

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 28, 2025 at 4:00 PM

I. CALL TO ORDER

II. PUBLIC COMMENTS

III. APPROVAL OF THE MINUTES

- a. October 14, 2025

IV. REGULAR BUSINESS

- a. Charter Review revision summary - Article V, Section 61 (new)
- b. 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
October 14, 2025

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

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

Approval Of Minutes
September 30, 2025, Minutes

Vote: Ms. Wise moved to approve September 30, 2025, minutes with a correction. Ms. Kitchens seconded the motion which passed unanimously.

Regular Business

Charter Review revision summary - Article V, Section 59 City Attorney

Vote: Mr. Shuler moved to accept the following phrasing for this section “the city commission shall appoint a city attorney who shall serve at the pleasure of the commission. And shall act as the legal advisor to the municipality , and all its officers and matters relating to their official duties. Mr. Norwood seconded the motion.

After discussion Mr. Shuler amended his motion to include the city attorney who may be removed by the commission by a majority vote. Mr. Norwood seconded the motion which passed unanimously.

Charter Review revision summary - Article V, Section 60 City Clerk

Vote: Ms. Kitchens moved to approve Article V, Section 60 as status quo. Ms. Svetlik seconded the motion which passed unanimously.

Next meeting is scheduled for October 28, 2025, at 4:00 p.m.

Adjourn

Ms. Kitchens moved to adjourn.

STAFF REPORT

DATE: October 28, 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 28, 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