore, the Proposed Project will not disrupt the community or planned development.	☐	☒
Are residents or businesses being relocated as part of the project? The Proposed Project will not require relocation of residents or businesses as it is wholly located on airport property.	☐	☒

5-2.b(7) Surface Transportation

	YES	NO
Will the project cause a significant increase in surface traffic congestion or cause a degradation of level of service provided? Proposed Project is not anticipated to increase surface traffic. The proposed facility is intended to include a maximum of fourteen new private use aircraft storage hangars. Since the proposed hangars are for private use, not for commercial uses open to public access, it is anticipated that the additional traffic generated will be minimal. It is anticipated that there will be no significant traffic impact or degradation of level of service on Moody Road and other adjoining local roads. The proposed access road improvements will meet all local, state and federal requirements.	☐	☒
Will the project require a permanent road relocation or closure? If yes, describe the nature and extent of the relocation or closure and indicate if coordination with the agency responsible for the road and emergency services has occurred. The Proposed Project will not require a permanent road relocation or closure.	☐	☒

5-2.b(8) Noise

	YES	NO
Will the project result in an increase in aircraft operations, nighttime operations, or change aircraft fleet mix? The construction of the taxiway, is not expected to directly increase aircraft operations. However, it represents the initial step in a broader initiative that includes the installation of 14 small jet hangars. As such, while the immediate project does not directly alter aircraft operations, it indirectly facilitates future increases due to the anticipated expansion of jet hangar capacity. This expansion is likely to attract more aircraft, thereby indirectly increasing the overall aircraft operations and a change in aircraft fleet mix.	☒	☐
Will the project cause a change in airfield configuration, runway use, or flight patterns either during construction or after the project is implemented? The proposed project will result in temporary and permanent changes to the airfield configuration. During the construction phase, Runway 9-27 may be temporarily closed to facilitate the installation of new taxiway connectors. This closure is essential to ensure safety and operational efficiency as construction proceeds. Upon completion of the project, a new taxiway will be established, providing direct access to the threshold of Runway 27.	☒	☐
Does the forecast exceed 90,000 annual propeller operations, 700 annual jet operations or 10 daily helicopter operations or a combination of the above? If yes, a noise analysis may be required if the project would result in a change in operations. The most recent Airport Master Plan, completed in 2011, projected a total of 54,786 operations by the year 2030; however, it did not provide a breakdown of annual jet operations. Recognizing the limitations and outdated nature of this forecast, a new, more detailed forecast has been developed. This updated approach began with downloading the existing Terminal Area Forecast (TAF) for 28J, followed by a trend analysis of both based aircraft and total operations. After calculating the compound average growth rate (CAGR), existing VirTower data was analyzed to identify based aircraft and total operations. The TAF trend CAGRs were then applied to these counts to refine the forecast. A forecast memorandum can be found in Exhibit 10. This comprehensive method anticipates a total of 58,509 operations by the year 2044, including 813 jet operations.	☒	☐

	YES	NO
Has a noise analysis been conducted, including but not limited to generated noise contours, a specific point analysis, area equivalent method analysis, or other screening method. If yes, provide that documentation. Yes – An Area Equivalent Method (AEM) analysis was conducted in response to the future operations. The initial step in this analysis involved utilizing existing VirTower data to establish a baseline noise profile. Subsequently, the forecasted changes in aircraft operations through 2044 were analyzed, calculating the percentage change in operations from the base year to 2044. This percentage was then applied to the noise profiles of each aircraft type using the airport. The comprehensive AEM analysis concluded that the forecasted increase in aircraft operations by 2044 would not result in significant noise impact on the surrounding community. Furthermore, the AEM analysis can be found within exhibit 8.	☒	☐
Could the project have a significant impact (DNL 1.5 dB or greater increase) on noise levels over noise sensitive areas within the 65+ DNL noise contour? The comprehensive review of the Area Equivalent Method (AEM) analysis has concluded that the proposed project is unlikely to significantly impact noise levels in noise-sensitive areas. Specifically, the analysis shows that the projected aircraft operations will result in a 6.4% change in the area for 65 DNL. According to guidelines, if the percentage difference due to changes is less than 17%, no further study is warranted. Based on these detailed assessments of forecasted aircraft operations and their corresponding noise profiles compared to baseline conditions, further study of the proposed project is not necessary. Therefore, it is not expected to adversely affect noise sensitive areas within the 65+ DNL noise contour.	☐	☒

5-2.b(9) Air Quality

	YES	NO
Is the project located in a Clean Air Act non-attainment or maintenance area? Based on the Environmental Protection Agency (EPA) database, the project area is located in an attainment area.	☐	☒
If yes, is it listed as exempt, presumed to conform or will emissions (including construction emissions) from the project be below <i>de minimis</i> levels (provide the paragraph citation for the exemption or presumed to conform list below, if applicable) Is the project accounted for in the State Implementation Plan or specifically exempted? Attach documentation.	☐	☒

	YES	NO
Does the project have the potential to increase landside or airside capacity, including an increase of surface vehicles? The access road improvements will increase vehicular landside capacity and result in some additional traffic trips to the airport; however, as mentioned above, the additional traffic generated will not be significant. There will be some added aircraft operations due to the aircraft using the new hangars. There will be a maximum of 14 new hangars, intended to house 14 large jets; the additional aircraft operations generated are not anticipated to have any significant impact on the operational capacity of Runway 9-27 or the existing Airport taxiway system.	☐	☒
Could the project impact air quality or violate local, State, Tribal or Federal air quality standards under the Clean Air Act Amendments of 1990 either during construction or operations? No air quality impacts are expected from the Proposed Project.	☐	☒

5-2.b (10) Water Quality

	YES	NO
Are there water resources within or near the project area? These include groundwater, surface water (lakes, rivers, etc.), sole source aquifers, and public water supply. If yes, provide a description of the resource, including the location (distance from project site, etc.). Based on the EPA Sole Source Map, sole source aquifers are not located near the Project Area or 28J. Furthermore, there are no streams, lakes or rivers located within the Project Area. There is an existing upland cut ditch located along the existing airfield perimeter. The ditch is proposed to be realigned/rerouted to run along the southern edge of the proposed development, connecting back to the existing ditch at the western and eastern limits of the project.	☐	☒
Will the project impact any of the identified water resources either during construction or operations? Describe any steps that will be taken to protect water resources during and after construction. N/A	☐	☒
Will the project increase the amount or rate of stormwater runoff either during construction or during operations? Describe any steps that will be taken to ensure it will not impact water quality. The Proposed Project and stormwater management facility is designed and permitted to meet the requirements of the St. Johns River Water Management District and Florida Department of Environmental Protection. As such the amount and rate of	☐	☒

	YES	NO
runoff for the design storm (25 year, 24 hour) is required to be less in the post-development condition than the pre-development condition; therefore, there is no proposed increase in the amount or rate of stormwater runoff. Also, the proposed stormwater management facility is designed to store and infiltrate the required stormwater treatment volume which insures that water quality standards will be maintained. See the Drainage Report included in Exhibit 1 attachment for further information.		
Does the project have the potential to violate federal, state, tribal or local water quality standards established under the Clean Water and Safe Drinking Water Acts? The Proposed Project is not anticipated to violate federal, state, tribal or local water quality standards.	☐	☒
Are any water quality related permits required? If yes, list the appropriate permits. N/A	☐	☒

5-2.b(11) Highly Controversial on Environmental Grounds

	YES	NO
Is the project highly controversial? The term "highly controversial" means a substantial dispute exists as to the size, nature, or effect of a proposed federal action. The effects of an action are considered highly controversial when reasonable disagreement exists over the project's risks of causing environmental harm. Mere opposition to a project is not sufficient to be considered highly controversial on environmental grounds. Opposition on environmental grounds by a federal, state, or local government agency or by a tribe or a substantial number of the persons affected by the action should be considered in determining whether or not reasonable disagreement exists regarding the effects of a proposed action. No, the Proposed Project is not considered "highly controversial".	☐	☒

5-2.b(12) Inconsistent with Federal, State, Tribal or Local Law

	YES	NO
Will the project be inconsistent with plans, goals, policy, zoning, or local controls that have been adopted for the area in which the airport is located? Proposed Project is consistent with airport goals, policies and locally adopted zoning regulations.	☐	☒

	YES	NO
Is the project incompatible with surrounding land uses?	☐	☒
Proposed Project is compatible with surrounding land uses.		

5-2 .b (13) Light Emissions, Visual Effects, and Hazardous Materials

a. Light Emissions and Visual Effects	YES	NO
Will the proposed project produce light emission impacts? The Proposed Project includes new taxiway edge, taxiway sign lighting, and hangar lighting. There may be some access road lighting also. Since the proposed project is not located directly adjacent to any other abutting facilities, the new lighting will have no impact on any other uses adjacent to the Airport. The proposed hangars and access road are approximately 500 feet from the Moody Road right-of-way to the east and 500 feet from the Skeet Club tenant to the south. The existing airfield is to the north and west.	☐	☒
Will there be visual or aesthetic impacts as a result of the proposed project and/or have there been concerns expressed about visual/aesthetic impacts? Proposed Project is not anticipated to cause visual/aesthetic impacts and will be consistent with other developments on the Airport. The nearest residence, Kay Larkin Apartments, is located approximately 0.61 miles from to the Proposed Project. The Proposed Project is visually and aesthetically in character with the rest of the Airport and will not create any new visual or aesthetic impacts to any adjacent property. Additionally, the nearest residences are not expected to experience light or visual impacts due to the presence of forested habitat and existing airport features that provide a buffer between them and the proposed project.	☐	☒
b. Hazardous Materials	YES	NO
Does the project involve or affect hazardous materials? Proposed Project will not involve or affect hazardous materials.	☐	☒
Will construction take place in an area that contains or previously contained hazardous materials? No. Per the National Priorities List (NPL) database, there are no hazardous sites identified within the Project Area.	☐	☒
If the project involves land acquisition, is there a potential for this land to contain hazardous materials or contaminants? N/A	☐	☒

Will the proposed project produce hazardous and/or solid waste either during construction or after? If yes, how will the additional waste be handled? Any solid waste encountered will be disposed of in the appropriate landfill	☐	☒
--	--------------------------	-------------------------------------

5-2 .b (14) Public Involvement

	YES	NO
Was there any public notification or involvement? If yes, provide documentation. Yes. The Proposed Project, in regard to funding appropriation, was presented publicly in the City of Palatka Commission meeting, where Resolution NO. 2024-R-08 was executed on January 11, 2024. See Exhibit 7.	☒	☐

5-2 .b (15) Indirect/Secondary/Induced Impacts

	YES	NO
Will the project result in indirect/secondary/induced impacts? No negative indirect, secondary or induced impacts are anticipated. However, the Proposed Action will have positive economic impacts such as improving taxi operations at 28J, and providing access to Runway 27.	☒	☐
When considered with other past, present, and reasonably foreseeable future projects, on or off airport property and regardless of funding source, would the proposed project result in a significant cumulative impact? Proposed Action will not result in significant cumulative impacts. The Proposed Action will be included in a pen and ink change of the current ALP.	☐	☒

Permits

List any permits required for the proposed project that have not been previously discussed. Provide details on the status of permits.

SJRWMD Permit

To address state permitting requirements under the Florida Statewide Environmental Resource Permitting program (ERP) (Chapter 62-330, Florida Administrative Code), the City of Palatka has initially applied for an ERP and Conceptual Permit (CP) at the St. Johns River Water Management District (SJRWMD) on October 3, 2024 for the Proposed Action. The Proposed Action will be broken into two phases. The CP application will address proposed wetland impacts, wetland mitigation, and preliminary stormwater management engineering requirements for the entire project area. It is anticipated that the Phase 1 project area will not contain any wetland impacts but will require approval and construction of a stormwater management plan to meet ERP rule requirements.

Phase 2 of the project will require a future ERP construction phase permit to address stormwater management requirements for the additional development area and to implement the mitigation plan for wetland impacts as approved under the CP.

The SJRWMD CP and ERP Application numbers are 46836-27 and 46836-28, respectively.

Section 404 Permit

The Section 404 Regulatory Program falls under the Clean Water Act (CWA) and is administered by the U.S. Army Corps of Engineers (USACE) in coordination with the Environmental Protection Agency (EPA). It regulates the discharge of dredged or fill material into "waters of the United States" (WOTUS), which includes certain wetlands, streams, rivers, and other aquatic features.

Since the project area contains USACE-jurisdictional wetlands, a Section 404 permit is required before any construction that involves filling, grading, or excavation within these wetlands. This permit ensures that the project complies with federal environmental regulations.

Environmental Commitments

List all measures and commitments made to avoid, minimize, mitigate, and compensate for impacts on the environment, which are needed for this project to qualify for a CATEX.

Yes. To ensure that migratory birds and bat species remain unaffected by the proposed project, when Phase 2 is constructed all work of tree removal will be completed outside of nesting season for migratory birds and roosting season for bats

Additionally, several measures are anticipated to minimize and mitigate impacts to wetlands within the project area:

- Minimization Measures – Stormwater pond layout designed to minimize wetland impacts.
- Mitigation Measures – Payment into an approved wetland mitigation bank will be made to offset all proposed wetland impacts.

Preparer Information

Point of Contact: Chris Johnson, Passero Associates		
Address: 4730 Casa Cola Way, Suite 200		
City: St. Augustine	State: FL	Zip Code: 32095
Phone: 904-224-7084	Email Address: cjohnson@passero.com	

Signature:  Date: 11/15/2024

Airport Sponsor Information and Certification (may not be delegated to consultant)

Provide contact information for the designated sponsor point of contact and any other individuals requiring notification of the FAA decision.

Point of Contact: Yul McNair, Airport Manager		
Address: 4015 Reid St, HWY 100		
City: Palatka	State: FL	Zip Code: 32177
Phone Number: 386-329-0148	Email Address: ymcnair@palatka-fl.gov	
Additional Name(s):	Additional Email Address(es):	

I certify that the information I have provided above is, to the best of my knowledge, correct. I also recognize and agree that no construction activity, including but not limited to site preparation, demolition, or land disturbance, shall proceed for the above proposed project(s) until FAA issues a final environmental decision for the proposed project(s) and until compliance with all other applicable FAA approval actions (e.g., ALP approval, airspace approval, grant approval) has occurred.

Signature:  Date: 11-12-24

FAA Decision

Having reviewed the above information, it is the FAA's decision that the proposed project (s) or development warrants environmental processing as indicated below.

Name of Airport, LOC ID, and location: Palatka Key Larkin Airport (28J), Palatka, FL

Project Title: Taxiway E Construction

☒ No further NEPA review required. Project is categorically excluded per 1050.1.F CATEX 5-6.4(e)

☐..An Environmental Assessment (EA) is required.

☐..An Environmental Impact Statement (EIS) is required.

☐..The following additional documentation is necessary for FAA to perform a complete environmental evaluation of the proposed project.

Name: Heather Chasez

Title: Environmental Protection Specialist

Responsible FAA Official

Signature: HEATHER CHASEZ

Digitally signed by
HEATHER CHASEZ
Date: 2025.05.08
10:11:09 -04'00'

Date:

Airport Sponsor
Address
City, ST ZIP

Date

Ms. Jenny Iglesias-Hamann, FAA ORL-ADO
Community Planner
Federal Aviation Administration
Orlando Airports District Office
8427 SouthPark Circle, Suite 524
Orlando, FL 32819

Dear Ms. Iglesias-Hamann,

Subject: Palatka Municipal Airport; Palatka, FL
FY 2026 Airport Improvement Program

In accordance with our established 3-year Capital Improvement Plan (CIP), enclosed please find the 2026 pre-application(s) for the following project:

1. Transient Aircraft Parking Apron (Construction)

The following items are enclosed for each of the above projects in the grant pre-application(s):

- ✓ Airport Grant Pre-Application Checklist
- ✓ Detailed Project Information Sheet
 - Description and Justification
 - Special Circumstances
 - Project Funding
 - Project Cost Estimate
 - Project Preliminary Checklist
 - Proposed Project Schedule
 - Project Sketch
- ✓ Environmental Determination Documentation for each project

At this time, we are requesting \$245,215.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in our federal funding request may jeopardize funding for the enclosed project (s). An application based on bids or negotiated agreement is expected to be submitted to the ADO by the established deadline issued by the Federal Register Notice (FRN) or by the ADO.

Sincerely,

Marcia Carty, CPA, CGFO
City Manager

Cc: Yul McNair, Airport Manager
Chasity Clark, FAA Program Manager
Chirstina Nalsen, FDOT Aviation Coordinator
Matthew Singletary, Passero Associates

Resolution 2025-R-144

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SUBMISSION OF THE FY 2026 FEDERAL AVIATION ADMINISTRATION (FAA) PRE-APPLICATION FOR THE CONSTRUCTION OF THE TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL APRON) AT THE PALATKA MUNICIPAL AIRPORT; AUTHORIZING THE MAYOR OR CITY MANAGER TO EXECUTE AND SUBMIT ALL REQUIRED DOCUMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Palatka, in coordination with Passero Associates, has completed design and planning for the Transient Aircraft Parking Apron (North Terminal Apron) at the Palatka Municipal Airport with prior FAA grant support; and

WHEREAS, construction of the apron is the next phase in the City's adopted Capital Improvement Plan (CIP) for the Airport and will add aircraft parking capacity, improve operational efficiency, and support increased aviation activity; and

WHEREAS, FAA pre-applications are required prior to submission of full Airport Improvement Program (AIP) funding requests and are customarily brought before the City Commission for formal approval to ensure transparency, compliance, and alignment with long-term airport development goals; and

WHEREAS, the FY 2026 pre-application package includes project justification, cost estimates, environmental documentation, and a proposed schedule, and the estimated federal funding request is \$245,215.00, consistent with the CIP submitted to the FAA; and

WHEREAS, submission by the FAA's deadline of October 5, 2025, is necessary to maintain eligibility for FY 2026 AIP funding.

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

Section 1. Approval. The City Commission hereby approves the submission of the FY 2026 FAA Pre-Application for the Transient Aircraft Parking Apron (North Terminal Apron) **Construction** project at the Palatka Municipal Airport.

Section 2. Authorization. The Mayor or City Manager is authorized to execute and submit all required forms, certifications, and related documents to the FAA; to make non-substantive revisions as may be required by the FAA; and to take all actions necessary to carry out the intent of this Resolution, including coordination with Passero Associates and City staff.

Section 3. Funding Acknowledgment. The Commission acknowledges the estimated federal funding request of \$245,215.00 and affirms that any required non-federal/local match or in-kind services, if applicable, will be identified and brought back to the Commission for approval at the grant award stage.

Section 4. Conflicts. All resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. Severability. If any provision of this Resolution is held invalid, the remainder shall not be affected.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, at a duly noticed meeting this 9th day of October 2025.

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Adopt Resolution 2025-R-145 Authorizing the City Manager to sign and send a letter to the Florida Department of Transportation (FDOT) in support of the Rural Economic Initiative Development (REDI) Project Funding Waiver continuance.

Authorizing the City Manager to sign a Letter to FDOT

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Historically, approximately 30-36 general aviation airports throughout the State of Florida were eligible for the Rural Economic Initiative Development program (REDI). The REDI program enabled certain general aviation airports to waive local matching fund requirements for state programs and grants awarded due to being in a rural or economically distressed communities, as authorized under F.S. 288.0656.

PROJECT ANALYSIS

As of the recent legislative session, general aviation airports throughout the State of Florida have been notified of a change in the historical funding model which would shift from 100% funding to an 80%/20% split model which would require the general aviation airports to come up with a 20% local match on their capital projects. This requirement would be a significant financial shift for general aviation airports to include Palatka Municipal Airport (Impact assessment attached). As a result of the unclear interpretation, general aviation airports throughout the state have been formally reaching out to FDOT to express and communicate their support for a continuance of the much-needed REDI program.

Staff Recommendation

Staff recommends signing and sending a letter of support to FDOT for the Rural Economic Initiative Development Project Funding Waiver continuance.

ATTACHMENTS

1.	REDI Waiver Info - City of Palatka
2.	Palatka REDI Waiver Support Letter to FDOT City Letterhead revised_ (002)
3.	145. Resolution 2025-R-145 (FDOT) IN SUPPORT OF THE CONTINUANCE OF THE RURAL ECONOMIC DEVELOPMENT INITIATIVE (REDI)

REDI WAIVER UPDATE

The “**REDI waiver**” refers to the waiver of local matching fund requirements for state programs and grants awarded to rural or economically distressed communities, as authorized under **F.S. 288.0656**. Under **F.S. 332.007(10)**, the Florida Department of Transportation (FDOT) has the authority to **fund up to 100% of eligible project costs** for publicly owned, publicly operated airports located in REDI-eligible rural communities without scheduled commercial service. This provision effectively eliminates the need for a local match on qualifying airport projects.

Historically, this statute has enabled small rural communities—such as Putnam County—to access critical airport infrastructure funding without the financial burden of cost-sharing. However, **recent interpretations by the FDOT Aviation Office of § 332.007(10) now place the REDI waiver program at risk.**

Specifically, the statute allows 100% funding only for:

- **(a) Capital costs of runway and taxiway projects that add capacity**, which must be prioritized based on the amount of available nonstate matching funds, and
- **(b) Economic development transportation projects** as defined under **s. 339.2821**.

If FDOT begins enforcing these conditions more strictly—particularly the prioritization based on available nonstate match—**airport sponsors such as City of Palatka would become responsible for a 20% cost share on FDOT-funded grants, or a 5% cost share on jointly funded FAA/FDOT projects.** This shift would significantly reduce the financial accessibility of aviation development funding for rural communities, undermining the original intent of the REDI waiver.

Palatka Municipal Airport - Capital Improvement Projects					
No REDI Waiver					
Project Description	Fiscal Year	Total Cost	Federal	State	Local without REDI
Design & Construct Apron	2026	\$258,121	\$245,215	\$10,325	\$2,581
Construct Apron	2026	\$286,822		\$229,458	\$57,364
Runway 9-27 Extension	2027	\$750,000		\$600,000	\$150,000
Runway 9 Wetland Permitting & Mitigation	2028	\$2,187,500		\$1,750,000	\$437,500
Fuel Farm Replacment	2031	\$2,000,000		\$1,600,000	\$400,000
					\$1,047,445.61
With REDI Waiver					
Project Description	Fiscal Year	Total Cost	Federal	State	Local with REDI
Design & Construct Apron	2026	\$258,121	\$245,215	\$12,906	\$0
Construct Apron	2026	\$286,822		\$286,822	\$0
Runway 9-27 Extension	2027	\$750,000		\$750,000	\$0
Runway 9 Wetland Permitting & Mitigation	2028	\$2,187,500		\$2,187,500	\$0
Fuel Farm Replacment	2031	\$2,000,000		\$2,000,000	\$0
					\$0.00

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

MARCIA CARTY
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

October 1, 2025

Florida Department of Transportation
Secretary Greg Evans, District Two
1109 South Marion Avenue
Lake City, FL 32025-5874

Re: Rural Economic Development Initiative (REDI) Waiver for Project Funding Florida
Department of Transportation (FDOT) Interpretation Request for Immediate Written
Clarification

Dear Secretary Evans:

On behalf of the City of Palatka City Commissioners, I am writing to express concern regarding FDOT's recent interpretation of the Rural Economic Development Initiative (REDI) waiver policy as it applies to airport funding. Under **F.S. 332.007(10)**, the Florida Department of Transportation (FDOT) has the authority to **fund up to 100% of eligible project costs** for publicly owned, publicly operated airports located in REDI-eligible rural communities without scheduled commercial service. The REDI-waiver program has been crucial to the success of Palatka Municipal Airport, and we respectfully request its continuation.

Specifically, we ask that FDOT:

1. Provide written clarification from FDOT's policy of the grant REDI-waiver pursuant to F.S. 332.007(10),
2. Reaffirm that all general aviation airport projects located within Rural Areas of Opportunity (RAOs) qualify as economic development transportation projects, and
3. Preserve the 100% REDI funding waiver to ensure grant funding access for rural communities.

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

Your support is essential in ensuring that airports like Palatka Municipal Airport continue to serve as vital engines of safety, commerce, and long-term prosperity across rural Florida.

Thank you for your consideration.

Sincerely,

Marcia Carty

City Manager

Cc: Kyle Coffman – FDOT Intermodal District 2 (Kyle.Coffman@dot.state.fl.us)
Tom Leek – FL Senator (leek.tom.web@flsenate.gov)
Judson Sapp – FL Representative (judson.sapp@flhouse.gov)
Tiffany King – Florida Airport Council (tking@floridaairports.org)

Resolution 2025-R-145

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO SIGN AND TRANSMIT A LETTER TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) IN SUPPORT OF THE CONTINUANCE OF THE RURAL ECONOMIC DEVELOPMENT INITIATIVE (REDI) PROJECT FUNDING WAIVER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, historically, approximately 30-36 general aviation airports in Florida have been eligible under Florida's Rural Economic Development Initiative (REDI) to receive waivers of local matching requirements for certain state programs and grants, consistent with §288.0656, Florida Statutes; and

WHEREAS, the Palatka Municipal Airport has relied on this funding framework to plan and deliver capital projects that support safety, operations, and regional economic development; and

WHEREAS, during the recent legislative session, general aviation airports were notified of a potential shift from 100% state participation to an 80/20 model that would require a 20% local match on capital projects, representing a significant budget impact for rural and economically distressed communities; and

WHEREAS, general aviation airports statewide have requested that FDOT consider the continuance of the REDI funding waiver to sustain airport capital improvements in rural communities; and

WHEREAS, the City Commission finds that supporting the continuance of the REDI waiver aligns with the City's long-term economic development, transportation, and public-safety objectives.

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

Section 1. Authorization. The City Commission hereby authorizes the City Manager to sign and transmit a letter to the Florida Department of Transportation (FDOT) expressing the City's support for the continuance of the REDI project funding waiver for eligible general aviation airports, including Palatka Municipal Airport, and to transmit related supporting materials (including impact assessments).

Section 2. Administrative Actions. The City Manager is authorized to make non-substantive edits to the letter as needed for clarity and to coordinate with FDOT staff and regional partners to advance the City's position.

Section 3. Conflicts. All resolutions in conflict herewith are repealed to the extent of such conflict.

Section 4. Severability. If any provision of this Resolution is held invalid, the remainder shall continue in full force and effect.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, at a duly noticed meeting this 9th day of October 2025.

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Adopt Resolution 2025-R-146 Authorizing Execution of Work Order 2025-76 with Passero Associates, LLC for Design and Grants Administration Services for the Expansion of the Transient Aircraft Parking Apron (North Terminal Area) at the Palatka Municipal Airport – 100% Grant Funded.

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff requests the City Commission adopt Resolution 2025-R-146, authorizing the City Manager to execute Work Order 2025-76 with Passero Associates, LLC. This work order provides for design and grants administration services related to the expansion of the transient aircraft parking apron in the North Terminal Area at the Palatka Municipal Airport.

BACKGROUND

The City of Palatka, through its continuing services agreement with Passero Associates, LLC, is undertaking improvements at the Palatka Municipal Airport to enhance capacity and operational efficiency. The proposed project involves the expansion of the transient aircraft parking apron in the North Terminal Area, which will support increased aircraft activity and accommodate future development, including a proposed corporate hangar.

This project is included in the City's Joint Automated Capital Improvement Program (JACIP) and is eligible for funding through the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT).

PROJECT ANALYSIS

Work Order 2025-76 outlines the scope of services to be provided by Passero Associates, including:

Design Phase Services: Preliminary and final design of approximately 3,400 square yards of new asphalt pavement, stormwater improvements, and coordination with airport operations.

Special Services: Geotechnical site investigation and topographic survey to support design development.

Grants Administration Assistance: Support for FAA and FDOT grant applications, reimbursement requests, quarterly reporting, and project closeout documentation.

The total not-to-exceed cost for Work Order 2025-76 is **\$71,326.00**, broken down as follows:

Design Services: \$60,000.00

Geotechnical and Survey Services: \$11,326.00

This project is **100% grant funded** through FAA and FDOT sources, with no local match required.

Staff Recommendation

Staff recommends adoption of **Resolution 2025-R-146**, authorizing the City Manager to execute Work Order 2025-76 with Passero Associates, LLC, in an amount not to exceed \$71,326.00, for design and grants administration services related to the expansion of the transient aircraft parking apron at the Palatka Municipal Airport.

ATTACHMENTS

1.	WO 2025-76
2.	146. Resolution 2025-R-146 EXECUTE WORK ORDER 2025-76 WITH PASSERO ASSOCIATES, LLC FOR DESIGN AND GRANTS A (1)



Palatka Municipal Airport

Expand Transient Aircraft Parking Apron (North Terminal Area)

Design and Grants Administration Assistance

by
Passero Associates, LLC
(Passero Project No. 24000010.0076)

Work Order 25-76

Work Order 25-76
Expand Transient Aircraft Parking Apron (North Terminal Area)
Palatka Municipal Airport, Palatka, Florida
Design and Grants Administration Assistance

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 24, 2024, of which all terms and conditions are incorporated herein by reference:

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: The project consists of expanding the transient aircraft parking apron in the North Terminal Area, approximately 3,400 SY new asphalt pavement, and associated stormwater improvements.
(See attached Project Sketch in Attachment A: Scope of Work.)

Scope of Basic Services: Design Phase Services (See Attachment A: Scope of Work).

Scope of Special Services: Geotechnical site investigation and Topographic field survey.

Client Project Coordinator: Yul McNair, Airport Manager

PA Project Officer: Andrew Holesko, CM
PA Program Manager: Brad Wentz, P.E.
PA Project Manager: Matt Singletary, P.E.

Basic Services Compensation and Method of Payment: Design Phase - Not-to-Exceed: \$ 60,000.00
Special Services Compensation and Method of Payment: Geotechnical and Topo Survey – Not-to-Exceed: \$ 11,326.00
Total Project Cost: Not-to-Exceed: \$ 71,326.00

Schedule: As presented and assigned by the City.

Meetings: Design review meeting and as requested and assigned by the City.

Deliverables: 1. Design Documents, including Plans and Specifications.
2. Grant application (funding) support services.

"Consultant"
Passero Associates, LLC

BY: Bradley J. Wentz

Bradley J. Wentz
Typed Name

Title: Vice President / Southeast Services Director

ATTEST:

BY: Angela M. Witt
Angela Witt, Grants & Contracts Administrator
Name, Title
October 1, 2025
Date

"Client"
City of Palatka, Florida

BY: _____

Marcia G. Carty
Typed Name

Title: City Manager

ATTEST:

BY: _____
Karen Hayes, City Clerk
Name, Title

Date

Attachment A: Scope of Work - Work Order 25-76**Expand Transient Aircraft Parking Apron (North Terminal Area)
Palatka Municipal Airport, Palatka, Florida
Design and Grants Administration Assistance****I. Project Description**

The project consists of construction of new asphalt pavement to expand the transient aircraft parking apron in the North Terminal Area, approximately 3,400 SY of new asphalt pavement. The project also includes modifying the existing stormwater management system to accommodate the new aircraft apron pavement and a proposed new aircraft hangar building in the same area. Design of the proposed new aircraft hangar building is included under a separate scope of work.

See the attached project sketch.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following Basic Services:

A. Preliminary Design Phase

1. Review existing documents such as record drawings, specifications, studies and reports of relevant project data.
2. Visit the site to observe field conditions and validate the existing database.
3. Prepare preliminary plans and develop a schedule that minimizes interference with airport operations. The schedule will be coordinated with the City and airport tenants. Consultant will supervise the field investigations as required.
4. Prepare preliminary construction plans and supplemental documents such as construction phasing plans.
5. Prepare preliminary quantity takeoffs for the bid schedule.
6. Prepare preliminary probable construction costs utilizing the quantity takeoff and bid items previously developed.
7. During this task, the engineering design of the project will progress up to 60% completion.

B. Final Design Phase

1. Prepare and finalize the plans.
2. Prepare final construction plan, supplemental documents such as access and phasing plans, etc.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final bid / contract agreements and technical specifications.
6. Submit advance final documents to the City and to the FAA and FDOT for review and comment, prior to bidding. The Consultant and the City will conduct a final design review meeting to discuss contents, costs and other comments.

7. Reproduce copies of the bid documents which include plans, specifications, access and phasing plans, etc., as needed. These documents will be supplied directly to the City for advertisement.

C. Bid Phase (Not Included.)

D. Permitting (St. Johns River Water Management District - SJRWMD)

1. Research existing SJRWMD Environmental Resource Permits (ERP)
2. Meet with SJRWMD staff for pre-application conference.
3. Prepare and submit SJRWMD ERP application.
4. Respond to requests for additional information as needed to obtain a permit.

E. Grants Administration Assistance

1. Assist the City in the preparation and input of this project's information into their airport JACIP program.
2. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FAA and FDOT.
3. Assist City in compiling and submitting necessary project quarterly reports and closeout documents required by the FAA and FDOT.
4. Serve as liaison, for grant-related issues, for the City with FAA and FDOT, as requested.

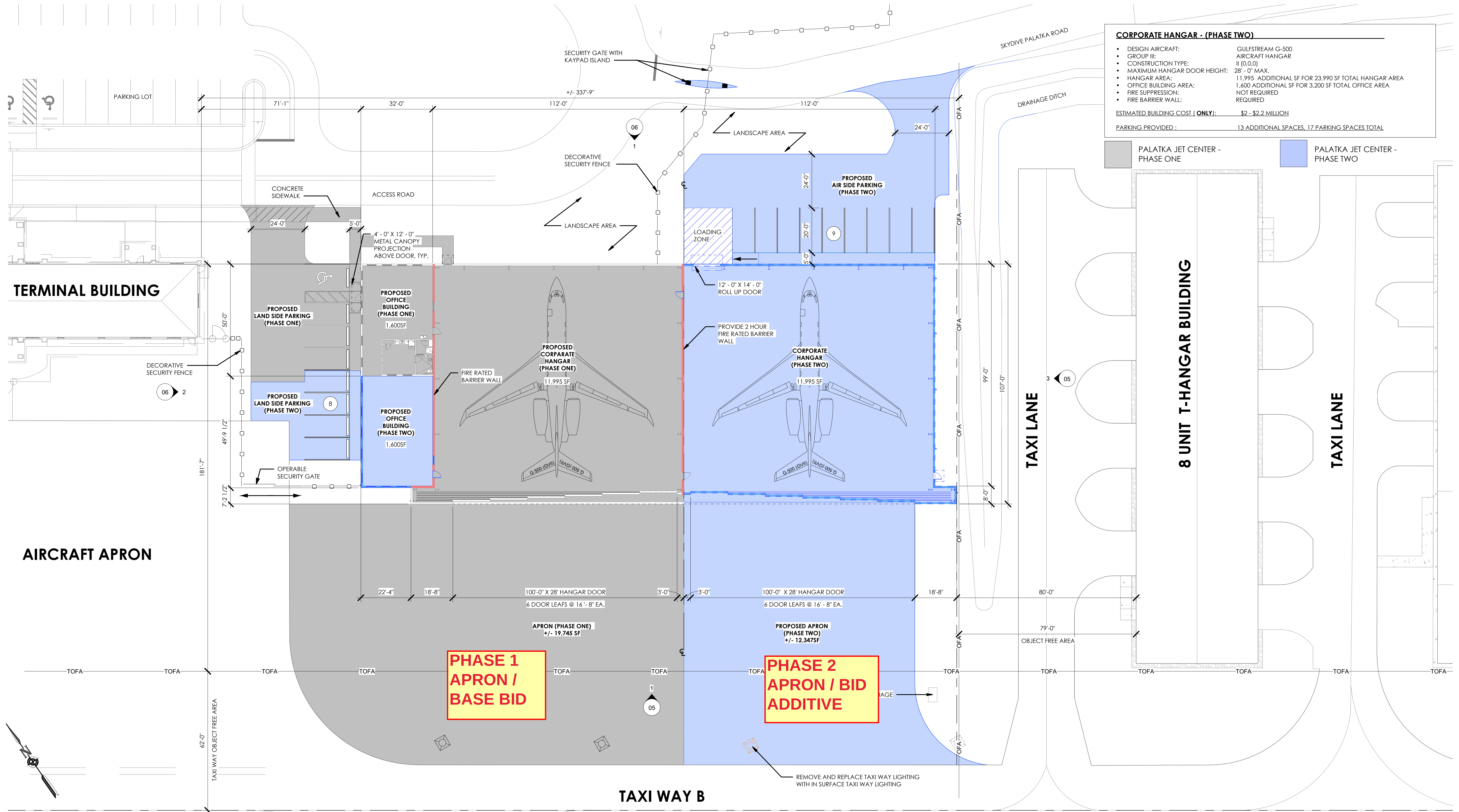
III. Special Services

A geotechnical site investigation will be conducted. A topographic survey will be conducted.

IV. Other Considerations

1. Additional Services that may be required during the life of the project, shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FAA and FDOT, prior to such services being rendered or performed.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK



1 PHASE TWO - SITE PLAN

NORTH TERMINAL APRON EXPANSION PALATKA MUNICIPAL AIRPORT (28J)

24000010.0075
JUNE ,2025
PALATKA, FL

02

CONCEPT 1

Jackson Geotechnical Engineering

164 Plaza Del Rio Drive
St. Augustine, Florida 32084
904-252-2292

March 26, 2025

Passero Associates, Inc.
335 S. Legacy Trail, Suite B-102
St. Augustine, FL 32092

Att: Mr. Matt Singletary, P.E.

RE: Proposal for Geotechnical Exploration and Engineering Services
Palatka Hangar Project
Palatka, Florida
JGE Proposal No. 25-902.1

In response to your recent request, Jackson Geotechnical Engineering is pleased to provide this proposal for geotechnical exploration and engineering services. This proposal documents our understanding of the project, provides our scope of services, project budget, and schedule.

PROJECT INFORMATION

Project information was provided during correspondence with you. We were provided with an aerial photograph of the subject site. Superimposed on the photograph were the subject construction areas and requested scope of services.

We understand the proposed project will consist of constructing a hangar facility at the subject site. It is anticipated the proposed construction will include an aircraft hangar, apron pavement, and dry retention pond expansion.

Palatka Hangar Project
Palatka, Florida
JGE Proposal #25-902.1

PROPOSED SCOPE OF SERVICES

- 2 SPT borings @ 20 feet in the proposed hangar building area
- 2 SPT borings @ 10 feet in the proposed apron pavement area
- 2 SPT borings @ 15 feet in pond expansion areas
- A horizontal and a vertical permeability test at each of the pond borings (4 tests)
- Engineering Report

SCHEDULE AND FEES

Currently, field exploration can typically commence within approximately 2 to 3 weeks after authorization has been received. We expect the field testing will take approximately 1 to 2 days to complete. Currently, a report could be issued within approximately two weeks after completion of field exploration and laboratory testing.

We propose performing the scope of services listed above for a lump-sum fee of **\$5,455.00**. If we encounter any unforeseen conditions at the site that may require additional services, we will notify you immediately.

We require written approval of this proposal prior to performing any work. The right of entry to the property from the Client is considered granted by the acceptance of this proposal. Please understand that some damage to the existing site including vegetation (landscaping, grass, weeds, ground rutting, etc.) will occur during the normal process of performing the soil borings. Limited hand clearing will be performed, as needed, in order to access the boring locations. While we will attempt to limit any such damage during the site access and drilling of the site, the restoration of any damage is not included in the scope of this proposal.

We will call-in utility locates, as required by State law. We request the locations of known utilities within the area be provided to us. A private utility locate service can be utilized by others to increase the probability of identifying utilities. Utilizing a private utility locate service is not included in this proposal. Jackson Geotechnical Engineering will not be held responsible for damage to utilities.

PAYMENT COMPLIANCE

The parties (client and Jackson Geotechnical Engineering) agree the fees mentioned above in the *Schedule and Fees* section of this proposal will be paid to Jackson Geotechnical Engineering within 30 days of conveyance of report and invoice. The payment for our services is not dependent on bank loans, closings, or any other outside funding sources. A late fee of 1.5% per month will be assessed on any past-due invoices.

Palatka Hangar Project
Palatka, Florida
JGE Proposal #25-902.1

OVERDUE AND UNPAID INVOICES

1. Client agrees that the amount of invoices unpaid after 30 days from the date of the invoice will accrue a finance charge of one and one-half percent per month (1.5% per month), beginning from the invoice date.
2. Payments for overdue invoices shall be first applied to the interest charges and then to the unpaid balance on each open invoice, starting with the oldest invoice.
3. For amounts past due in excess of sixty days (60) days from the invoice date, the client and Jackson Geotechnical Engineering agree that Jackson Geotechnical Engineering is entitled to compensation for time and expenses associated with efforts to collect past due amounts. The client and Jackson Geotechnical Engineering agree that such expenses may include, but not be limited to, certified mail expenses, filing and recording fees, and reasonable legal fees.

CLOSURE

Thank you for requesting this proposal from Jackson Geotechnical Engineering. Please call us at 904-252-2292 if you have any questions.

Respectfully submitted,

JACKSON GEOTECHNICAL ENGINEERING, LLC

Jeff S. Jackson, P.E.
President

Palatka Hangar Project
Palatka, Florida
JGE Proposal #25-902.1

AUTHORIZATION/PROPOSAL ACCEPTANCE

By signing this proposal, you state that you have read, understand and accept, the terms and conditions contained within this proposal, and have familiarized yourself and your organization with the *Payment Compliance* and *Overdue and Unpaid Invoices* portions of this proposal. All information must be complete prior to commencement of services (including field work scheduling).

Name (Printed)	Signature	Date
Client		
Email Address	Phone	Fax
Address		
City, State		Zip



March 27, 2025

VIA EMAIL: msingletary@passero.com

Matt Singletary, PE
PASSERO ASSOCIATES
335 S. Legacy Trail, Suite B-102
St. Augustine, FL 32092

Palatka Hangar Project
4015 Reid Street
Palatka, Florida 32177
Section 03, Township 10 South, Range 29 East, Putnam County, Florida

Dear Matt,

We are pleased to submit our proposal for a Topographic Survey on two separate areas, totaling 3.6 Acres of the above-referenced project. It is our understanding that the City of Palatka/Airport requires a Topographic Survey to support the design of the Palatka Hangar Project. We appreciate the opportunity to provide these services to you. Please contact us if you have any questions.

SCOPE OF WORK:

Provide a **Topographic Survey** in accordance with Chapter 5J-17 F.A.C. to include the following:

1. All survey points shall be depicted as "Civil Point Objects" as created in AutoCAD Civil 3D.
2. All data shall be presented in state plane coordinates (NAD83). Vertical datum NAVD 88 shall be used.
3. Locate and identify pavement markings. Airfield centerlines shall be located on the center and edge. Stripes shall be located along the outside edge at increments of 100'.
4. Locate all existing airfield edge lights with all duct and cable markers.
5. Locate horizontally and vertically existing edges of pavement for all pavements inside the survey corridor.
6. Locate and provide legend of all signage.
7. Provide location of drainage structures.
8. Locate all miscellaneous structures in paved and grassed areas.
9. Locate all above ground utilities, and underground utilities to the extent possible.
10. Provide locations of geotechnical borings.
11. The survey deliverables shall be electronic files fully compatible with AutoCAD Civil 3D.
12. Provide horizontal and vertical control points that will be used for construction in the area of the survey.
13. Provide the survey on an appropriate scale for readability.

Palatka Hangar Project
4015 Reid Street
Topographic Survey



14. During the construction phase of this project, the surveyor must be available to meet with the contractor to discuss any survey coordination such as control point and grading verification that may be required.

DELIVERABLE

The final product will be (3) certified prints and an electronic file for your use.

DELIVERY

All documents will be sent to the client or the client's representative(s) via **USPS**. If overnight shipping is requested or required by the client or the client's representative(s), then said charges would appear as a separate item on our invoice unless we are provided with the client's overnight carrier account number for shipping.

ADDITIONAL SERVICES

Any service not explicitly provided for in the above scope will be billed as additional services and will be performed at our then-current hourly rates as provided for in Exhibit A.

INFORMATION PROVIDED BY CLIENT

SSMC shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

Subsurface Utility Designation

1. Horizontally locate and field mark (paint & flags) all public subsurface utility mains found excluding service lines, gravity sewer lines and irrigation.

OPTIONAL UTILITY DELIVERABLE

The final product will be a field drafted plan sheet or utility designation field sketch(s) of the project area reflecting all pertinent data for your use.

UTILITY TERMS AND CONDITIONS

Passero Associates agrees to abide by the Sunshine 811, Florida State Statutes Chapter 556.106 and all applicable laws, and regulations that pertain to the services provided.

Passero Associates **MUST** provide Southeastern Surveying and Mapping Corporation (SSMC) all plans and records for this site prior to the commencement of field efforts **AND** review plans with SSMC technician. SSMC will rely on the accuracy of such plans and records and will notify Passero Associates if there are any patently or reasonably identifiable defects in the documents prior to performing services. Passero Associates representative will be responsible for reviewing plans with SSMC technician and indicate what utility structure are expected to be encountered and where.

SSMC shall review the site conditions with the use of a Ground Penetrating Radar (GPR) in the presence of Passero Associates Authorized Representative based upon the plans and records provided.

Palatka Hangar Project
4015 Reid Street
Topographic Survey



Passero Associates is aware that due to the inherent uncertain nature of subsurface utilities, including but not limited to deficient or misrepresentation of prints, SSMC cannot guarantee that all subsurface utility lines will be accounted for. SSMC will ensure that all reasonable efforts are made to identify the location of said underground utilities and provide the best available information within the project area with the use of Ground Penetrating Radar and Electronic Line Locating Equipment, as needed. Additional research will only be conducted by SSMC if requested in writing by Passero Associates.

In accordance with the Underground Facility Damage Prevention and Safety Act, the Design Engineer shall perform sufficient Utility Coordination with the Utility providers in this location to affirm the information from SSMC's efforts and confirm that no other subsurface utility is possibly undetected by these efforts.

SSMC will certify that the surface designation is within two (2) feet of the true underground position of the utility relative to the mark as shown on the surface in accordance with the plans provided and the reasonable efforts conducted to locate the utilities as outlined above.

SSMC shall not be held liable for any latent or unreasonably discoverable utilities in the project area. Furthermore, in the event of a claim regarding the services provided in the proposal, SSMC shall have liability for reasonable and necessary defense costs to the extent caused by SSMC's negligence.

PROJECT TIMELINE:

We anticipate the commencement of the above-described work **within twenty (20) business days** after receipt of a written notice to proceed.

EXPENSES AND FEES

Our fee for the above-referenced work will be as follows:

Topographic Survey:	\$ 5,871.00
----------------------------	--------------------

PAYMENT TERMS:

Payment is expected within thirty (30) days from the date of the invoice.

PAYMENT OPTIONS

SSMC is committed to ensuring our clients have access to various payment options. These options include cash, paper checks, ACH transfers, wire transfers, and credit cards. Credit card payments are subject to a vendor administrative fee of 3.5% of the invoice total.

We look forward to the opportunity to work with you on this project.

Sincerely, 

Thomas F Ferguson, PSM
Project Manager

Palatka Hangar Project
4015 Reid Street
Topographic Survey



If the above scope, period of service, and method of compensation meets with your approval, please have an authorized person execute below and send via email to contracts@southeasternsurveying.com as an official notice to proceed along with the notice of commencement. **Fees and times stated in this agreement are valid for six months from the date of the proposal.**

CLIENT AUTHORIZATION

I declare that I am authorized to sign the binding contractual document. I also declare that I have read, understand, and accept this proposal.

Signature

Date

Printed Name

Title (if any)

Site Investigation Map

Write a description for your map.

Legend

 Survey Area

**PROPOSED HANGAR AND AIRCRAFT APRON PAVEMENT
TOPOGRAPHIC SURVEY AREA - 2.60 ACRES
2 - BUILDING BORINGS (20' SPT)
2 - PAVEMENT BORINGS (10' SPT)**

**PROPOSED POND EXPANSION DRY POND W/ UNDERDRAINS
TOPOGRAPHIC SURVEY AREA - 1 ACRE
2 -15' BORINGS WITH PERMEABILITY TESTING**

Google Earth

Image © 2025 Airbus

600 ft

Page 267 of 444

RESOLUTION NO. 2025-R-146

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE WORK ORDER 2025-76 WITH PASSERO ASSOCIATES, LLC FOR DESIGN AND GRANTS ADMINISTRATION SERVICES FOR THE EXPANSION OF THE TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL AREA) AT THE PALATKA MUNICIPAL AIRPORT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palatka has entered into a Master Consulting Services Agreement with Passero Associates, LLC for professional engineering and planning services at the Palatka Municipal Airport; and

WHEREAS, the City desires to expand the transient aircraft parking apron in the North Terminal Area of the Palatka Municipal Airport to accommodate increased aircraft activity and support future development; and

WHEREAS, Passero Associates, LLC has submitted Work Order 2025-76 to provide design and grants administration services for the apron expansion project, including geotechnical investigation and topographic survey; and

WHEREAS, the total not-to-exceed cost of Work Order 2025-76 is \$71,326.00, and the project is 100% grant funded through the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT); and

WHEREAS, the City Commission finds it in the best interest of the City to proceed with the execution of Work Order 2025-76 to advance the project.

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

Section 1. The City Commission hereby approves Work Order 2025-76 with Passero Associates, LLC for design and grants administration services related to the expansion of the transient aircraft parking apron (North Terminal Area) at the Palatka Municipal Airport, in an amount not to exceed \$71,326.00.

Section 2. The City Manager is hereby authorized to execute Work Order 2025-76 and any related documents necessary to carry out the intent of this Resolution.

Section 3. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-147 granting a special events permit to Sam Deputy of DPE for Boo on the Ave, which will be held 10/31/2025.

Event Date or Dates– 10/31/2025

Agenda Item Number – 2025-R-147

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: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Sam Deputy is requesting soft road closures of St. Johns Ave from 11th Street to 2nd Street.

BACKGROUND

This is an annual event that takes place in the heart of Palatka. Hundreds of kids come to trick or treat.

PROJECT ANALYSIS

Sam Deputy of DPE has submitted an event application for the annual Boo on the Ave trick or treating event which takes place down St. Johns Ave. on 10/31.

Staff Recommendation

Trick-or-treating along St. Johns Avenue provides families with a safe and festive environment to celebrate Halloween while bringing the community together in one central location. The event not only offers children a fun and memorable experience but also supports local businesses by increasing foot traffic and encouraging families to shop and dine downtown. By creating a tradition that combines safety, family fun, and economic benefit, St. Johns Avenue becomes a hub of community spirit and celebration. The action requested is for Commissioner approval.

ATTACHMENTS

1.	Boo on the ave 2025 resolution
2.	Boo on the Ave 2025 application

RESOLUTION NO. 2025-R-147

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO SAM DEPUTY FOR BOO-ON-THE-AVE.; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF ST. JOHNS AVE. FROM 2ND ST. TO 11TH ST.; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Sam Deputy has made an application to the City of Palatka for a special event permit for Boo-on-the-Ave to be held 10/31/2025.

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 for Boo-on-the-Ave 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 October 31st during the hours provided in the application.
- b.** Road closures of St. Johns Ave. from 2nd street to 11th street 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 10th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

JC
verified
12/26/24



Date Received: 12/26/24
Permit Classification: A

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Sam Deputy
Address: 623 St Johns Ave Email: g.deputy5 Attic@gmail.com
Palatka, FL 32127 Phone: 386-983-4887
2. Secondary Contact: _____
Address: _____ Email: _____
Phone: _____
3. Event Sponsor/Organization: DPI/DPE
Attach a certificate of Tax Exemption if applicable.
4. Name of Event: Boo On The Avenue
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
Trick or Treat on St Johns Ave.
Close roads w/ cones
6. Event Location (911 Address): St Johns Avenue 200 to 1100 Block
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
____ 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: Sam Deputy

Cell Phone: 386-988-4897

Name: _____

Cell Phone: _____

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

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

Setup:

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

Event:

10/31/25 3:00 to 5:30

:__ to __:__ :__ to __:__

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

Breakdown:

____/____/____ :__ to __:__ :__ to __:__ :__ to __:__

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

2500

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: _____ Uniform identification: _____

Not needed

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.

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. **Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.**
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. **Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.**
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. **Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.**
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. **Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.**
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. **Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.**

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). **Same as a regular inspection tag check.**
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. **In addition to the ABC, they must have a K class. No K, no frying.**
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. **Check fire retardant label on the tent and on the side curtains.**
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. **If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.**
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. **The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.**

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka Indemnification & Hold Harmless Agreement

(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 Florida County of Putnam

The foregoing application is acknowledged before me this 23 day of December 2024, by Joan D. [Signature], who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

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.

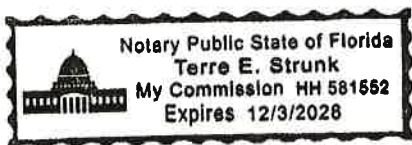
<u><i>[Signature]</i></u>	<u><i>Downtown</i></u>
Signature of Applicant	Name of Facility being used
<u><i>San Deputy</i></u>	<u><i>11-28-25</i></u>
Print Name of Applicant	Date of Use

State of *Florida* County of *Duval*

The foregoing application is acknowledged before me this *23* day of *December*, 20*24*, by *San Deputy*, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

[Signature]
Signature of Notary Public, State of *Florida*



AWOS Repair: Adopt Resolution 2025-R-149 Authorizing the City Manager to use Airport Surplus Dollars in the amount not-to-exceed \$50,000 for the repair of the Automated Weather Observing System (AWOS) located at the Palatka Municipal Airport.
AWOS Repair

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Requesting use of airport surplus funds in an amount not-to-exceed \$50,000 for the repair of the Automated Weather Observing System.

BACKGROUND

The Automated Weather Observing System is a cluster of sensors and communication technology that provides real-time, continuous weather data at Palatka Municipal Airport. Pilots and airport operators use this information for safe and efficient airport operations, with AWOS providing details like temperature, wind, visibility, sky conditions, and pressure. The AWOS was struck by lightning (as confirmed by the FAA-certified technician) that resulted in significant damage to the overall system. Staff has been working with FMIT and the FAA-certified technician regarding identifying associated and coverage. The coverage cost provided by FMIT is less than the repair costs identified by the FAA-certified technician. FMIT has provided the claim check, and the FAA-certified technician has provided a repair cost for the affected components.

PROJECT ANALYSIS

The project is common in the airport industry, especially, in the State of Florida where lightning strikes on airport property are extremely common. The funding will allow the FAA-certified technician to repair and/or replace all parts affected by the lightning strike.

Staff Recommendation

Staff recommends the use of the airport surplus funds not-to-exceed \$50,000 to repair the Automated Weather Observing System located at the Palatka Municipal Airport.

ATTACHMENTS

1.	149. Resolution 2025-R-149 AWOS Repair Resolution
----	---

RESOLUTION NO. 2025-R-149

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PALATKA, FLORIDA, APPROVING FUNDING FOR THE REPAIR OF
THE AUTOMATED WEATHER OBSERVING SYSTEM AT THE
PALATKA MUNICIPAL AIRPORT AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Automated Weather Observing System (AWOS) at the Palatka Municipal Airport was struck by lightning and has become inoperable; and

WHEREAS, the existing components, including barometric pressure sensors, radio sensors were directly affected, resulting in an inoperable condition; and

WHEREAS, the City staff has been working with FMIT and the FAA-certified technician to identify coverage and associated costs for components repair and/or replacement; and

WHEREAS, City staff recommends the use of the airport surplus funds in an amount not-to-exceed \$50,000 for the repair of the AWOS equipment located at the Palatka Municipal Airport;

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

1. **Approval of Funding** The City Commission hereby approves the allocation of **\$50,000** for the repair of the Automated Weather Observing System components at the Palatka Municipal Airport.
2. **Authorization to Proceed** City staff is authorized to proceed with working with the FAA-certified technician to get the necessary repairs done to reestablish the AWOS equipment to an operable condition.
3. **Effective Date** This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 9th day of October 2025.

CITY OF PALATKA, FLORIDA

By: _____
Mayor

ATTEST:

City Clerk

Audit Selection Committee

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is following up on the initial discussion held September 25, 2025 regarding the Auditor Selection Committee. Appointing eligible and qualified members of the Committee via Resolution is the next phase of the process. Staff is requesting the full name of each appointed voting member, advisor(s) and Commissioner Member Chair.

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, 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

At the last Commission meeting held September 25, 2025 Commissioners were presented with the above-mentioned Resolutions and Auditor Selection guidance from the State of Florida Auditor General to understand its responsibilities with regard to establishing an Auditor Selection Committee and to understand the responsibilities of the Auditor Selection Committee. Per Resolution 2014-10-91 Members of the audit committee shall be

selected based on their eligibility, qualifications, and willingness to serve whenever a vacancy exists; provided however, the City Commission may elect to serve on the Committee by resolution approved at any City Commission meeting.

Staff Recommendation

Council is asked to consider the information and provide direction to staff at the October 9, 2025 meeting, regarding appointing voting members, advisor(s) and selecting a Commission Member chairperson that would assume responsibility for working with staff to begin the bid and selection process. Staff would need the full name of the appointed members along with a CV and/or resume. Staff would need a consensus on whom the Commissioner Member chairperson would be. Government Finance Officers Association (GFOA) best practices recommends, ideally, all members of the selection committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The audit committee 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.

Discussion points for City Commission consideration:

- 1) Who from the Commission would like to serve on the Auditor Selection Committee as the chair?
- 2) Each Commissioner will be asked to provide the full name of their respective appointee. Staff will need the appointee's updated CV and/or resume no later than Wednesday, October 15th. Each Commissioner has the ability to appoint themselves as a member of the audit selection committee or select an eligible/qualified appointee.
- 3) In 2020, the Finance Director served as an advisor. Who would the Commission like to serve in an advisory capacity for the audit selection Committee?

Based on the City Commission's responses, staff will return to the October 23, 2025 regular meeting with a Resolution to activate the Auditor Selection Committee. City Commission would be asked at that meeting to approve the resolution listing the full names of appointed members to the Committee, advisor(s) and the Commissioner Member chair that would assume responsibility for working with staff to begin the bid and selection process.

ATTACHMENTS

1.	Resolution 2016-12-60 Audit Selection Committee 2020
2.	Resolution 2014-10-91-Establish Audit Committee
3.	Auditor Selection Guidelines_Sept 2021

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;

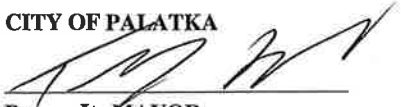
Section 2: That terms for Committee members are to coincide with the terms of office of those members of those particular members of the Palatka City Commission holding the office of Commissioner Group 1, Commissioner Group 2, Commissioner Group 3, Commissioner Group 4 and Mayor Commissioner, each term 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:**

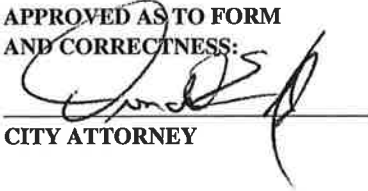

CITY ATTORNEY

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

**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

Table of Contents

Auditor Selection Law	1
Auditor Selection Committee Composition and Size	1
Legal Requirements	1
Nonmandatory Guidance.....	2
Small Government Considerations	3
Auditor Selection Committee Responsibilities.....	3
Legal Requirements	3
Nonmandatory Guidance	3
• Establishment of the Auditor Selection Committee	3
• Auditor Selection Committee Responsibilities	4
• Communications with the Auditor Selection Committee	6
Small Government Considerations	6
Audit Proposal Evaluation Factors	6
Legal Requirements	6
Nonmandatory Guidance	6
• Audit Firm Qualifications	6
• Technical Qualifications	7
Use and Elements of Request for Proposal	7
Legal Requirements.....	7
Nonmandatory Guidance	7
• Public Announcement for Audit Services	8
• Elements of the Request for Proposal.....	8
Use and Elements of Audit Services Contract	14
Legal Requirements	14
Nonmandatory Guidance	14
• Engagement Letter.....	14
• Required Contract Elements	14
• Additional Contract Elements	15
Appendices	
Appendix A – Auditor Selection Law (Section 218.391, Florida Statutes)	17
Appendix B – Questions and Answers	19
Appendix C – Auditor Selection and Auditor Selection Committee Resources	24

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)

Fiscal Year 2025-2026 scheduled meetings

Colors:

Red: Special Magistrate, Baby Blue: Planning Board, Purple: Historic Preservation, Highlighted: Budget Workshops, Black Commission/CRA Meetings

Tuesday: October 21, 2025, Special Magistrate 1:30 p.m.

Thursday: October 23, 2025, CRA Meeting 5:00 p.m.

Thursday: October 23, 2025, Commission Meeting 6:00 p.m.

Tuesday: November 4, 2025, Planning Board Meeting 4:00 p.m.

Thursday: November 6, 2025, Historic Preservation 4:00 p.m.

Thursday: November 13, 2025, Regular Commission Meeting 6:00 p.m.

Tuesday: November 18, 2025, Special Magistrate 1:30 p.m.

Tuesday: December 2, Planning Board Meeting 4:00 p.m.

Thursday: December 4, 2025, Historic Preservation meeting 4:00 p.m.

Thursday: December 11, 2025, Regular Commission Meeting 6:00 p.m.

Tuesday: January 6, 2026, Planning Board Meeting 4:00 p.m.

Thursday: January 8, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: January 8, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: January 20, 2026, Special Magistrate 1:30 p.m.

Thursday: January 22, 2026, CRA Meeting 5:00 p.m.

Thursday: January 22, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: February 3, 2026, Planning Board Meeting 4:00 p.m.

Thursday: February 5, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: February 12, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: February 17, 2026, Special Magistrate 1:30 p.m.

Thursday: February 26, 2026, CRA Meeting 5:00 p.m.

Thursday: February 26, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: March 3, 2026, Planning Board Meeting 4:00 p.m.

Thursday: March 5, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: March 12, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: March 17, 2026, Special Magistrate 1:30 p.m.

Thursday: March 26, 2026, CRA Meeting 5:00 p.m.

Thursday: March 26, 2026, Regular Commission Meeting 6:00 p.m.

Thursday: April 2, 2026, Historic Preservation meeting 4:00 p.m.

Tuesday: April 7, 2026, Planning Board Meeting 4:00 p.m.

Wednesday: April 8, 2026, 1st Budget Workshop 6:00 p.m.

Thursday: April 9, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: April 21, 2026, Special Magistrate 1:30 p.m.

Thursday: April 23, 2026, CRA Meeting 5:00 p.m.

Thursday: April 23, 2026, Regular Commission Meeting 6:00 p.m.

Wednesday April 29, 2nd Budget Workshop 6:00 p.m.

Tuesday: May 5, 2026, Planning Board Meeting 4:00 p.m.

Thursday: May 7, 2026, Historic Preservation meeting 4:00 p.m.

Wednesday: May 13, 2026, CRA 1st Budget Workshop 6:00 p.m.

Thursday: May 14, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: May 19, 2026, Special Magistrate 1:30 p.m.

Wednesday: May 20, 2026, 3rd Budget Workshop 6:00 p.m.

Thursday: May 28, 2026, CRA Meeting 5:00 p.m.

Thursday: May 28, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: June 2, 2026, Planning Board Meeting 4:00 p.m.

Thursday: June 4, 2026, Historic Preservation meeting 4:00 p.m.

Wednesday: June 10, 2026, CRA 2nd Budget Workshop 6:00 p.m.

Thursday: June 11, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: June 16, 2026, Special Magistrate 1:30 p.m.

Wednesday: June 17, 2026, 4th Budget Workshop 6:00 p.m.

Tuesday: July 7, 2026, Planning Board Meeting 4:00 p.m.

Thursday: July 2, 2026, Historic Preservation meeting 4:00 p.m.

Wednesday: July 15, 2026, 5th Budget Workshop 6:00 p.m.

Tuesday: July 21, 2026, Special Magistrate 1:30 p.m.

Thursday: July 23, 2026, CRA Meeting 5:00 p.m.

Thursday: July 23, 2026, Regular Commission Meeting 6:00 p.m. (Tentative Millage Rate Resolution)

Wednesday: July 29, 2026, 6th Budget Workshop 6:00 p.m.

Tuesday: August 4, 2026, Planning Board Meeting 4:00 p.m.

Thursday: August 6, 2026, Historic Preservation meeting 4:00 p.m.

Wednesday: August 5, 2026, CRA 3rd Budget Workshop 6:00 p.m.

Tuesday: August 18, 2026, Special Magistrate 1:30 p.m.

Wednesday: August 19, 2026, 7th Budget Workshop 6:00 p.m.

Wednesday: August 26, 2026, 8th Budget Workshop 6:00 p.m.

Thursday: August 27, 2026, CRA Meeting 5:00 p.m.

Thursday: August 27, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: September 1, 2026, Planning Board Meeting 4:00 p.m.

Thursday: September 3, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: September 10, 2026, First Budget Hearing (This will depend on the School Board and the Board of County Commissioners) 6:00 p.m.

Tuesday: September 22, 2026, Special Magistrate 1:30 p.m.

Thursday: September 24, 2026, CRA Meeting 5:00 p.m.

Thursday: September 24, 2026, Second budget hearing. 6:00 p.m.

Tuesday: October 6, 2026, Planning Board Meeting 4:00 p.m.

Thursday: October 1, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: October 8, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: October 20, 2026, Special Magistrate 1:30 p.m.

Thursday: October 22, 2026, CRA Meeting 5:00 p.m.

Thursday: October 22, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: November 3, 2026, Planning Board Meeting 4:00 p.m.

Thursday: November 5, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: November 12, 2026, Regular Commission Meeting 6:00 p.m.

Tuesday: November 17, 2026, Special Magistrate 1:30 p.m.

Tuesday: December 1, 2026, Planning Board Meeting 4:00 p.m.

Thursday: December 3, 2026, Historic Preservation meeting 4:00 p.m.

Thursday: December 10, 2026, Regular Commission Meeting 6:00 p.m.

STAFF REPORT

DATE: October 9, 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.

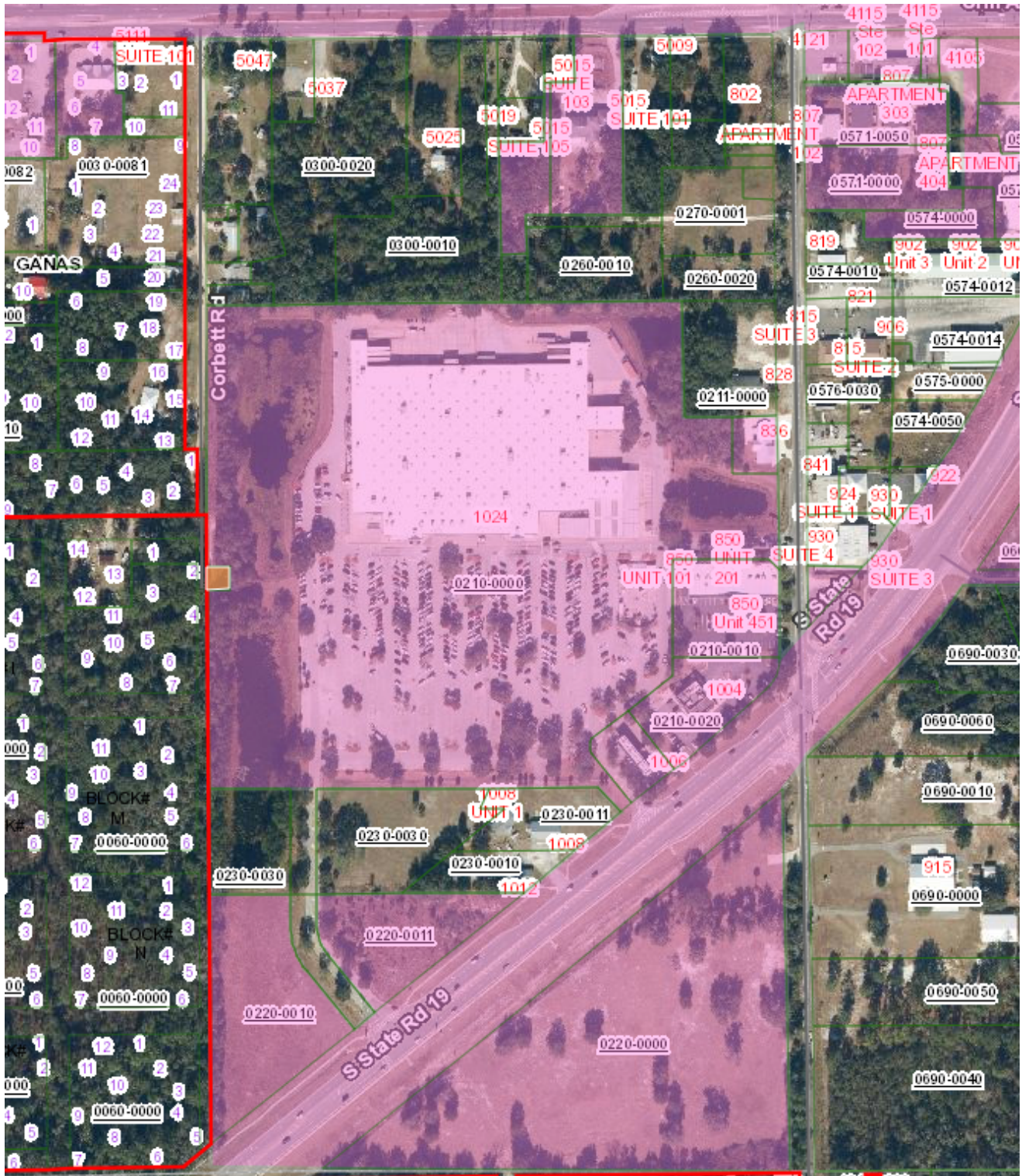


Figure 1: Subject site shown in orange

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

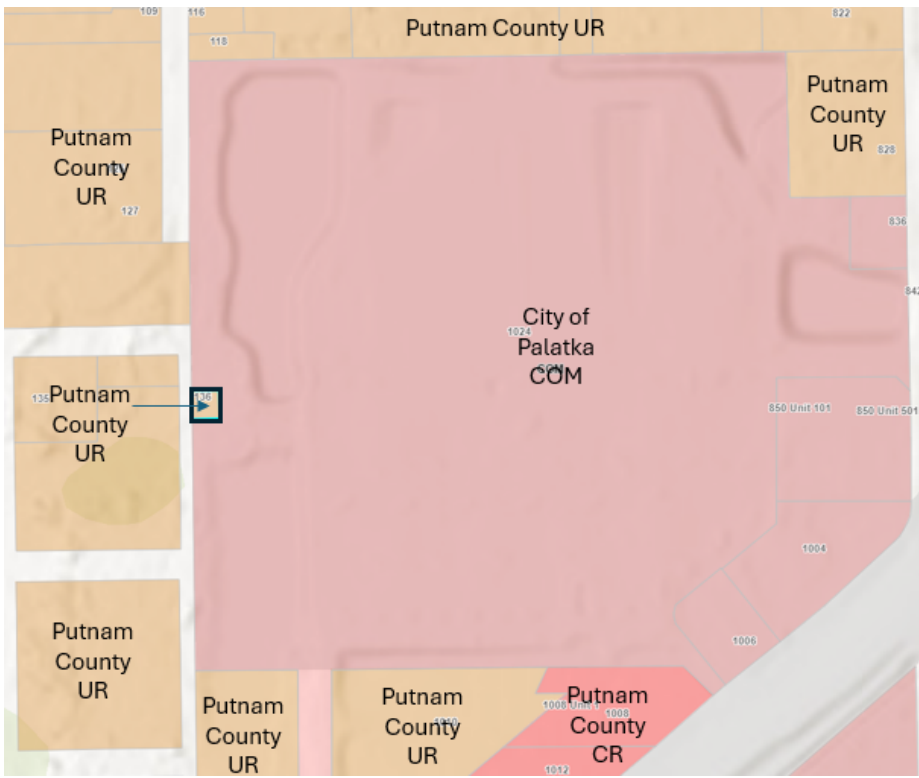


Figure 2: Current Future Land Use Map (FLUM)

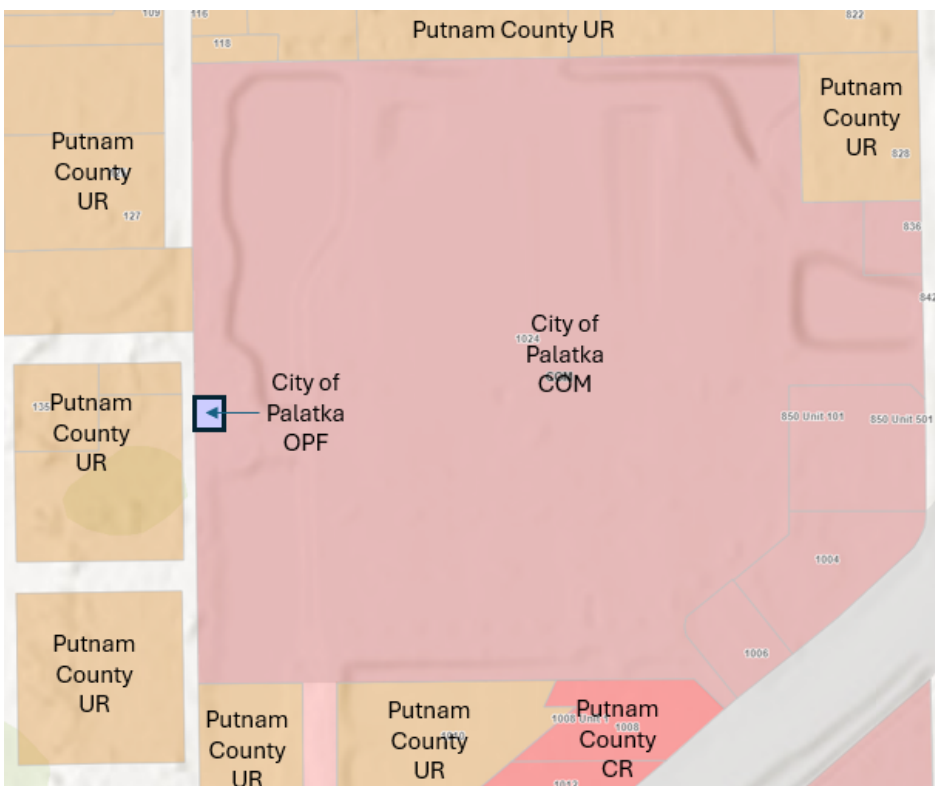


Figure 3: Proposed Future Land Use Map (FLUM)

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.

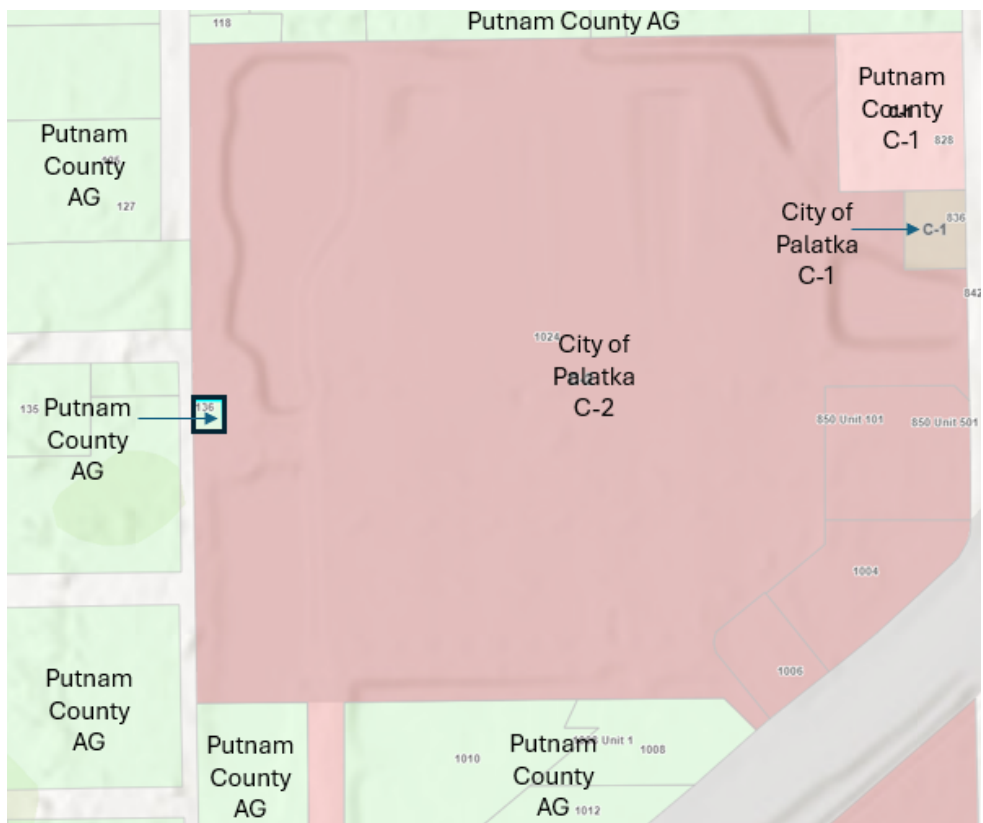


Figure 4: Current Zoning Map

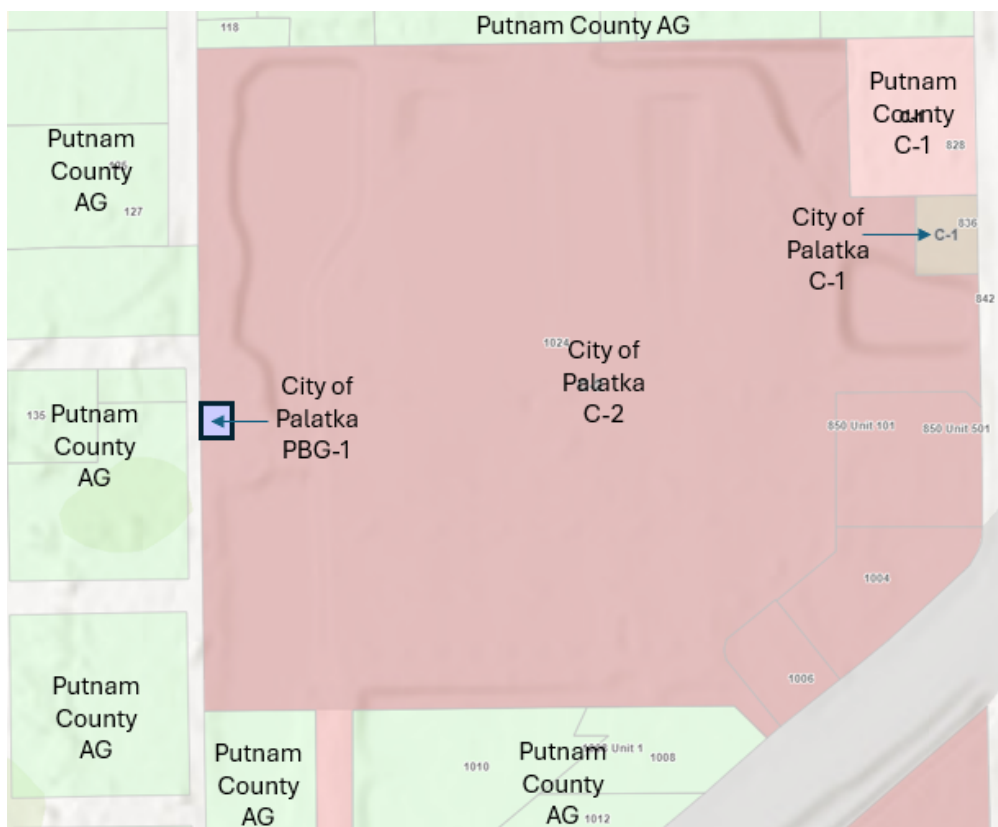


Figure 5: Proposed Zoning Map

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
Declaratory of the State of Florida
By *Anna B. Bland*

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

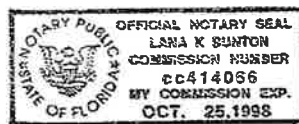
Claudia Thompson
CLAUDIA THOMPSON

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

Second Reading: 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: October 9, 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.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Second Reading: 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: October 9, 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

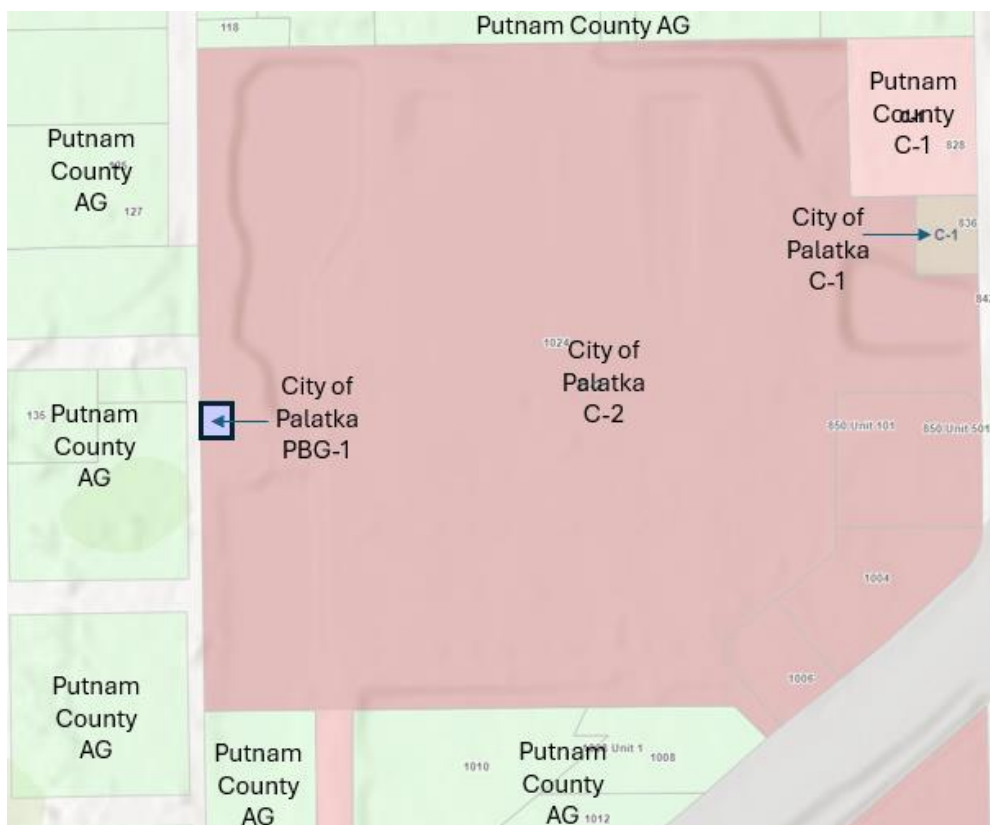
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 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: October 9, 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.

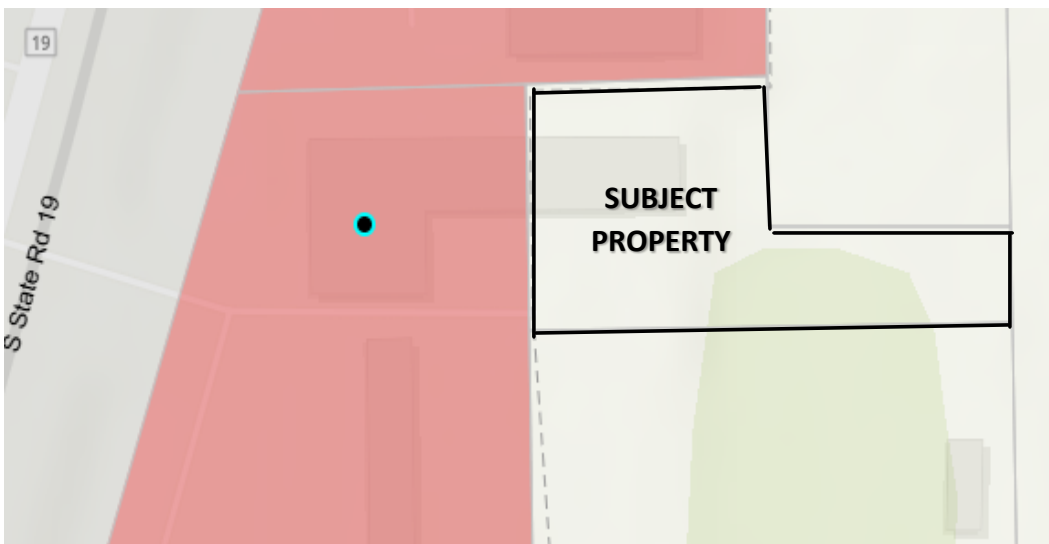


Figure 1: Subject site with City boundaries shown.

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

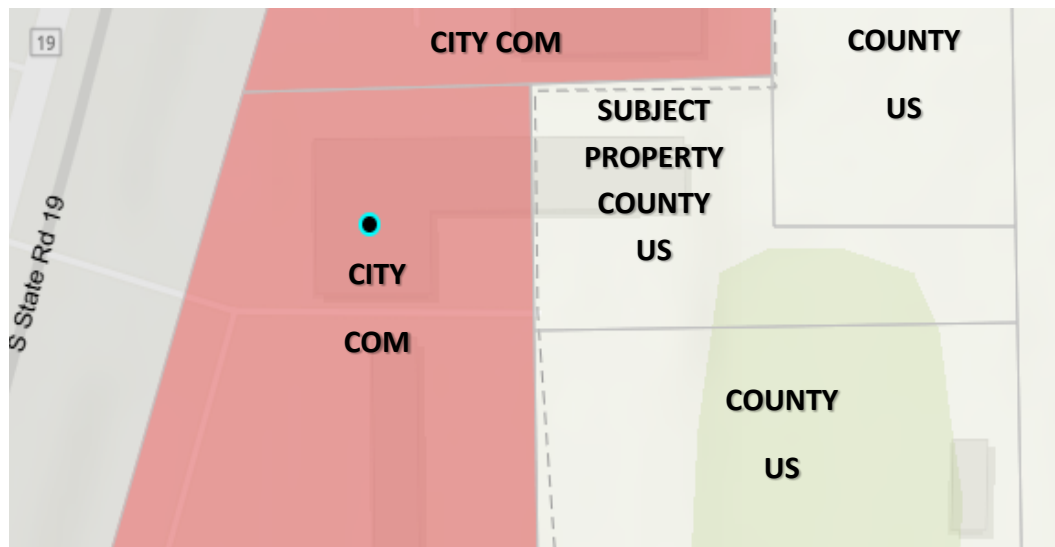


Figure 2: Current Future Land Us

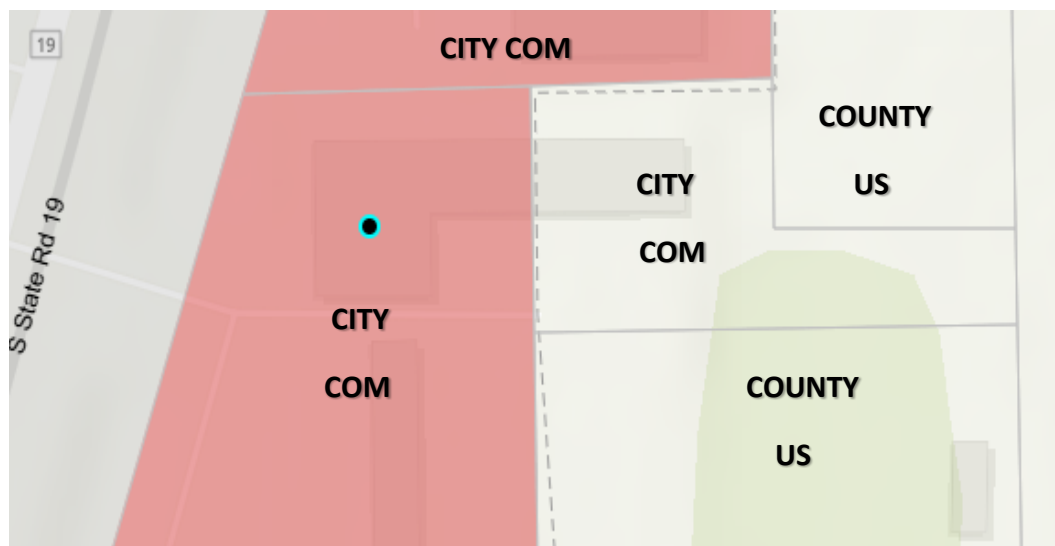


Figure 3: Proposed Future Land Use

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.

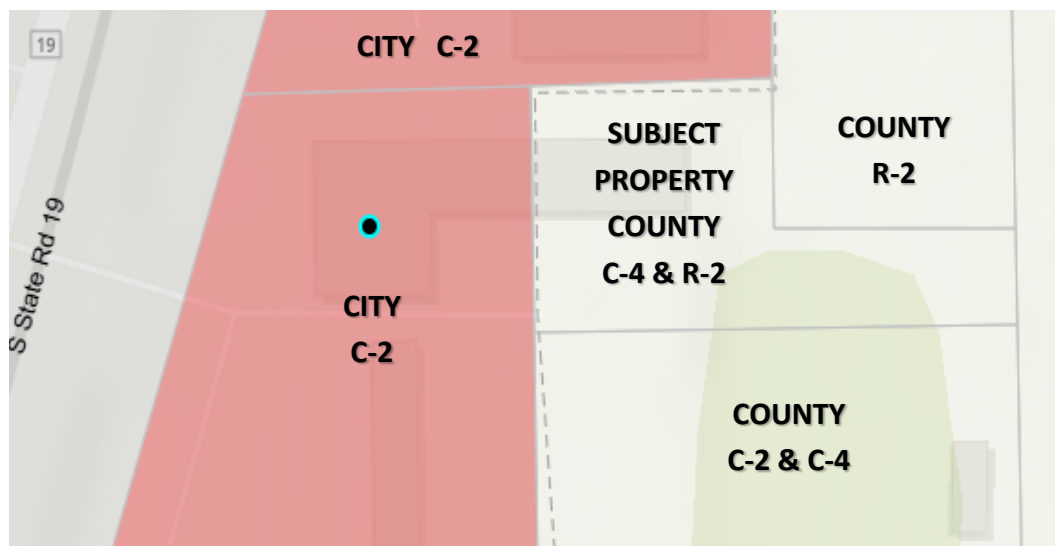


Figure 4: Current Zoning

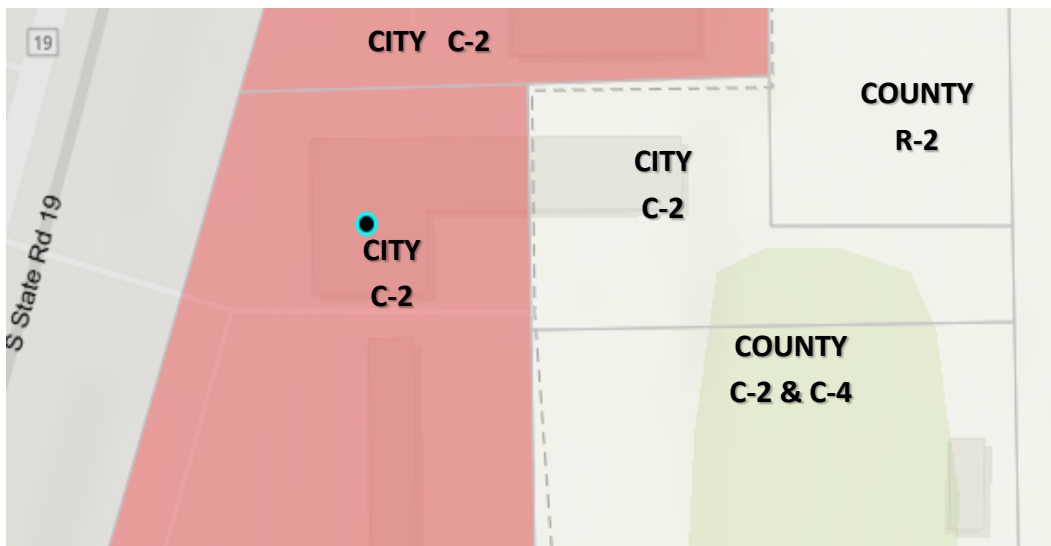


Figure 5; Proposed Zoning

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

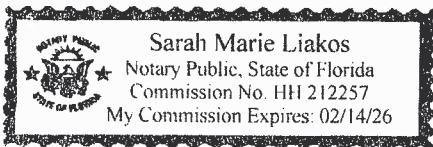
STATE OF FLORIDA

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
- 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: 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**

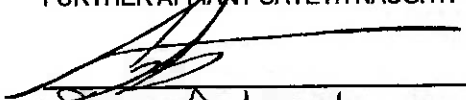
BEFORE ME, the undersigned authority, this day personally appeared STEVEN D LAMB, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

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 GRANTEEES, 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

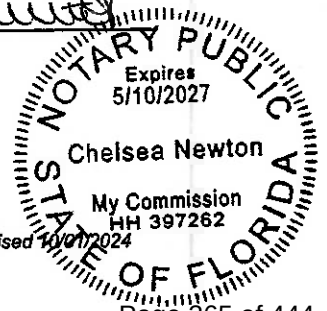
(Name in print)

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)

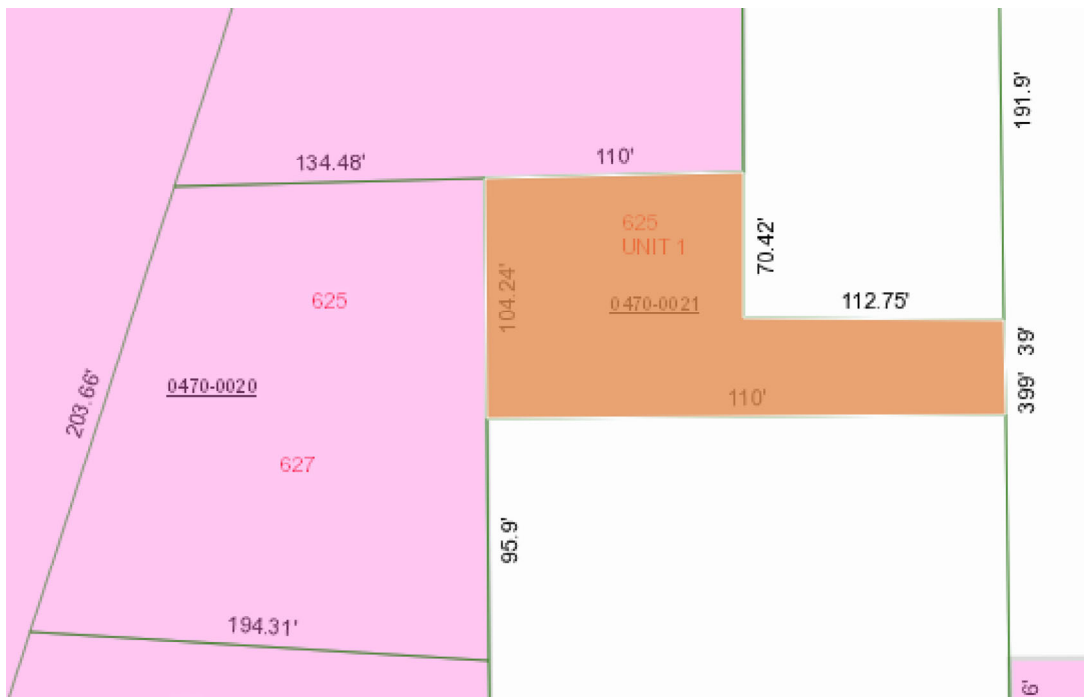
Wagner Property Group is proposing to redevelop the existing retail development located at 625 S SR 19 in Palatka. We are in the preliminary stage of planning for this project and are requesting the annexation, rezoning, and future land use amendment for Parcel Number 11-10-26-0000-0470-0021. Pending 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: October 9, 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

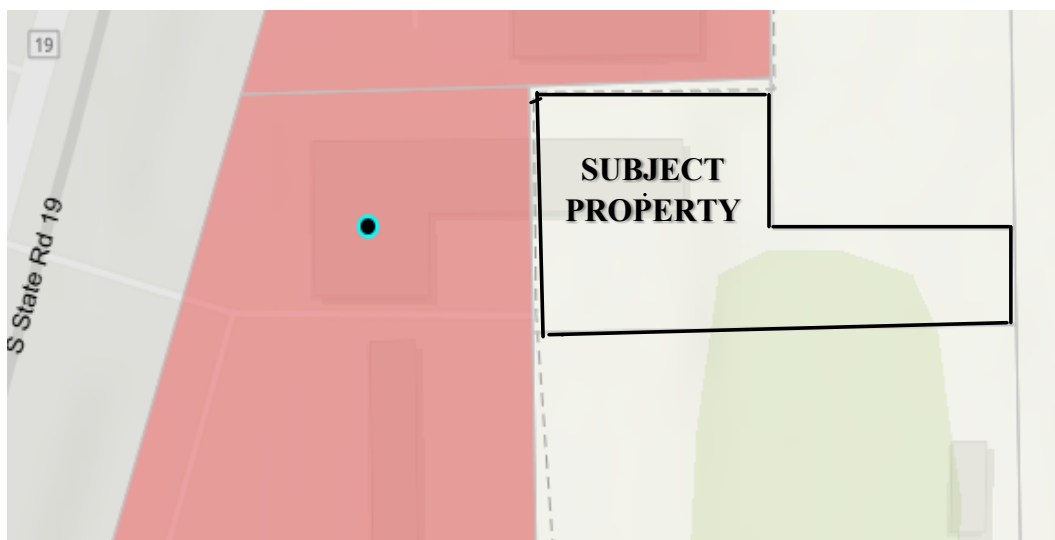
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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.

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

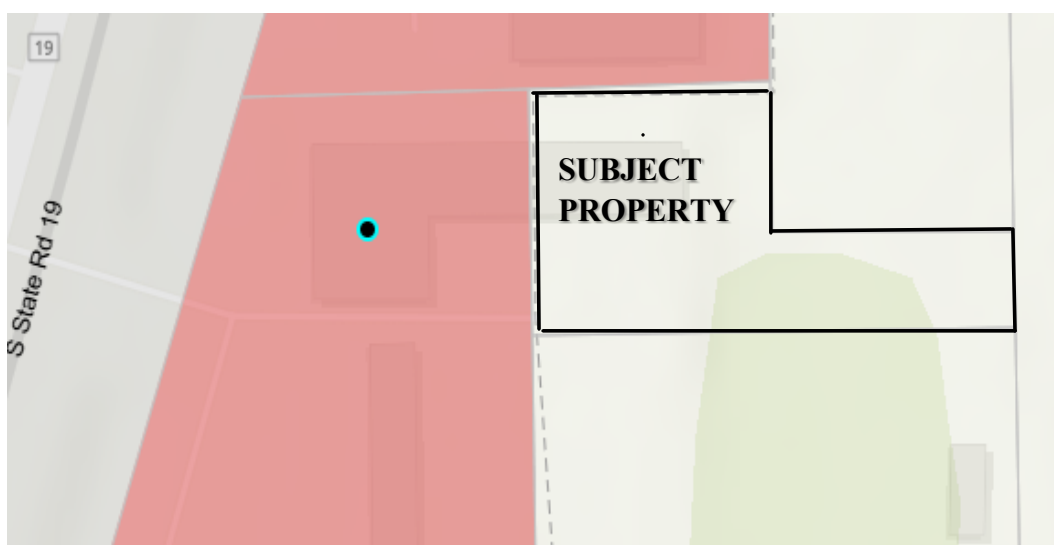
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on September 2nd, 2025, and two public hearings before the City Commission of the City of Palatka on September 25th, 2025, and October 9th, 2025, and

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 S1/2OF, 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.

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.

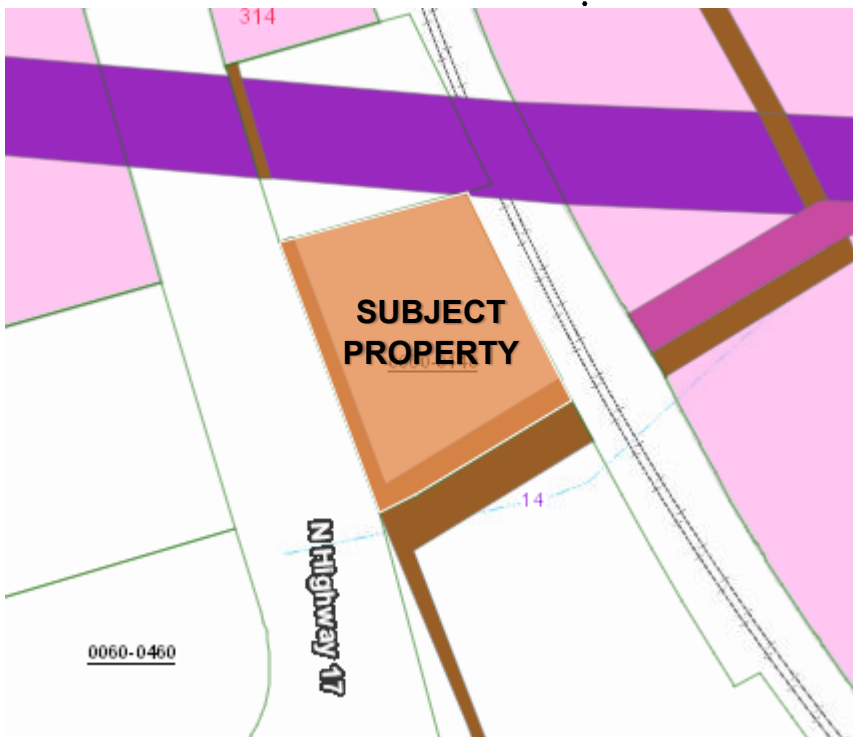


Figure 1: Subject site with City boundaries shown.

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

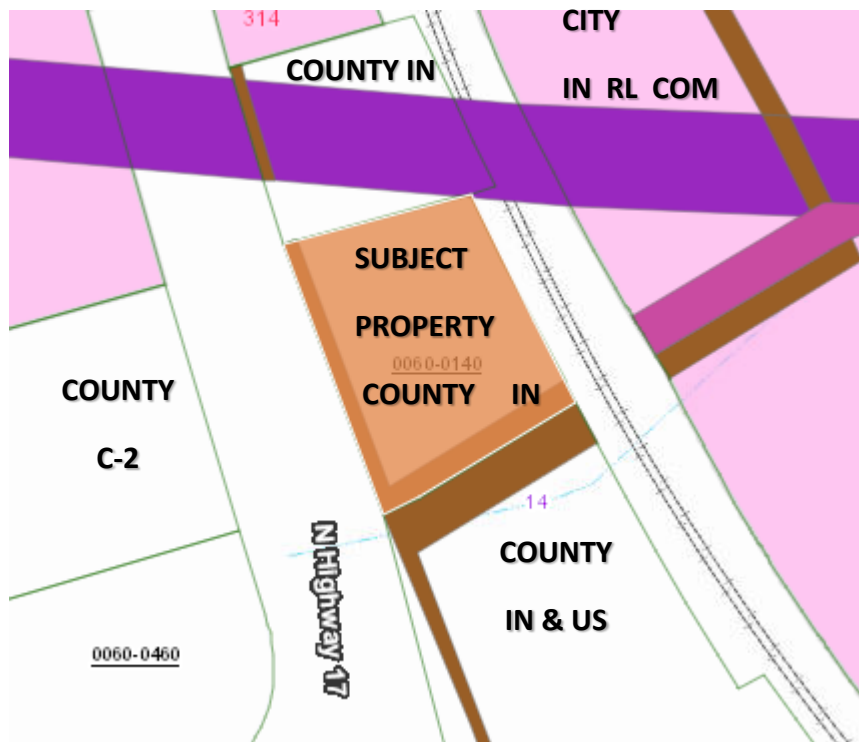


Figure 2: Current Future Land Use

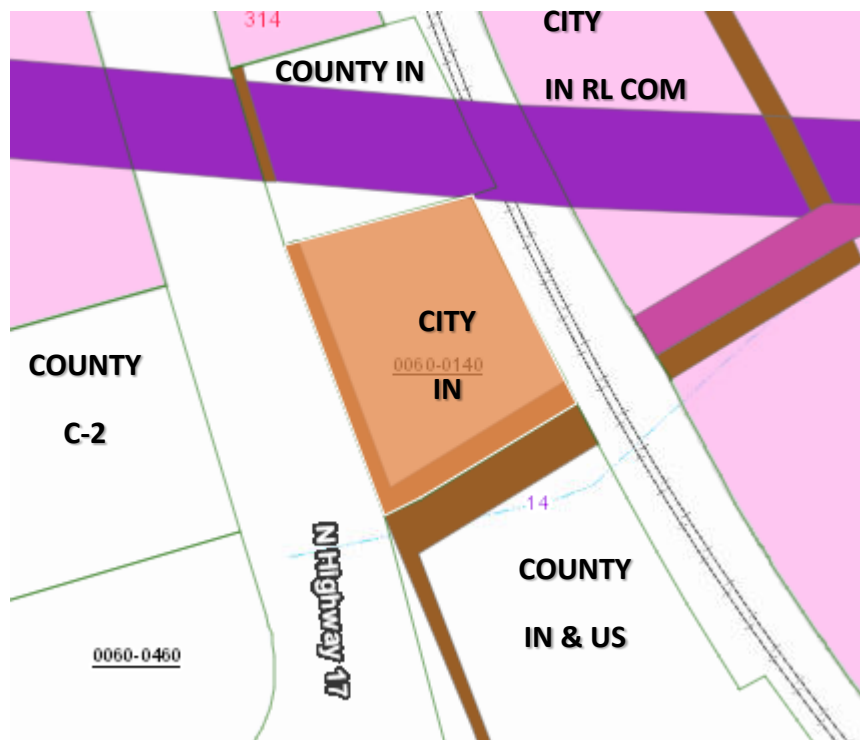


Figure 3: Proposed Future Land Use

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.

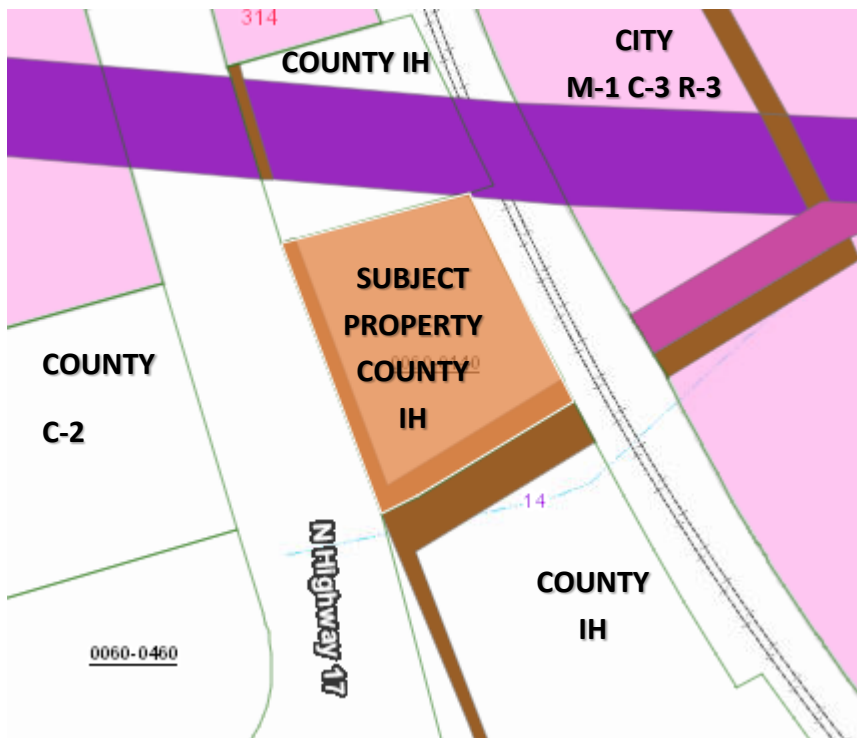


Figure 4: Current Zoning

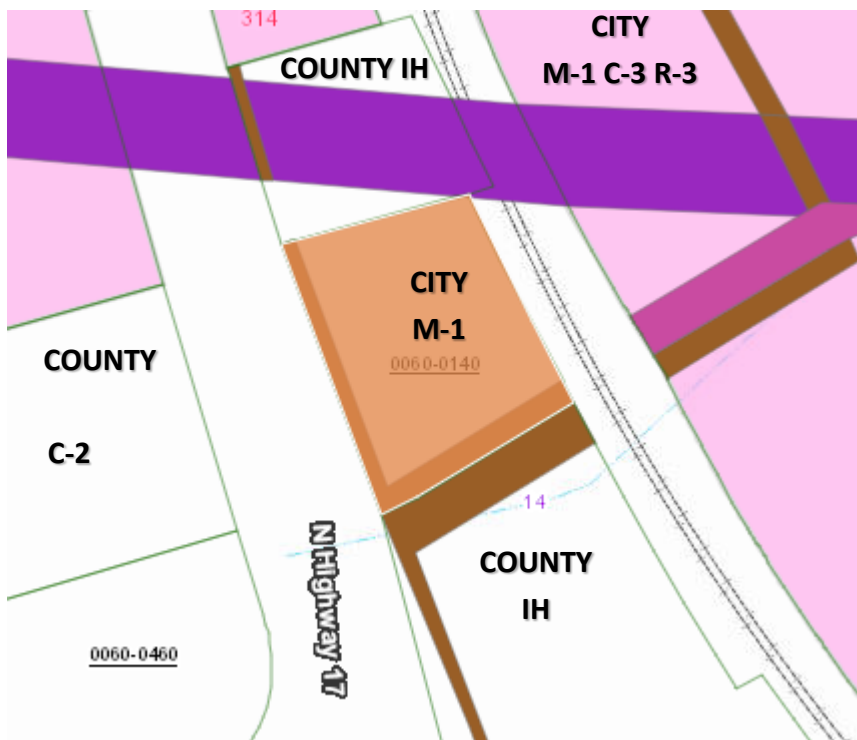


Figure: Proposed Zoning

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: _____

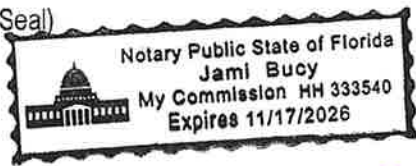
To Be Notarized

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 | |

Property Information

- Property Address: 300 N. Highway 17, Palatka FL
- Parcel Number: 37-09-26-0000-0060-0140
- Parcel Dimensions: 3.8 Acres
- 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 16,850 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

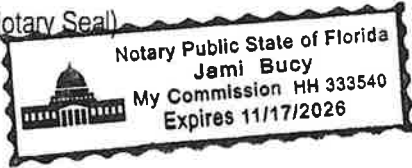
STATE OF Florida

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.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 11-17-26

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

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 ☒

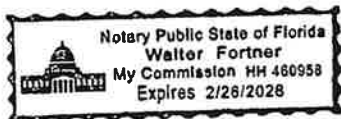
Type of Identification Produced: Florida Driver's License

(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 ☒

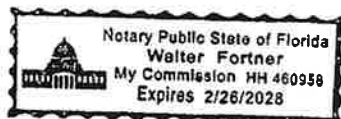
Type of Identification Produced: Florida Driver's License

(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

Steve A. Chapman
Signature of Grantor 5

Warren Wilhite
Print Name of Witness 1

Steve A. Chapman

113 North 4th Street Palatka, FL 32177 Mailing Address of Grantor 5
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 Steve A. Chapman.

Personally Known ☐ OR Produced Identification ☒

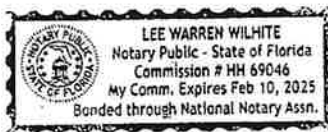
Type of Identification Produced: drivers license

(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 ☒

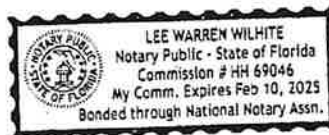
Type of Identification Produced: drivers license

(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

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

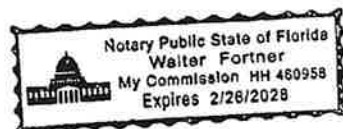


EXHIBIT A

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 O individual or 6 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.

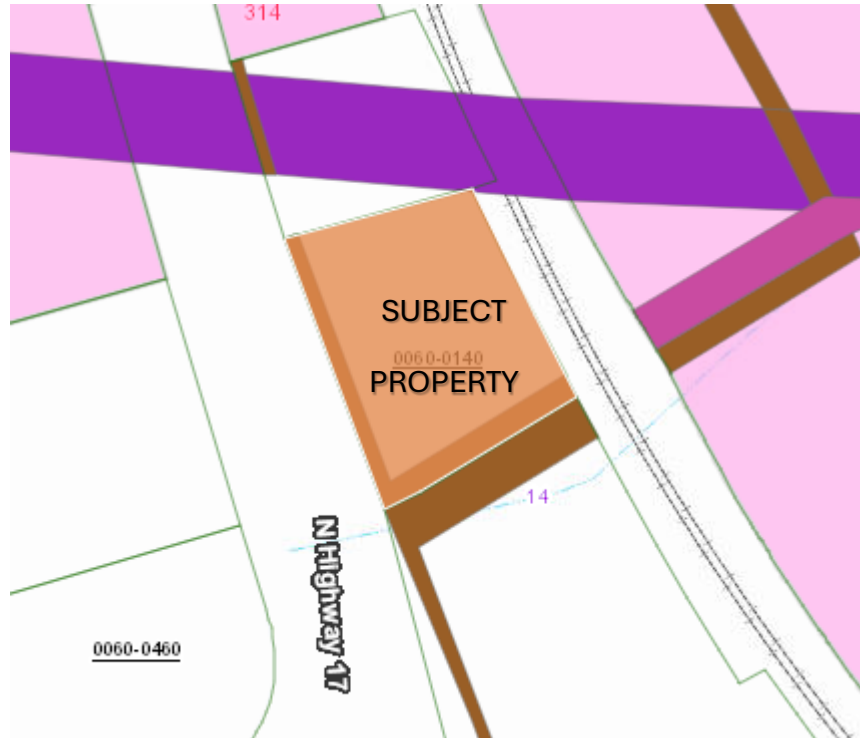
Lift Station #31 Off – 5 PSI, On – 30 PSI. Lift Station #30 Off – 5 PSI, On 25 PSI.

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.

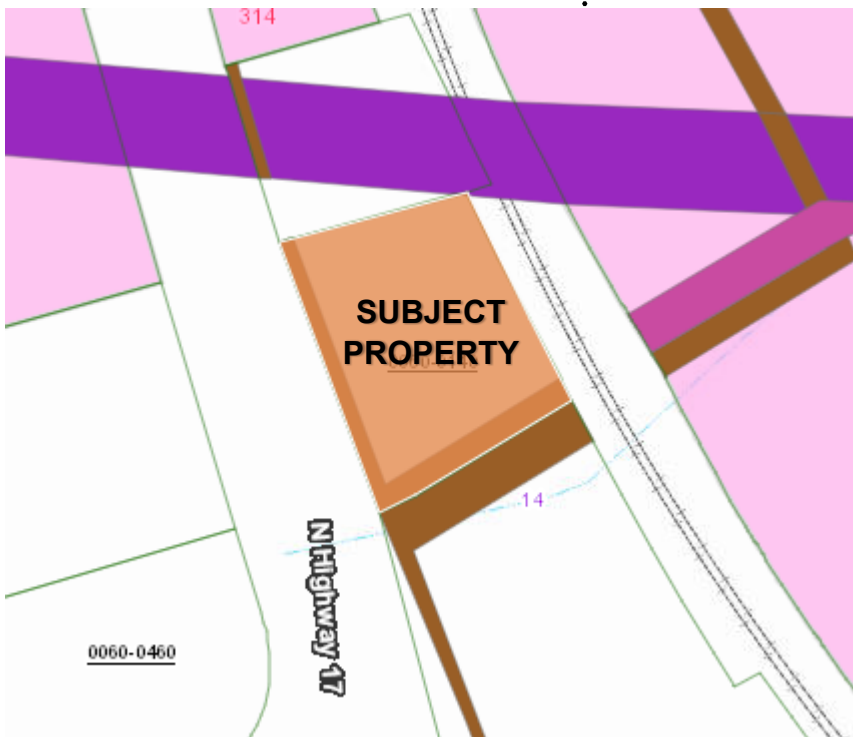


Figure 1: Subject site with City boundaries shown.

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

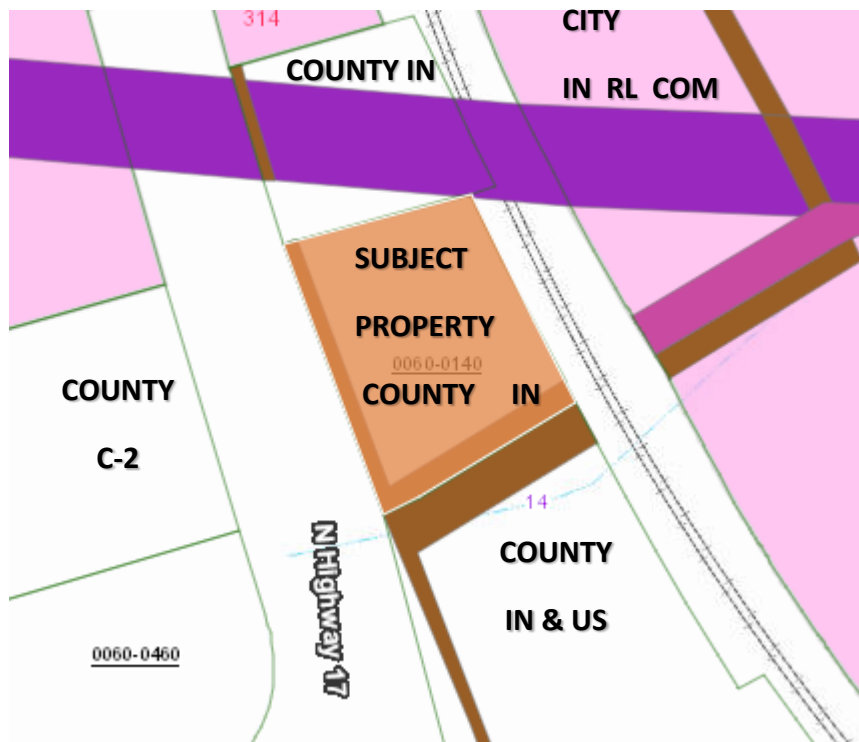


Figure 2: Current Future Land Use

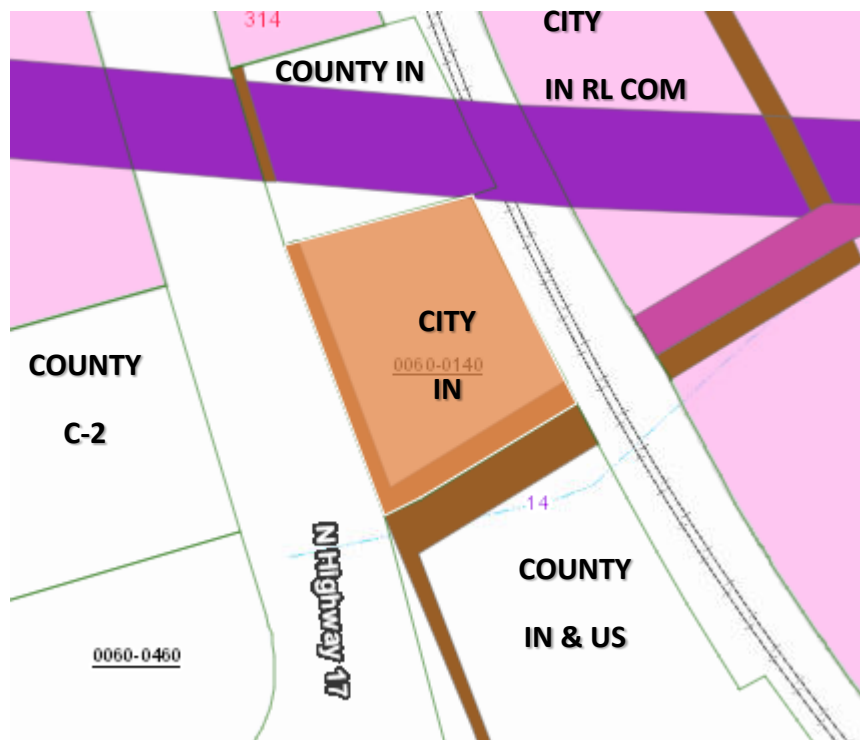


Figure 3: Proposed Future Land Use

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.

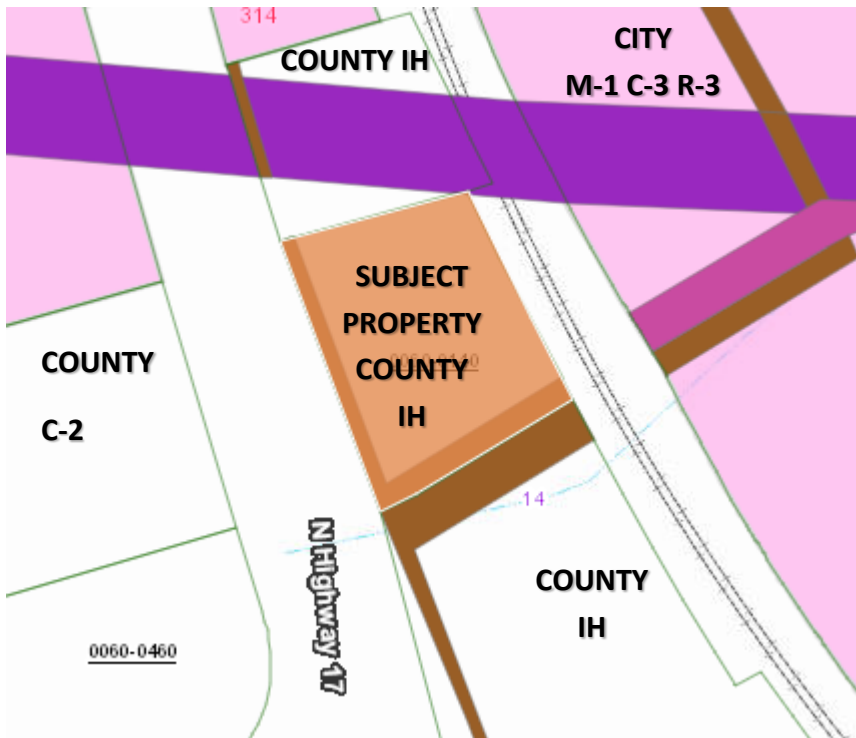


Figure 4: Current Zoning

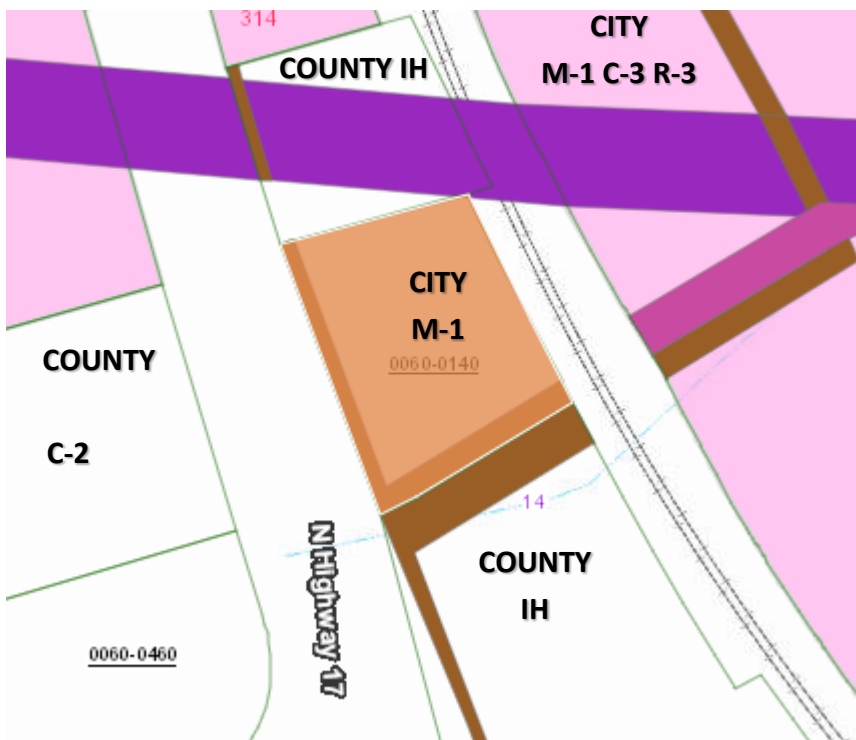


Figure: Proposed Zoning

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

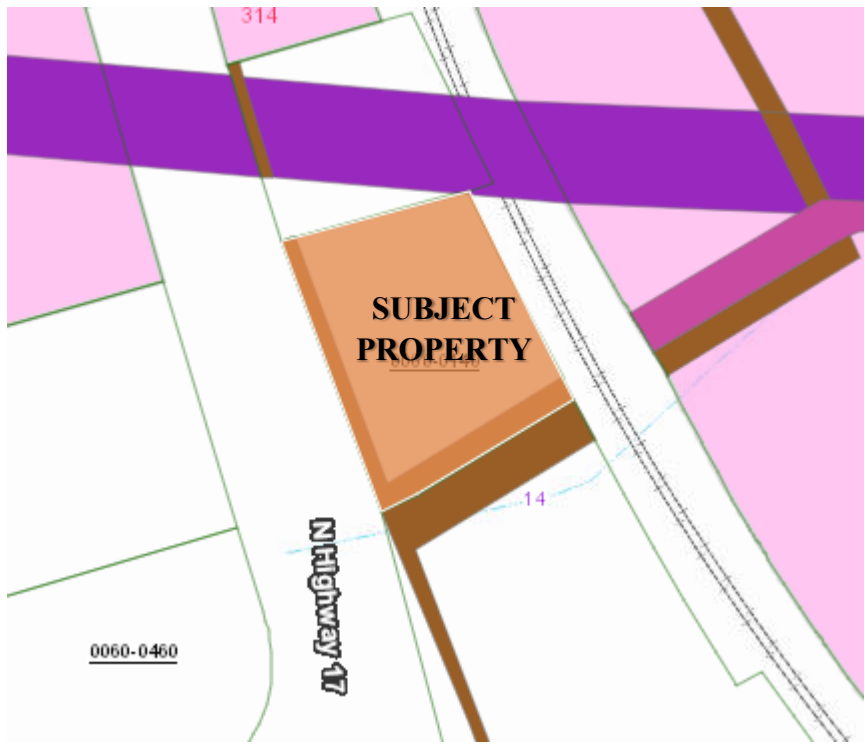
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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.

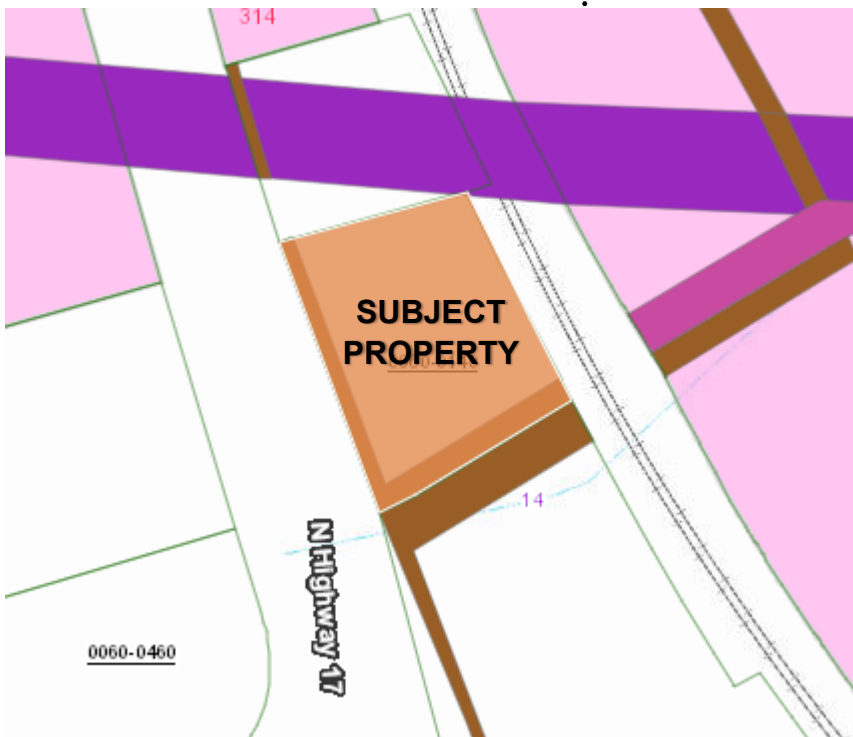


Figure 1: Subject site with City boundaries shown.

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

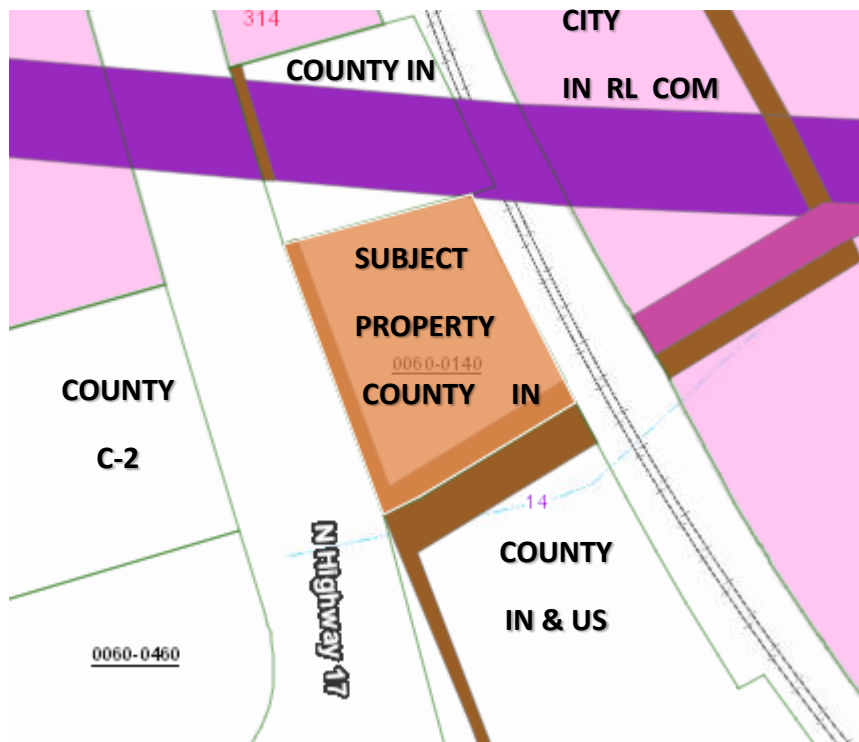


Figure 2: Current Future Land Use

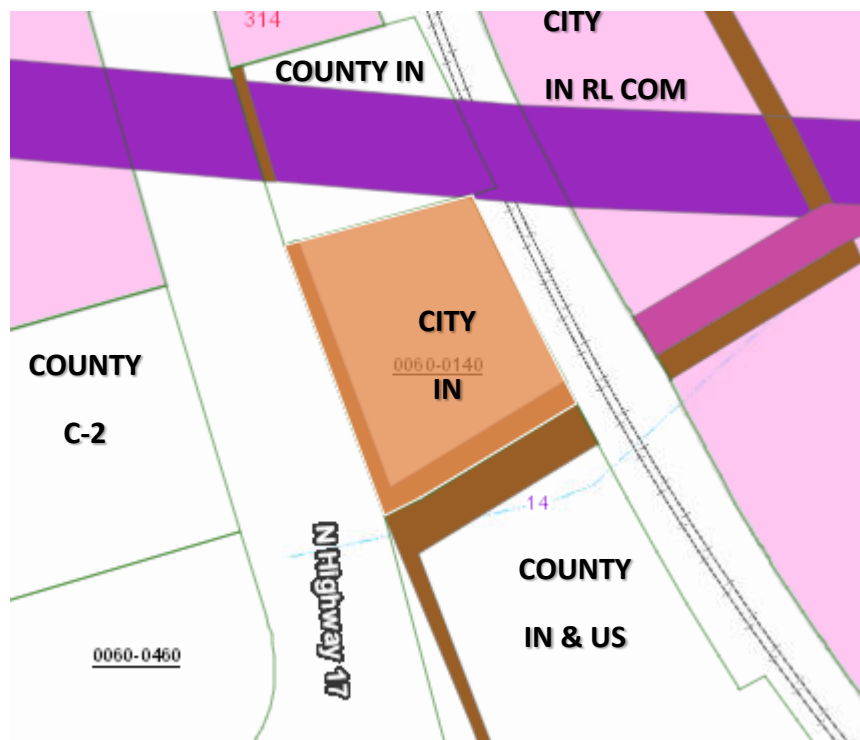


Figure 3: Proposed Future Land Use

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.

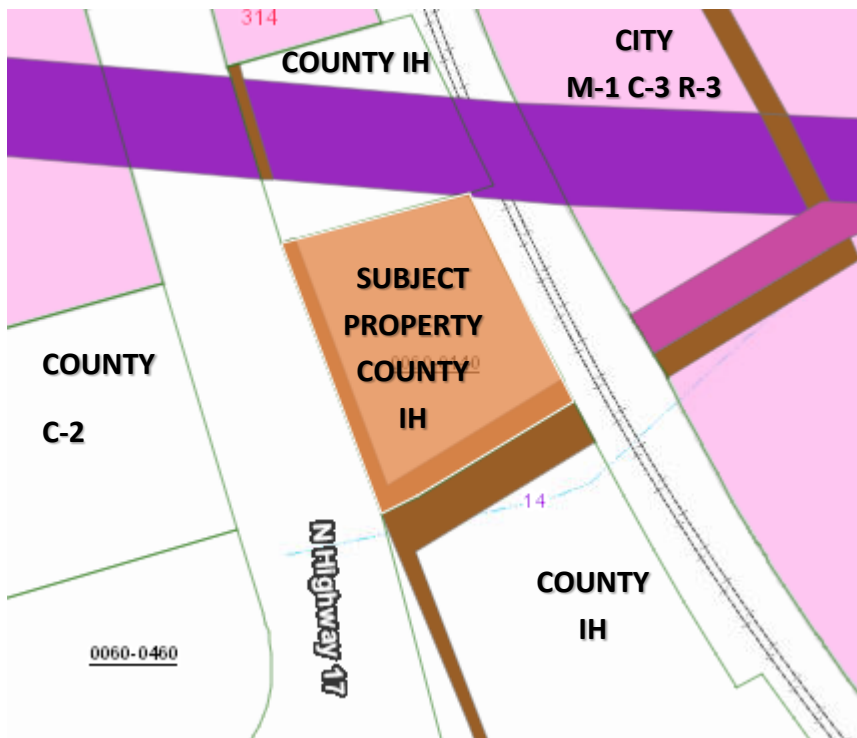


Figure 4: Current Zoning

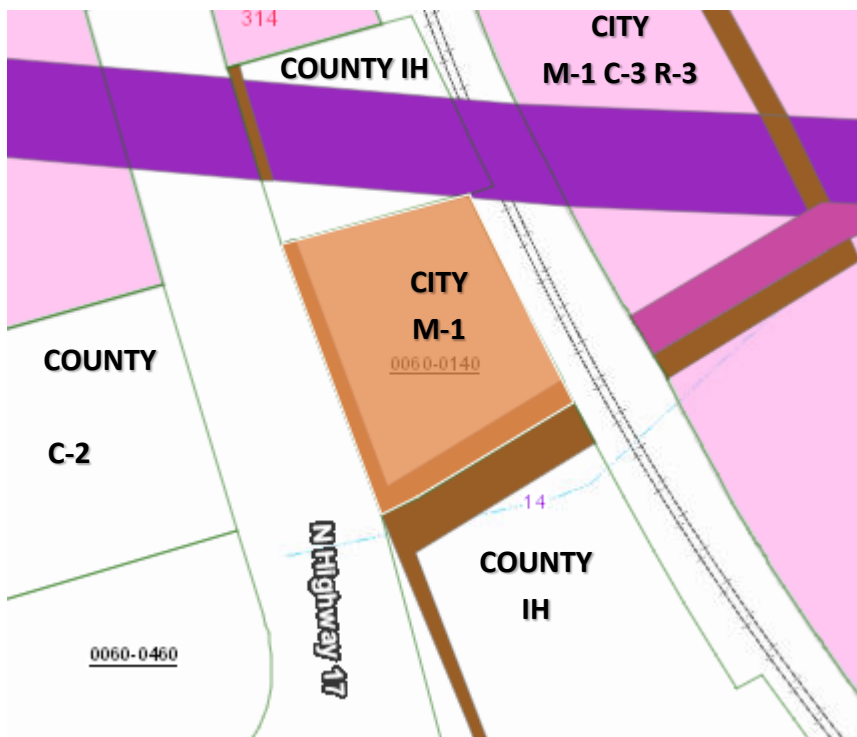


Figure: Proposed Zoning

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. 2025-54

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 HIGHWAY17 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

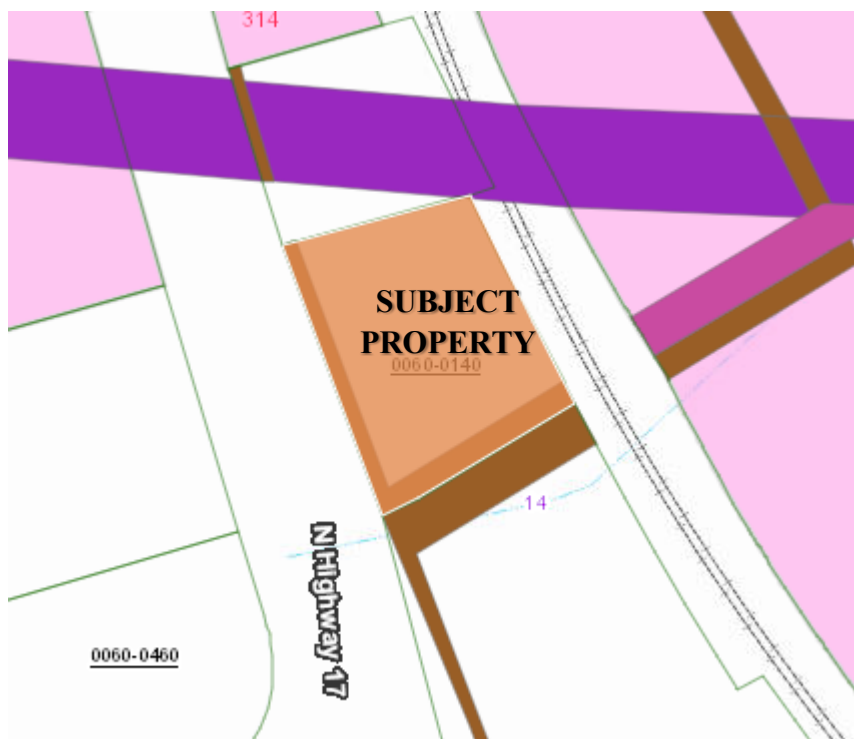
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on September 2nd, 2025, and two public hearings before the City Commission of the City of Palatka on September 25th, 2025, and October 9th, 2025, and

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.

First reading: ADOPT ORDINANCE - 2025-58, AN ORDINANCE BY THE COMMISSION OF THE CITY OF PALATKA, FLORIDA, CREATING SECTION 46-8 IN CHAPTER 46 CODE OF ORDINANCES OF PALATKA, FLORIDA TO BE KNOWN AS THE PALATKA SEXUAL OFFENDER AND SEXUAL PREDATOR ACT, PROVIDING FINDINGS, INTENT, DEFINITIONS, AND RESIDENCY REQUIREMENTS; AUTHORIZING COLLECTION OF REGISTRATION FEES; PROHIBITING PRESENCE, LOITERING, OR PROWLING WITHIN CHILD SAFETY ZONES WITH EXCEPTIONS; RESTRICTING PARTICIPATION IN HALLOWEEN ACTIVITIES WITH AN EXCEPTION; PROHIBITING COHABITATION OF OFFENDERS; ESTABLISHING ACCOUNTABILITY FOR PROPERTY OWNERS, LANDLORDS, AND LESSORS; REQUIRING NOTICE FOR TEMPORARY EMERGENCY SHELTERS; PROVIDING PENALTIES FOR VIOLATIONS; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Sexual Offender and Sexual Predator Act

STAFF REPORT

DATE: October 9, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Putnam County Sheriff's office has requested the City of Palatka to adopt this expansion of the existing sexual offender and sexual predator act to mirror the ordinance recently adopted by Putnam County.

BACKGROUND

Section 775.215, Florida Statutes, currently prohibits certain sexual offenders and predators from residing within 1,000 feet of schools, childcare facilities, school bus stops, parks, and playgrounds. Due to the significant risk of recidivism, extending residency restrictions to 2,500 feet, prohibiting loitering in specific areas, and restricting Halloween activities will better protect children while balancing housing availability.

Pursuant to Sections 943.0435 and 775.21, Florida Statutes, sexual offenders and predators must register their addresses with the Sheriff's Office within 48 hours of release from custody or supervision. This registration process consumes resources, justifying fees for registrants. Property owners and lessors have a duty to ensure compliance with this Ordinance before renting to sexual offenders or predators, and Article VIII, Section 1 of the Florida Constitution and Chapter 162, Florida Statutes, authorize the City Commission to enact ordinances with penalties under Sections 775.082 and 775.083, Florida Statutes.

PROJECT ANALYSIS

Staff Recommendation

Adopt the ordinance.

ATTACHMENTS

1.	Sexual Offender Ordinance
2.	Business Impact Statement - Sexual Offender Ordinance

ORDINANCE NO. 2025 – 58

AN ORDINANCE BY THE COMMISSION OF THE CITY OF PALATKA, FLORIDA, CREATING SECTION 46-8 IN CHAPTER 46 CODE OF ORDINANCES OF PALATKA, FLORIDA TO BE KNOWN AS THE PALATKA SEXUAL OFFENDER AND SEXUAL PREDATOR ACT, PROVIDING FINDINGS, INTENT, DEFINITIONS, AND RESIDENCY REQUIREMENTS; AUTHORIZING COLLECTION OF REGISTRATION FEES; PROHIBITING PRESENCE, LOITERING, OR PROWLING WITHIN CHILD SAFETY ZONES WITH EXCEPTIONS; RESTRICTING PARTICIPATION IN HALLOWEEN ACTIVITIES WITH AN EXCEPTION; PROHIBITING COHABITATION OF OFFENDERS; ESTABLISHING ACCOUNTABILITY FOR PROPERTY OWNERS, LANDLORDS, AND LESSORS; REQUIRING NOTICE FOR TEMPORARY EMERGENCY SHELTERS; PROVIDING PENALTIES FOR VIOLATIONS; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Palatka, Florida, prioritize the health, welfare, and safety of its children by reducing opportunities for sexual offenders and predators to interact with them or misuse public spaces for criminal purposes; and

WHEREAS, achieving this vital interest requires cooperation between federal, state, and local efforts to address emerging threats; and

WHEREAS, Section 775.215, Florida Statutes, currently prohibits certain sexual offenders and predators from residing within 1,000 feet of schools, childcare facilities, school bus stops, parks, and playgrounds; and

WHEREAS, due to the significant risk of recidivism, the City Commission believe extending residency restrictions to 2,500 feet, prohibiting loitering in specific areas, and restricting Halloween activities will better protect children while balancing housing availability and

WHEREAS, pursuant to Sections 943.0435 and 775.21, Florida Statutes, sexual offenders and predators must register their addresses with the Sheriff's Office within 48 hours of release from custody or supervision, and

WHEREAS, this registration process consumes resources, justifying fees for registrants and

WHEREAS, property owners and lessors have a duty to ensure compliance with this Ordinance before renting to sexual offenders or predators, and

WHEREAS, Article VIII, Section 1 of the Florida Constitution and Chapter 162, Florida Statutes, authorize the City Commission to enact ordinances with penalties under Sections 775.082 and 775.083, Florida Statutes.

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

SECTION 1. RECITALS. The City of Palatka Commission hereby adopts the above recitals and incorporates them herein as a part of this Ordinance.

SECTION 2. CODE CREATED. New Code shall be enacted in Chapter 18, specifically Section 18-9, to be titled, The City of Palatka, Florida, Sexual Offender and Sexual Predator Act, as follows:

Sec. 18-9 Sexual Offender and Sexual Predator Act.

- (a) Repeat sexual offenders, those who use physical violence, and those who prey on children are sexual predators posing an extreme threat to public safety. Sexual offenders often use physical violence and are prone to recidivism. Most commit numerous offenses, have more victims than reported, and face prosecution for only a fraction of their crimes, making their societal cost, though incalculable, clearly exorbitant.
- (b) This Section serves the City's compelling interest in promoting, protecting, and improving the health, safety, and welfare of its citizens, especially children, by prohibiting sexual offenders and predators from residing near areas where children regularly congregate, restricting rental of such properties to them, and limiting their access to parks and childcare facilities.
- (c) This Act applies to all incorporated areas of the City of Palatka, Florida.
- (d) Definitions. The following terms have the meanings ascribed:
 - (1) "Child" or "children" means any person under eighteen (18) years of age.
 - (2) "Childcare facility" means day nurseries and family day care homes licensed by the Department of Children and Families, per Section 402.302, Florida Statutes.
 - (3) "Child safety zone" means an area five hundred (500) feet extending from schools, childcare facilities, parks, and school bus stops, measured as specified for residency restrictions in this Ordinance.
 - (4) "Convicted" or "conviction" means a determination of guilt from a trial or plea of guilty or nolo contendere, regardless of adjudication, including convictions by federal, military, or other jurisdictions, with sanctions such as fines, probation, or incarceration.
 - (5) "Fall Festival" means a family-friendly, often faith-based event organized by a religious entity, typically in late October, as an alternative to Halloween.

- (6) “Halloween” means a popular, largely secular celebration in the U.S., marked by trick-or-treating, pumpkin carving (jack-o’-lanterns), haunted houses, and spooky themes, traditionally observed on or around October 31.
- (7) “Legal guardian” or “guardian” means a child’s biological or adoptive parent or a person responsible for their care under Florida law or similar statutes.
- (8) “Park” has the meaning in Section 775.215, Florida Statutes: public or private property designated for recreation where children regularly congregate.
- (9) “Participate” means actively engaging in an activity or event.
- (10) “Permanent residence” means a place where a person abides, lodges, or resides for three or more consecutive days, excluding the first day in the count.
- (11) “Playground” has the meaning in Section 775.215, Florida Statutes: a designated area with play structures for children.
- (12) “Reside” or “residence” means having a permanent or temporary place of abode.
- (13) “School” means a public or private kindergarten, elementary, middle, or high school.
- (14) “School bus stop” means a location designated by the Putnam County School District or a private school under Part IV, Chapter 1002, Florida Statutes, for student pick-up or drop-off.
- (15) “Sexual offender” has the meaning in Section 943.0435, Florida Statutes.
- (16) “Sexual offense” means a conviction under Sections 794.011, 800.04, 827.071, 847.0135(5), or 847.0145, Florida Statutes, or similar laws elsewhere, where the victim was under sixteen (16) years old, excluding Section 794.011(10).
- (17) “Sexual predator” has the meaning in Section 775.21, Florida Statutes.
- (18) “Temporary residence” means a place where a person abides, lodges, or resides for three or more days in a calendar year, excluding the first day, and which is not their permanent address, including travel destinations or vocational/educational sites in-state and for out-of-state residents.
- (19) “Transient residence” means a county where a person stays for three or more days in a calendar year, excluding the first day, without a permanent or temporary address, including shelters or locations without specific addresses.

(e) Residency Requirements

- (1) A sexual offender or predator required to register under Sections 943.0435 or 775.21, Florida Statutes, may not establish a permanent, temporary, or transient residence within 2,500 feet of any school, childcare facility, school bus stop, park, or playground.
- (2) The 2,500-foot distance is measured in a straight line from the outer boundary of the parcel containing the offender's or predator's residential dwelling to the outer boundary of the parcel with the school, childcare facility, park, school bus stop, or playground, not by pedestrian or automobile routes. For units within cooperatives, condominiums, or apartment buildings, the parcel refers to the property on which the building is situated.
- (3) No more than two sexual offenders or predators may reside at the same address unless related by blood, marriage, or adoption.
- (4) No sexual offender or predator may reside within 500 feet of another unless related by blood, marriage, or adoption.
- (5) No sexual offender or predator may reside in a multi-family dwelling, manufactured/mobile home park, or condominium if their total exceeds 10% of occupied single-dwelling units.
- (6) Exceptions: This Section does not apply if:
 - a. The residence was established before this Article's effective date, unless a new sexual offense or probation violation occurs thereafter.
 - b. The person was a minor at the time of committing the offense and was not convicted as an adult.
 - c. The person is a minor; or
 - d. A school, childcare facility, park, school bus stop, or playground is established within 2,500 feet after residency begins.

(f) Registration Fees

- (1) Initial Registration—Upon registering with the Putnam County Sheriff's Office as required by Sections 775.21 and 943.0435, Florida Statutes, a sexual offender or predator must pay a \$50.00 fee.
- (2) Current Registrants—This fee does not apply to those registered before this Section's adoption, but other fees in this Section apply.

(3) Required Updates—For periodic updates under Sections 775.21, 943.0435, and 944.607, Florida Statutes, a \$25.00 re-registration fee is due each time.

(4) Change of Address—Reporting a change in permanent, temporary, or transient residency (outside quarterly/bi-annual updates) requires a \$10.00 fee.

(g) Failure to Pay Registration Fees

(1) If unable to pay at registration, the Sheriff's Office shall accept the registration, invoice the fees, and provide a copy to the registrant, due within 30 days.

(2) Unpaid fees shall be reported in accordance with standard accounting practices and are recoverable through civil action.

(3) Fees are waived for unemancipated minors under 18 until they reach 18, when registration is treated as initial.

(4) No fees apply for address changes due to incarceration, though initial and re-registration fees remain.

(5) Collected fees shall fund the Sheriff's Office's administration of this Article, crime prevention, safe neighborhood programs, child protection training, drug abuse education, or other law enforcement purposes.

(h) Prohibited Presence, Loitering, or Prowling at Certain Locations

(1) Sexual offenders and predators may not be present, loiter, or prowl within a child safety zone. Upon registration, the Sheriff's Office shall provide a list of such zones, updated annually, which registrants must acknowledge by signature. Failure to receive or inaccuracies in the list are not defenses.

(2) Exceptions: This prohibition does not apply to:

a. Dropping off or picking up their child or a friend's/relative's child (with parental permission) or attending an activity with such a child or an adult-only function;

b. Voting or registering to vote at designated locations during allotted times;

c. Conducting official business at government buildings;

d. Single trips passing through a zone enroute elsewhere;

e. Attending religious services.

- f. Minors enrolled in Putnam County schools (grades 1–12) while at school or at their bus stop.
 - g. Distance is measured in a straight line from the outer property line of the child-use area.
 - h. For permitted activities, offenders/predators may not linger beyond the time reasonably necessary.
- (i) Prohibited Halloween and/or Fall Festival Activities; Exception
- (1) Sexual offenders and predators may not participate in Halloween or Fall Festival events involving children, such as distributing candy or wearing costumes to attract them.
 - (2) On or about October 31, they must:
 - a. Avoid all Halloween and Fall Festival contact with children.
 - b. Keep outside residential lighting off after 5:00 p.m. EST, and
 - c. Display no exterior decorations to entice children.
 - d. Exceptions, events with their related children, where no unrelated children are present, are exempt.
- (j) Temporary Emergency Shelters: Notice Requirements
- (1) A sexual offender or predator using a temporary shelter established by a public or private entity due to an emergency, incident, or threatened emergency must immediately notify the on-site law enforcement officer of their status and be assigned to a designated shelter for such individuals.
 - (2) The Sheriff has sole authority to designate such shelters, including public buildings or correctional facilities.
 - (3) Failure to notify is a violation subject to penalties under Section (k).
- (k) Penalties. Violations of this Article by a sexual offender or predator constitute a second-degree misdemeanor, punishable by a fine up to \$500.00, imprisonment up to 60 days in Putnam County Jail, or both, pursuant to Sections 775.082 and 775.083, Florida Statutes.
- (l) Property Owners or Lessors Prohibited from Renting to Certain Sexual Offenders or Predators and Penalties

(1) It is unlawful to knowingly rent any property within 2,500 feet of a prohibited location to a sexual offender or predator for use as a residence, including after notification of their status.

(2) Before renting such property, and annually thereafter, owners or lessors must confirm via the National Sex Offender Public Website (<https://www.nsopw.gov/>) that the prospective renter or adult resident is not a registered offender or predator. The Sheriff's Office's non-emergency line may assist. Presumptions in prosecution include:

a. Knowledge of status if registered on the website and

b. Residential use of the property is zoned residential.

(3) Penalties

a. A knowing and willful violation is a second-degree misdemeanor, punishable by a fine of up to \$500.00 and/or up to 60 days in jail.

b. Owners may face a \$250.00 daily lien on the property for each day of violation or non-compliance.

(m) Designation of Enforcement Authority

a. The City of Palatka, Florida, pursuant to the authority granted under Florida Statutes 166.021, 166.041, and 162.22, hereby authorizes and directs the Sheriff of Putnam County, Florida, and their duly appointed deputies, to enforce all criminal ordinances of the City of Palatka, Florida, including but not limited to those enumerated explicitly in this section 18-9. This authorization extends to the investigation, citation, arrest, and prosecution of any violations occurring within the corporate limits of the City of Palatka, Florida, and its extraterritorial jurisdiction as defined by law

EFFECTIVE DATE. This Ordinance shall take effect upon its final passage and having been signed by the Mayor of the City of Palatka, Florida, and duly recorded by the city clerk in a book designated for such purposes.

PASSED AND ENACTED by the City of Palatka, Florida, Commission of Putnam County, Florida, this 9th day of October 2025.

CITY OF PALATKA

BY:_____
Roberta Correa
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: Sexual Offender and Sexual Predator Act. More specifically:

AN ORDINANCE BY THE COMMISSION OF THE CITY OF PALATKA, FLORIDA, CREATING SECTION 46-8 IN CHAPTER 46 CODE OF ORDINANCES OF PALATKA, FLORIDA TO BE KNOWN AS THE PALATKA SEXUAL OFFENDER AND SEXUAL PREDATOR ACT, PROVIDING FINDINGS, INTENT, DEFINITIONS, AND RESIDENCY REQUIREMENTS; AUTHORIZING COLLECTION OF REGISTRATION FEES; PROHIBITING PRESENCE, LOITERING, OR PROWLING WITHIN CHILD SAFETY ZONES WITH EXCEPTIONS; RESTRICTING PARTICIPATION IN HALLOWEEN ACTIVITIES WITH AN EXCEPTION; PROHIBITING COHABITATION OF OFFENDERS; ESTABLISHING ACCOUNTABILITY FOR PROPERTY OWNERS, LANDLORDS, AND LESSORS; REQUIRING NOTICE FOR TEMPORARY EMERGENCY SHELTERS; PROVIDING PENALTIES FOR VIOLATIONS; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state 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;

¹ See Section 166.041(4)(c), Florida Statutes.

- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance seeks to prioritize the health, welfare and safety of children by reducing opportunities for sexual offenders and predators to interact with them by expanding the distance of where offenders may reside and restricting participation in Halloween activities.

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.

There are economic impacts to individuals, not businesses.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Less than 10.

4. Additional information the governing body deems useful (if any):

