

BOARD MEMBERS:

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

MARCIA G. CARTY, CPA, CGFO

CITY MANAGER

JANE WEST, ESQ.

CITY ATTORNEY

KAREN HAYES, MMC

CITY CLERK



AGENDA

CHARTER REVIEW COMMITTEE MEETING

October 14, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

- a. September 30, 2025

III. PUBLIC COMMENTS

IV. REGULAR BUSINESS

- a. Charter Review revision summary - Article V, Section 59 (new)
- b. Charter Review revision summary - Article V, Section 60 (new)
- c. Charter Review revision summary - Article V, Section 61 (new)
- d. Charter Review revision summary - Article V, Section 62 (new)

V. ADJOURN

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

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



MARCIA CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

Minutes
Charter Review Committee Meeting
September 30, 2025

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

Staff Present: City Attorney Jane West, City Clerk Karen Hayes and City Manager Marcia Carty

Approval Of Minutes
September 9, 2025, Minutes

Vote: Ms. Wise moved to approve September 9, 2025, minutes with two corrections in the names. Ms. Kitchens seconded the motion which passed unanimously.

Regular Business

Charter Review revision summary - Article II, Section 26

Vote: Mr. Norwood moved to approve Article II, Section 26 with the correction “in place of their, they or them put Mayor instead. Ms. Wise seconded the motion which passed unanimously.

Charter Review revision summary - Article II, Section 26 Establishing role of Vice Mayor

Vote: Mr. Shuler moved to approve Article II, Section 26. Ms. Kitchens seconded the motion which passed unanimously.

Charter Review revision summary - Article II, Section 28

Vote: No motion was needed for this article.

Charter Review revision summary - Article II, Section 29 (new section)

Vote: No motion was needed for this article.

Charter Review revision summary - Article II, Section 30 (new section)

Vote: Ms. Parker Flanders moved to not put in the charter Article II Section 30. Ms. Kitchen seconded the motion which passed unanimously.

Charter Review revision summary - Article II, Section 31 (new section)

Vote: Ms. Kitchens moved not to put Article II Section 31 in the charter. Mr. Schuler seconded the motion, and it passed unanimously.

Charter Review revision summary - Article II, Section 32 (new section)

Vote: Mr. Dolan moved to accept the changes in Article II Section 32. Ms. Kitchens seconded the motion which passed unanimously.

Charter Review revision summary - Article III, Section 38

Vote: No motion was needed for this article.

Charter Review revision summary - Article III, Section 39

Vote: Ms. Kitchen moved to accept the new language for Article III Section 39 and removed the word mayor from line 11. Mr. Dolan seconded the motion which passed unanimously.

Charter Review revision summary - Article III, Section 40 (new)

Vote: Mr. Dolan moved to approve Article III Section 40. Ms. Wise seconded the motion which passed unanimously.

Charter Review revision summary - Article III, Section 41 (new)

Vote: After discussion it was agreed to leave this section as is.

Charter Review revision summary - Article IV, Section 46-48

Vote: Mr., Norwood moved to accept Article IV Section 46. Ms. Kitchens seconded the motion which passed unanimously.

Vote :Ms. Kitchens moved to keep Article IV section 47. Mr. Dolan seconded the motion which passed unanimously.

Vote: Ms. Kitchen moved to delete Article IV Section 48 from the charter. Mr. Shuler seconded the motion which passed unanimously.

Charter Review revision summary - Article V, Section 59 (new)

Charter Review revision summary - Article V, Section 60 (new)

Charter Review revision summary - Article V, Section 61 (new)

Charter Review revision summary - Article V, Section 62 (new)

Vote: Ms. Kitchens moved to review Article V, Section 59, 60, 61, and 62 to the next meeting. Ms. Jackson seconded the motion which passed unanimously.

The next meeting was scheduled for October 14, 2025, at 4:00 p.m.

Adjourn

Ms. Kitchens moved to adjourn.

STAFF REPORT

DATE: October 14, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Charter currently silent on role of City Attorney.

BACKGROUND

Include sections for the City Clerk & City Attorney [This matter was tabled on April 22, 2025 in order to get definitions from other cities and a request for the job description from HR]

PROJECT ANALYSIS

Samples from St. Augustine:

Division 5 – CITY ATTORNEY

Sec. 4.18. - Qualifications.

The city attorney shall be a lawyer of at least five years' experience admitted to and having authority to practice in all courts of the state.

Sec. 4.19. - Special duties.

The city commission shall appoint a city attorney who shall act as the legal adviser to, and attorney and counselor for, the municipality and all of its officers in matters relating to their official duties. The city attorney shall prepare all contracts, bonds and other instruments in writing in which the municipality is concerned and shall endorse on each approval of the form and correctness thereof and no contract with the municipality shall take effect until the city attorney's approval is so endorsed thereon. The city attorney shall prosecute and defend for and in behalf of the city all complaints, suits and controversies in which the city is a party. The city attorney shall also furnish the city commission, its boards and committees, the city manager, employees and officers of the city a legal opinion on any question of law relating to their respective powers and duties. The city attorney shall be responsible to the city commission for the proper administration of all affairs of the city attorney's department, and to that end, will exercise control and direct supervision over the department and its employees, and may retain outside counsel to assist in the furtherance of its duties under this charter.

Sec. 4.20. - Additional duties.

In addition to the duties specifically imposed under the preceding section he or she shall perform such other professional duties as may be required of him or her by ordinance or resolution of the city commission or as are prescribed for city attorneys under the general law of the state and which are not inconsistent with this charter and with any ordinance or resolution which may be passed by the city commission.

Staff Recommendation**ATTACHMENTS**

1.	City Attorney job description
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Job Title: City Attorney
Department:
FLSA: Exempt
Pay Grade: G22
Effective: September 2021
Revised: April 2025

Position Summary

The City Attorney serves as the chief legal advisor to the City and is responsible for providing legal services to the City Commission, the City Manager, all departments, employees, and City boards and commissions. This critical position requires a deep understanding of municipal law, exceptional analytical capabilities, and outstanding communication skills to navigate the intricate legal landscape of our city. The duties of the City Attorney are dynamic and impactful, contributing significantly to the smooth functioning and legal integrity of our municipal administration. This position reports to the City Manager.

Essential Duties and Responsibilities:

- Responsibilities include planning, staffing, and supervising the legal service needs of the City and preparing and administering the Department budget.
- Advises the Mayor, City Manager, and City Commission regarding legal matters affecting the City.
- Prepares legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Assists in drafting proposed legislation for enactment by the state legislature on matters of interest to the city.
- The City Attorney defends the City in cases filed in county, state, and federal courts.
- Manages the hiring and work of outside attorneys retained to provide legal services to the City; and represents the City in all cases filed in Palatka Municipal Court.
- Work is performed with independence in accordance with accepted practices.
- Serves as the (RMLO) records management liaison officer for the city
- Attends all City Commission meetings and meetings of other boards as required and gives legal advice on matters on the agenda
- Recommend changes in policies and procedures to meet legal requirements.
- Represents the City in all union negotiations.
- Conducts due diligence for any contractual matters that the Commission may need to address.
- Represents the City with all Real Estate transactions, agreements and contracts.
- Responsible for reviewing all agenda items for legality and validity.



Knowledge, Skills and Abilities:

- All employees of the City of Palatka are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.
- Active membership of the Florida State Bar Association at the time of application.
- All employees of the City of Palatka are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.
- Answers communications from the public relative to legal matters affecting the City.
- Advises taxpayers concerning municipal codes and ordinances.
- Try cases before county, state, and federal courts.
- Works effectively with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved.
- Investigates complaints and claims by or against the city.
- Assists in forming proposed legislation for enactment by the state legislature on matters of interest to the city.

Education and/or Experience:

- Graduation from a school of law accredited by the American Bar Association with a Juris Doctor Degree.
- Ten plus years of experience in the practice of law, including 3 years of experience representing a public entity and 1 year of experience supervising a professional staff.
- Experience in municipal law is preferred.
-

Environment & Physical Requirements

- XXX

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel in this position.

An individual must be able to perform the essential functions of the job with or without reasonable accommodation. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or



significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

STAFF REPORT

DATE: October 14, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

The Charter is currently silent on the role of the City Clerk.

BACKGROUND

Include sections for the City Clerk & City Attorney [This matter was tabled on April 22, 2025 in order to get definitions from other cities and a request for the job description from HR]

PROJECT ANALYSIS

Sample from St. Augustine:

DIVISION 6 – CITY CLERK

Sec. 4.21. - Appointment; duties generally.

There shall be a city clerk who shall be appointed by and serve during the pleasure of the city commissioners and who, under the supervision of the city manager, shall be director of the department of records. The city clerk shall attend all meetings of the city commission and shall keep a journal of its proceedings, the correctness of which proceedings as entered in such journal shall be certified to after each meeting by the city clerk's signature and by approval of the minutes by the city commission. The city clerk shall be the custodian of the seal of the city and of all records and papers of a general character pertaining to the affairs of a municipality. The city clerk shall attest to the signature of the mayor-commissioner on all contracts and other documents requiring such attestation.

Sec. 4.22. - Additional duties.

In addition to the duties specifically imposed under this Charter, the city clerk shall perform such other duties as may be required of him or her by ordinance or resolution of the city commission, as well as such as may be required by the city manager or of city clerks by the general laws of the state applicable to municipalities and not inconsistent with this Charter or with any ordinance or resolution passed by the city commission.

Sample from Green Cove Springs:

Section 4.02. - City clerk.

The city council shall appoint an officer of the city who shall have the title of city clerk. He shall be under the administrative direction and control of the city manager who shall also evaluate the city clerk annually. He shall give notice of the meetings of the city council; shall keep the journal of its proceedings; shall authenticate, by his signature, and record in full in a book kept

for that purpose, all ordinances and resolutions. He shall attest to and countersign by his signature all contracts, bonds and other instruments as required by law; shall perform the duties of registration officer and shall perform any other duties required by this Charter. The city clerk may appoint deputies to carry out requirements of this office at the discretion of the city manager.

Staff Recommendation

ATTACHMENTS

1.	City Clerk job description
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Job Title: City Clerk
Department: City Manager
FLSA: Exempt
Pay Grade: G14
Effective: September 2021
Revised: April 2025

Position Summary

This position serves as an appointee to the City Commission under the supervision of the City Manager. The Clerk is responsible for all City Records and attends meetings of the Commission (and all other City Boards as needed), maintaining records of those proceedings. The position serves as the custodian of the Seal of the City and attests to the signature of the presiding officer of the Commission. The Clerk prepares all travel/appointments for the Commission.

This position also performs all clerical tasks for the City Commission, including maintaining calendars and travel. Assist with customer service for the front desk of City Hall.

Essential Duties and Responsibilities:

- Prepares notices, agendas and minutes for all board meetings which are publicly noticed.
- Records and files documents with state and local agencies.
- Prepares various reports for the city as required by City Manager.
- Purchases and enters expense in the financial software system (offices supplies, uniforms, awards, etc.).
- Assist with customer/reception services for City Hall (front desk support, phone operator, etc.).
- Maintain the city's code of ordinances and update as needed.
- Trains new clerks/interns; may participate in intern interviews.
- Coordinates contract execution; mails/emails contracts for signature.
- Coordinates special programs and processes, such as "Student of the Month" program and City Financial Disclosure process,
- Drafts or assists with preparation of all proclamations, resolutions, and ordinances.
- Conducts or coordinates swearing in ceremonies for new Commissioners, new department heads and new and promoted firefighters.
- Oversees office records management, files, scans, and archives records, including all agreements, contracts and leases.



- Performs additional administrative duties as assigned by the City Commission or City Manager

Knowledge, Skills and Abilities:

- Ability to use Microsoft Office Suite.
- Knowledge of principles and practices of office administration.
- Knowledge of records management principles and standards.
- Ability to use general office equipment and standard computer software applications.
- Ability to coordinate and perform a variety of skilled administrative functions.
- Ability to compile data and prepare correspondence, reports, and other documentation.
- Ability to establish and maintain cooperative working relationships with other staff, City departments, outside agencies, community organizations, vendors, and the general public.

Education and/or Experience:

- Bachelor's degree and three years of related experience. Certified Municipal Clerk), MMC (Master Municipal Clerk) and Florida Records Management Association Certification preferred.

Environment & Physical Requirements

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel in this position.

An individual must be able to perform the essential functions of the job with or without reasonable accommodation. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

STAFF REPORT

DATE: October 14, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Establish a standing requirement to review the Charter at least every decade.

BACKGROUND

Minutes from April 22, 2025:

Under the Charter Review Commission's latest discussion, the Committee has decided to include the following statement in the Charter: The Charter Review Committee shall be appointed by the Commission every ten years for a comprehensive review of the Charter.

PROJECT ANALYSIS

Suggested verbiage: (from St. Augustine Beach)

This Charter may be amended as provided by general law. Commencing with the first regular meeting on November 1, 2026, and every ten (10) years thereafter, the City Commission shall appoint a special committee of XXXX seven? Eleven? Qualified electors to review the City Charter and make recommendations to the City Commission as to amendments hereto. Nothing herein is intended to preclude the City Commission from proposing amendments to this Charter at other times or to preclude the City Commission from appointing such a special committee at earlier intervals.

Staff Recommendation

ATTACHMENTS

None

STAFF REPORT

DATE: October 14, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Establish a mechanism within the Charter for a citizen referendum process.

BACKGROUND

Minutes from April 22, 2025:

The Citizen Initiative Process was discussed, and Audrey Wise moved to retain the existing language, emphasizing the importance of allowing citizens to exercise their right to voice their opinions. Tom Dolan seconded the motion, and it passed with a 7-1 vote, with Allegra Kitchens dissenting.

PROJECT ANALYSIS

Suggested verbiage:

General authority for citizen referendum.

1. *Citizen Referendum. The registered voters of the city shall have power to require reconsideration by the commission of any adopted ordinance and, if the commission fails to repeal an ordinance so reconsidered, to approve or reject it at a city election, but such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes or salaries of city officers or employees.*
2. *Commencement of Proceeding; Petitioners' Committee; Affidavit. Any five (5) registered voters may commence initiative or citizen referendum proceedings by filing with the city clerk an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying the address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought to be reconsidered.*
3. *Petitions.*
 - a. *Number of Signatures. Initiative and citizen referendum petitions must be signed by registered voters of the city equal in number to at least ten percent (10%) of the total number of registered voters at the last regular city election.*
 - b. *Form and Content. All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Initiative and citizen referendum petitions shall contain or have attached thereto throughout their circulation, the full text of the ordinance proposed or sought to be reconsidered.*

c. *Affidavit of Circulator.* Each paper of a petition shall have attached to it when filed, an affidavit executed by the person circulating it stating that he or she personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his or her presence, that he or she believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

d. *Time for Filing Referendum Petitions.* Referendum petitions must be filed with the city clerk within forty-five (45) days after adoption by the city commission of the ordinance sought to be reconsidered.

4. *Procedure after Filing.*

a. *Certificate of Clerk; Amendment.* Within twenty (20) days after the petition is filed, the city clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within two (2) days after receiving the copy of his or her certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of paragraphs (2) and (3) of Section 2-8 (b.) above, and within five (5) days after it is filed, the clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by registered mail as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request commission review under paragraph (2) of this subsection within the time required, the clerk shall promptly present his or her certificate to the commission and the certificate shall then be a final determination as to the sufficiency of the petition.

b. *Commission Review.* If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the commission. The commission shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the commission's determination shall then be a final determination as to the sufficiency of the petition.

c. *Court Review; New Petition.* A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.

5. *Referendum Petitions; Suspension of Effect of Ordinance.* When a referendum petition is filed with the city clerk, the ordinance sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:

- (1) There is a final determination of insufficiency of the petition or;
- (2) The petitioners' committee withdraws the petition, or;
- (3) The commission repeals the ordinance; or
- (4) Forty-five (45) days have elapsed after a vote of the city on the ordinance.

6. *Actions on Petitions.*

a. Action by Commission. When referendum petition has been finally determined sufficient, the commission shall promptly reconsider the referred ordinance by voting its repeal. If the commission fails to repeal the referred ordinance within sixty (60) days after the date the petition was finally determined sufficient, it shall submit the referred ordinance to the voters of the city.

b. Submission to Voters of Referred Ordinances. The vote of the city on a referred ordinance shall be held not less than thirty (30) days and not later than one year from the date of the final commission vote thereon. If no regular city election is to be held within the period prescribed in this subsection, the commission shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election, except that the commission may in its discretion provide for a special election at an earlier date within the prescribed period. Copies of the proposed or referred ordinance shall be made available at the polls.

c. Withdrawal of Petitions. A referendum petition may be withdrawn at any time prior to the fifteenth day preceding the day scheduled for a vote of the city by filing with the city clerk a request for withdrawal signed by at least two-thirds of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.

7. Results of Election.

a. Referendum. If a majority of the registered voters on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

Staff Recommendation

ATTACHMENTS

None