

**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**  
**November 13, 2025 at 6:00 PM**

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES**

- a. October 15, 2025, Special Called Meeting
- b. October 20, 2025, Special Called Meeting
- c. October 23, 2025, Regular Meeting

**3. PUBLIC RECOGNITION/PRESENTATIONS**

- a. IN THE SPOTLIGHT - Employee of the Month
- b. Charter Review Committee status update - Terrill Hill
- c. Proclamation: Youth Homelessness (Hope) Month

**4. CITY MANAGER AND ADMINISTRATIVE REPORTS**

- a. Community Affairs Department update - Progress updates at Northside Community and Recreation
- b. Police Department update
- c. City Manager Report

**5. MAYOR CORREA AND COMMISSIONER CAMPBELL REPORTS**

**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. ADOPT RESOLUTION 2025-R-158 Appointing Members of the Audit Selection Committee
- b. ADOPT RESOLUTION 2025-R-159 OF THE CITY OF PALATKA GRANTING THE PUBLIC WORKS DEPARTMENT PERMISSION TO PURCHASE 2 NEW 2025 FORD F150 WORK TRUCKS THROUGH BECK AUTO SALES, INC. WITH TALLAHASSEE VEHICLE CONTRACT 5180 (\$89,986.64)
- c. Adopt resolution 2025-R-160 approving the First Amendment to Water Taxi and Dock Services Agreement between Palatka Boathouse Marina, LLC (PBM) and City of Palatka
- d. ADOPT RESOLUTION 2025-R-161 AUTHORIZING THE PURCHASE OF A SEWAGE PUMP FOR THE

PUMP STATION LOCATED AT 840 RIVER STREET FROM BARNEYS PUMPS AS A SOLE SOURCE PROVIDER FOR A TOTAL AMOUNT OF \$82,447 (100% City funded capital project).

- e. Adopt Resolution 2025-R-162 – Approval of Work Order #4 with Hanson Professional Services Inc. for Post Design Services on 3 Areas of Flooding Project (CDBG-MIT-IRMA) for a Total Amount of \$96,820.75 (100% Grant Funded)
- f. Adopt Resolution 2025-R-163 – Award of Construction Contract to DB Civil Construction, LLC for the CDBG-MIT-IRMA (3 Flooding Areas) Project in the Amount of \$998,900.00 (100% Grant Funded)
- g. ADOPT RESOLUTION 2025-R-164 granting a special events permit to Develop Palatka Inc for Luminaries on St. Johns Ave on 12/20/2025 from 5pm until 10pm.
- h. ADOPT RESOLUTION 2025-R-166 Northside Community and Recreation is requesting final approval of the Funding Reimbursement application.
- i. Adopt Resolution 2025-R-167 Authorizing the purchase of new skid steer from Florida Coast Equipment, LLC, using Sourcewell pricing for a total amount of \$69,375.26 (100% City funded capital project)
- j. Adopt Resolution 2025-R-168 Authorizing the purchase of new flow meters and installation to AutoLogic LLC, in the amount of \$26,000. (100% City funded capital project)
- k. Adopt Resolution 2025-R-169 Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition) rebuild, to AutoLogic LLC in the amount of \$150,000 (100%City funded capital project)
- l. Adopt Resolution 2025-R-171 Viking Manor Speed Tables

## 8. REGULAR BUSINESS

- a. Recess for 10 minutes at 7:30 PM.
- b. Ratification of the 2026 Legislative Priorities

## 9. PUBLIC HEARINGS

- a. **Second Reading: ADOPT Ordinance 2025-57 Administrative Approval of Plats** AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING MUNICIPAL CODE CHAPTER 74, SECTION 12 TO REQUIRE DEVELOPERS TO FURNISH THE CITY WITH A SURETY BOND FOR THEIR IMPROVEMENTS UPON A PLAT OR SUBDIVISION AND AMENDING CHAPTER 74, SECTIONS 7-9 AUTHORIZING THE ADMINISTRATIVE APPROVAL OF PLATS IN CONFORMANCE WITH STATE LAW SB 784, AUTHORIZING THE EXECUTION AND RECODIFICATION THEREOF; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS AND AN EFFECTIVE DATE.
- b. **Second Reading: ADOPT Ordinance 2025-59** AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING A MUNICIPAL CIVIL INFRACTION PROCESS FOR VIOLATIONS OF CITY ORDINANCES; PROVIDING FOR THE APPOINTMENT AND AUTHORITY OF A SPECIAL MAGISTRATE;; IDENTIFYING THE LOCAL OFFICIALS AUTHORIZED TO ISSUE CITATIONS OF VIOLATIONS OF MUNICIPAL CIVIL INFRACTIONS, PROVIDING PROCEDURES FOR ENFORCEMENT, HEARINGS AND PENALTIES, AND CREATING SECTION 46-8 ARTICLE I, CHAPTER 46 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA. PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVENER'S ERRORS.
- c. **First Reading: Ordinance 2025-60**, Certified Recovery Residences Ordinance - 2025-60 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING PROCEDURES FOR REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR A PROCESS FOR REASONABLE ACCOMMODATION FROM LAND USE REGULATIONS; PROVIDING APPLICATION REQUIREMENTS, REVIEW PROCEDURES, AND TIMEFRAMES; PROVIDING FOR CONSISTENCY WITH FEDERAL LAW; PROVIDING FOR REVOCATION FOR CAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

- d. First Reading: Ordinance 2025-61 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, VACATING AND ABANDONING THAT PORTION OF LAUREL STREET LOCATED BETWEEN S. 10TH STREET AND S. 11TH STREET AND ADJACENT TO PARCEL 42-10-27-6850-1600-0010, WITHIN THE CITY OF PALATKA, ACCORDING TO THAT COPY ON DICK'S MAP OF PALATKA ON FILE AT THE CIRCUIT CLERK OF COURT OF PUTNAM COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SCRIVENER'S ERRORS.

**10. COMMISSIONER COMMENTS**

**11. ADJOURN**

|                                                                                                                                                   |                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Upcoming Events</b><br>November 18, 2025, Special Magistrate<br>December 8, 2025, CRA Meeting<br>December 11, 2025, Regular Commission Meeting | <b>Board Vacancies</b><br>Airport Advisory Board - 5 vacancies<br>Board of Zoning Appeals - 3 vacancies<br>Planning Board - 1 vacancies<br>Tree Committee - 1 vacancy<br>Library Board - 1 vacancies |
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Regular meetings 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 6:00 PM

## **Special Called Meeting October 15, 2025 Minutes**

### **Invocation:**

The invocation was led by Pastor Mulberry.

### **The Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Borom.

### **Roll Call**

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

### **Regular Business**

#### **City Manager Investigation**

#### **Public Comment**

Allegra Kitchens stated this had gone on before with Mr. Troy Bell and the commission fired him because he signed a check for a contract over \$25,000. She also stated that unless Ms. Carty is Dr. Jekyll and Mrs. Hyde, she knows Mr. Carty and she is her neighbor, she is a friend. Ms. Kitchens stated she has dealt with Ms. Carty as a city manager and a friend. She also stated the city has a contract with EAP; that's the city's psychological services. Ms. Kitchens made the recommendation to the commission requesting that all city employees to the psychological health and have the employees get help if they are so thinned skinned.

The main agenda item was the discussion of an investigation into City Manager Ms. Carty's conduct. The city attorney, Ms. West, explained that Ms. Carty was entitled to a name-clearing hearing to rebut allegations against her. The commissioners had received the investigation report prior to the meeting, though the investigator was not present.

Ms. Carty was given the opportunity to respond to each allegation in the investigation report. The allegations included:

- Lying to employees, giving conflicting work instructions, and creating a toxic work environment
- Blurring lines between city business and personal matters
- Making inappropriate comments about an employee's race and ethnicity
- Initiating discussions about race and responding inappropriately
- Treating employees differently based on age

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- Viewing job applicants differently based on protected categories
- Disfavoring a sick employee
- Disregarding boundaries between city business and personal matters
- Making improper comments about weight, hair, and makeup
- Misconduct during the investigation process

Ms. Carty denied most allegations, though she acknowledged some incidents occurred but disputed the characterization. She admitted to accepting help from city employees for personal matters like doorknob repairs and vehicle assistance but claimed these were voluntary offers rather than requests. She expressed regret about the situation and indicated she had already taken classes to improve her management skills.

The commissioners engaged in extensive discussion about how to proceed. Commissioner Davis noted that the investigation revealed grounds for termination but acknowledged Ms. Carty's contract included a 30-day "cure period" to address deficiencies. Commissioner Borom advocated giving Ms. Carty the opportunity to correct issues. Commissioner Campbell expressed concern that this was the second round of grievances against Ms. Carty. Commissioner Jones questioned whether some violations were "incurable" and if proceeding with a cure period was appropriate.

The city attorney confirmed that some allegations constituted violations of city policy that could be grounds for termination but noted the contract required providing a 30-day cure opportunity before termination.

After public comments and further discussion, Commissioner Davis made a motion to restore Ms. Carty to her position as City Manager with several stipulations: Chief Shaw would continue as Acting Assistant City Manager with employees reporting to him; Ms. Carty would work with an experienced city manager coach; employee workshops would be scheduled to improve morale; and Ms. Carty would continue training toward city manager certification. The commission will hold a special meeting on October 20th at 6 PM to further discuss the situation.

The motion passed with a 3-2 vote, with Commissioners Jones and Campbell voting against it.

## **Adjourn**

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

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**CHANTEL PIERRE**  
FINANCE DIRECTOR



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

## **Special Called Meeting October 20, 2025 Minutes**

### **Invocation:**

The invocation was led by Pastor Mulberry.

### **The Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Davis.

### **Roll Call**

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

### **Public Comment**

There were no speakers at this time.

### **Regular Business**

#### **Investigator & HR Clarifications**

Commissioner Davis stated she would like to level set what the commission must accomplish. She also stated the purpose of the meeting is to define the 30-day cure period for Ms. Carty and when the commission defines that it will be a document in writing and given to Ms. Carty which will trigger the 30-days.

Ms. West read Section 5A from Ms. Carty's contract. "The city manager may only be removed as set forth in the City Charter as it may be amended from time to time. Prior taking a vote to terminate as set forth in the City Charter, Palatka will provide the city manager with written notice of the circumstances giving rise to termination, as well as 30-day opportunity to cure the deficiencies to the satisfaction of majority of the city council."

Ms. Jane also stated the investigation report that was provided to Ms. Carty constitutes the written notice of the circumstances giving rise to termination. That was the trigger for the 30-day time period which began on October 15, 2025.

Commissioner Davis stated three goals that should be looked at. One: what do we need to stabilize this city and keep it stabilized? Two: how can we ensure that our employees are safe? Three: how can we ensure due process? The contract requires a 30 day cure period. The commission did not evaluate our one employee at her 30 60 and her upcoming 90-day

evaluation because here we are. So, from a due process perspective, we have met some of those obligations.

Commissioner Boram stated what Commissioner Davis said was well said, and there's several points that she made that I would have restated, so there's no sense in me restating some of the already stated.

Commissioner Jones stated last week the commission was here at a three-hour meeting, and the only thing different is the attorney that conducted the investigation which is present on Zoom. Commissioner Jones stated he would like to hear his findings from him.

**Investigator (Mr. Hammer)** summarized process: 3 written complaints prompted the inquiry; additional staff were interviewed after their names surfaced in interviews; some employees expressed fear of retaliation (environmental concern noted).

Commissioner Davis stated you received information on the three written allegations. You conducted interviews with those who filed against Ms. Carty, and a few other employees. How did you identify the other employees that you interviewed?

Mr. Hammer stated he conducted three interviews but let me back up just a moment. There were three complaints or reports submitted to Human Resources. He stated he interviewed those three individuals and with three individuals from Public Works. After those six interviews were conducted, certain names came up multiple times. And so, I wanted to speak to those individuals. And all in all, I believe I spoke with Ms. Carty and 10 others.

Commissioner Davis asked how the three employees from Public Works identified to you?

Mr. Hammer stated it was a request from their supervisor, they submitted. Those emails were very brief. And so, those interviews were shorter than some other interviews. Just for clarification, you said the three employees emailed their supervisors.

Commissioner Davis asked Mr. Hammer, "how did he know that?"

Mr. Hammer stated he received them from Virginia Jones in HR.

Commissioner Davis asked you also said other individuals' names came up. How did they come up?

Mr. Hammer stated when I was interviewing individuals, they would name other employees who have had experiences whether positive, negative, or neutral, with the city manager.

Commissioner Davis asked when in the report, you mentioned that some employees were not comfortable coming forward, were those employees' mentioned names from interviews that you reached out to?

Mr. Hammer replied yes.

Commissioner Jones stated the question basically goes along with what Commissioner Davis is asking, to be specific and to him, it's a lack of specifics in this report. There's a lot in it, but not specific. And that's tough for me to follow when it could be just merely communication style, management style, and just personal conflict. Commissioner Jones also stated he would like to see, or can you point out policies that were violated, specific policy, if you are doing this investigation, were you looking for policies that were violated so that you could conclude that some type of disciplinary action should happen or occur? Or some type of violation, whether it's ethical or a policy violation? It says that they were infractions, but I'm missing the specifics.

Commissioner Jones asked Mr. Hammer, could you, out of your own words, let us know in this form?

Mr. Hammer explained well, the first thing that stood out to me was creating an environment in which employees are afraid of retaliation. That, in and of itself, is a concern to me as an investigator. Federal and state employment laws prohibit retaliation.

**Human Recourses Ms. Jones explained the** investigation packet included City policies; described exit-interview practices; noted an HR vacancy and workload constraints.

### **Commission Discussion**

Commissioner Campbell stated he feels the commission should move forward with the 30 days and the commission needs to write the cure process. He also feels the employee can cure their own self. He also feels there should be some type of reprimand with regards to the ethics issue. Commissioner Davis agreed with Commissioner Campbell. She also stated that two of the employees no longer work for the city. She recommended that the city offers that employee a lateral transfer where she meets the qualifications and does not report directly to Ms. Carty. This will allow for a successful curing period.

**Vote:** Commissioner Davis moved; putting Ms. Carty on administrative leave with chief Shaw serving as an, as acting city manager during this period, while on leave during this cure period, Ms. Carty is to be actively engaged in completion of the following trainings, public sector leadership and ethics, employee relations, implicit bias, time management, art of delegation, local government 201 through ICMA, and if required local government 101 through ICMA, because one of the requirements for 201 is if you have certain number of years of experience. Resources for that include ICMA, the Florida League of Cities, and there are online training courses as well with certificates for completion by UDEMY. In addition, Ms. Carty is to review the city of Palatka's policies and state of Florida policies to identify allowable and non-allowable actions and interactions as city manager and engage an experienced city manager as a coach slash mentor.

With this recommendation, the post-cure evaluation as Commissioner Campbell mentioned during our last meeting is the way we can evaluate is upon proof of active engagement and or completion of required training, the city manager will return to full duty. The interim assistant city manager position will end, and Chief Shaw will return to his full duty as police chief. The commission will evaluate the city manager's performance 30, 60, and 90 days post-cure period using the approved evaluation document provided by Human Resources.

The evaluation period will move to annually thereafter. Commissioner Borom seconded the motion.

### **Public Comment**

Ms. Kitchens stated she was involved with 11 city managers and most of those city managers had half the staff who did not like them, and Ms. Carty only has 3 and feels that's not enough to be worried about.

Ms. Spurr, she explained her role at the city and stated she was fired because they felt she was out of work to much and. Ms. Spurr stated she had missed one day because of a work injury and MedEx sent her to the hospital.

Ms. Wise stated she feels I feel as though the commission needs to give her exactly what Ms. Davis stated an opportunity, but make sure the opportunity is a growing opportunity of knowledge.

Daphne Brusoe, a former employee referenced specific interactions; another citizen emphasized the historic difficulty recruiting and retaining city managers and asked the Commission to support remediation with accountability.

Mary Lawson-Brown stated the city managers position is a hard job to because not only they have to keep their 5 bosses happy but every individual that works under them is happy as well.

### **Commission Discussion 2**

Commissioner Campbell stated he feels you can't evaluate a person for performance if they are not here to perform. If Ms. Carty is going to be in the position, she needs to do the additional

work that is required of her. He also stated he wants the commission to be mindful that there are some things that we put in place the last time that have not been achieved. And he specifically asked Ms. Carty in the last meeting, had those two things or three things essentially been achieved? And I'm going to ask again, the previous recommendations that came because of the previous grievance, which one was a class on the recommendation was a class on the workplace environment, hostile work environment. Was that completed? Ms. Carty stated to the best of my knowledge, was it completed? As far as I know, yes. Commissioner Campbell asked Ms. Carty, it's a simple yes or no. Okay. And I'm talking about in its entirety and completion of staying in the class the entire time.

Was it completed? Yes or no?

Ms. Carty stated she would say yes. And the reason why I say yes is the classes were held here.

Commissioner Campbell stated he would like the record to be reflected. And as the commission operates in complete transparency, that if this is the way that the commission is going to go, who is going to be the people that hold us accountable? Last time we had a liaison. Yes, we had a liaison of the commission, which was the mayor, to serve in the capacity to make sure that the other grievance was supposed to be closed properly.

Commissioner Davis stated she is amendable to amending her motion.

Commissioner Campbell stated the classes again, one was to be a hostile workplace prevention, preventing discrimination, unlawful harassment, and retaliation. That was the two-hour course. The other one was managing emotions in the workplace and communication styles. Those were ones that were specifically stated that we as a commission stated that we wanted you to have.

Commissioner Davis stated before she amends her motion, she would like to clarify is what she heard is that if Ms. Carty is going to show that she can cure this, that she needs to be back at work doing the job fully. And doing these classes. Including, if and if these three have not been completed, that they will be added to the list. Am I amending properly? And what I also hear is that we will, we no longer need a buffer.

Commissioner Davis restated her motion. So, the 30-day cure period, the city manager will return to full duty and attend the following classes. Oh, and to be actively engaged in and complete the following classes. It's the classes I listed before. In the six classes, possibly seven. And if not completed, hostile workplace prevention, managing emotions in the workplace, and communication styles. Chief Shaw, at the acceptance of the cure plan, will return to full duty as we will eliminate the acting assistant city manager position upon acceptance of the cure plan. So, you said it hasn't been completed, but then previous. So, then I need to, and for the evaluation, we will need proof of active engagement and, and or completion of the required training. And the commission will evaluate the manager post-cure period using the approved evaluation document provided by human resources that includes evaluation of the, cure the allegation, of the allegations. That's my motion. Commissioner Borom seconded the amended motion. Roll call was taken. Commissioner Borom, aye; Commissioner Jones, aye; Commissioner Campbell, aye; Commissioner Davis aye, aye; Mayor Correa, aye. Motion passed 5-0.

**Vote:** Commissioner Campbell moved that if the previous classes were not fulfilled that a written reprimand be added to the file of the city manager, as well as reprimand for the findings of using employees for personal use to be written and provided as a part of the file of the city manager. Commissioner Davis seconded the motion which passed unanimously. Commissioner Davis recommended Human Resources have a restructuring of our Human Resources Department. And the recommendation she made will not cause a disruption, demotion, or result in a different reporting structure for our current Human Resources Generalist Manager,

who is doing a yeoman's job with limited resources. But what I'd like to recommend is that we hire a Talent Operations Manager, and it doesn't have to be that name, but the function, who will have the following duties. This manager will serve as the HR Employee Relations Specialist, Workforce Management, and that is as a duty, not as a position. Performance Reviews, Professional Development, and Mentorship Programs, and we in the city adopt ENPS, which is the Employee Net Promoter Survey, which is a metric that measures how likely an employee is to recommend their employer as a place to work. After further discussion Commissioner Davis stated she would write the letter and give it to HR and HR can send it to the rest of the commission.

## **Adjourn**

With no further business, the Commission adjourned the special-called meeting.

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Commission Meeting  
October 23, 2025  
Minutes

**Invocation**

Invocation was led by Commissioner Campbell

**Pledge of Allegiance**

The pledge of Allegiance was led by Commissioner Davis

**Roll Call**

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

**Approval Of Minutes**

**October 9, 2025, Minutes**

Commissioner Campbell moved to approve October 9, 2025, minutes. Commissioner Davis seconded the motion which passed unanimously.

**PUBLIC RECOGNITION/PRESENTATIONS**

HR Director Virginia Jones announced Employee of the Month which was Alex Romero

**New Hires**

Ms. Jones announced the new hires to the commission. Grants Accountant Peggy Baughman, Finance Specialist Brandy Robinson, Procurement Specialist Lenora Campbell, Firefighter Evan Hurst Water Plant Operator Trainee Zachary McCann, Fire Inspector John Silva, and Sanitation Driver Mark Webb.

**World Interact Week – Proclamation**

Mayor Correa read the Proclamation for the World Interact Week and the Secretary of the Rotary Club of Palatka Yvette Jones accepted it and explained World Interact Week.

**Vote:** Commissioner Campbell moved to approve the Proclamation. Commissioner Jones seconded the motion which passed unanimously.

**Florida City Week - "My Favorite Spot" City of Palatka Photography Contest results**

Mayor Correa announced the Winner of “My Favorite Spot” Pamela Henderson Brown. Ms. Brown stated Commissioner Campbell was the person who took the picture and thanked everyone for their recognition.

### **MAYOR/COMMISSIONER COMMUNITY REPORTS: COMMISSIONER BOROM/COMMISSIONER JONES/COMMISSIONER DAVIS**

Commissioner Jones stated he has nothing for today; however he will give all his updates to the Public Information Officer to let her present, because he feels she can get the information out to the citizens.

Commissioner Davis stated she serves on the Key to Home Continuum of Care Leadership Council as a board member. She explained the COC helps with homelessness and connects individuals facing or experiencing homelessness with information and resources. Commissioner Davis stated she is also a member of the Putnam County Development Authority which provides services such as holding and disposing of property owned by the county, making contracts as it relates. She also stated she has completed the institute for Elected Municipal Officers program 1.

### **Financial Report**

Ms. Chantel Pierre gave the financial report to the commission.

### **City Manager Report**

Ms. Carty stated she had the opportunity to drive around with the Public Works Director Joe Verechio.

Joe Verechio gave a presentation of the work that is happening at the River Front, the Public Works Administration Building and the Fleet Garage.

Commissioner Campbell spoke about the savings the Public Works and the Fire Department has done to save the city money. He would like to see some kind of program that will pour back into the employees.

Ms. Carty stated the city has received additional funding from the FDLE so the city can start targeting violent crime, gangs, drugs etc.

### **PUBLIC COMMENTS**

Tom Townsend thanks the Commissioners on passing the Resolution and standing on principal rather than politics.

Ms. Wise spoke to the staff of Palatka and the Commission and thanked everyone for a great job everyone is doing.

### **CONSENT AGENDA**

ADOPT RESOLUTION 2025-R-150 Recognizing Florida City Week, ADOPT RESOLUTION 2025-R-155 Awarding Contract to Synergy Construction & Maintenance for RFP 2025-02 – Construction of Single-Family Affordable Home (3 Bed / 2 Bath) (100% grant funded)., ADOPT RESOLUTION 2025-R-156 Awarding a Contract to Plus Point Construction for Tilghman House Repairs (ITB-2025-10) in the Amount of \$224,900., ADOPT RESOLUTION 2025-R-157 Awarding Contract to ER Rooter Inc. for River Street Retaining Wall Replacement (ITB-2025-09) in the Amount of \$220,800.00, ADOPT RESOLUTION 2025-R-152 Approving the financing for the ladder truck, Set Trick or Treat, date and time for October 31, 2025, from 6:00 p.m. to 8:00 p.m.

**Vote:** Commissioner Davis moved to approve the consent agenda excluding B and C. Commissioner Campbell seconded the motion which passed unanimously.

ADOPT RESOLUTION 2025-R-153 granting a special events permit to Sam Deputy of DPE/DPI, for the annual Christmas parade which will be held on November 28<sup>th</sup>, 2025.



ADOPT RESOLUTION 2025-R-154 Granting a special events permit to Gerald Donnelly for the annual Veterans Day Parade which will be held 11/11/2025.

Commissioner Campbell stated he would like to do what the County does and have one vehicle with a trailer for us Commissioners and Mayor.

**Vote:** Commissioner Campbell moved to approve Resolutions 2025-R-153 and 154.

Commissioner Davis seconded the motion which passed unanimously.

## **REGULAR BUSINESS**

### **Traffic Study: Viking Manor Prices for Speed Tables**

Assistant Chief Newcomb spoke about the speed tables. He stated there were two quotes, one was for three speed tables and the other for two. His recommendation was for two speed tables. One being placed between 3<sup>rd</sup> and 4<sup>th</sup> street and the other placed between 6<sup>th</sup> and 7<sup>th</sup> street. Which will cost about \$12,278.64. The signs will cost about \$100.00 each, so total cost of the project is estimated at \$13,000.

## **DISCUSSION/DIRECTION**

### **Approval of 30-day notice letter to the City Manager.**

Commissioner Davis stated she received directions not to draft the letter, in order not to have a perception of breaking Sunshine Law. Commissioner Davis stated in an abundance of caution she sent the notes to HR and HR drafter the letter. Ms. Jones stated in the letter are the recommendations from the Commissioners. The tasks Ms. Carty would have to complete in its entirety, for the Commission to go back on post-evaluation after 30 days and this will help the commission decide to move forward.

**Vote:** Commissioner Davis moved to accept the 30-day cure plan. Commissioner Campbell seconded the motion which passed unanimously.

### **HR Department**

Commissioner Davis while she assessed the gaps in the city, the commission needs to ensure that the commission is creating environment of success for each department. Commissioner Davis stated one of the departments she looked at was HR. She suggested having the city manager and the HR manager look at the department and make an assessment and bring it back to the commission.

Commissioner Campbell agrees with Commissioner Davis; he also feels that the city attorney could benefit from having a team or someone else. He also feels the assistant city manager's position needs to be filled as well, which is already funded.

Commissioner Davis stated an assistant city clerk is needed as well. She also asked if it could be brought to the next commission meeting to see where we are.

## **PUBLIC HEARINGS**

### **ADOPT ORDINANCE - 2025-58,**

**Vote:** Commissioner Campbell moved to approve Ordinance 2025-58. Commissioner Davis seconded the motion which passed unanimously.

### **ADOPT Ordinance 2025-57 Administrative Approval of Plats**

**Vote:** Commissioner Campbell moved to approve Ordinance 2025-58. Commissioner Davis seconded the motion which passed unanimously.

### **ADOPT Ordinance 2025-59, ESTABLISHING A MUNICIPAL CIVIL INFRACTION PROCESS FOR VIOLATIONS OF CITY ORDINANCES.**

**Vote:** Commissioner Campbell moved to approve Ordinance 2025-58. Commissioner Davis seconded the motion which passed unanimously.

**Public Comment**

Ms. Kitchens stated she is excited about this ordinance and is happy the commission passed it.

**ADJOURN**

Commissioner Campbell moved to adjourn the meeting. Commissioner Davis seconded the motion which passed unanimously.

# Proclamation

## City of Palatka Proclamation Recognizing Youth Homelessness, Outreach, Prevention, and Education (HOPE) Month

**WHEREAS**, approximately 4.2 million young people ages 13 to 25 experience some sort of homelessness in the United States each year; and

**WHEREAS**, while living on the streets or in their car, staying in shelters, or couch surfing, youth may struggle to afford food, care for their mental and physical health, attend and complete school, and avoid dangerous and violent situations; and

**WHEREAS**, the common reasons youth may run away or experience homelessness include family conflicts, being asked to leave home, verbal, emotional, and/or physical abuse, neglect, and financial problems at home; and

**WHEREAS**, youth who experience homelessness are more likely to experience homelessness in adulthood; and

**WHEREAS**, the National Runaway Safe line and CDS Family & Behavioral Health Services are working to raise awareness and educate local communities about youth homelessness and the important of prevention during Youth Homelessness, Outreach, Prevention, and Education (HOPE) Month and always.

**NOW, THEREFORE, I, Robbi Correa**, by the authority vested in me as Mayor of the City of Palatka, do hereby proclaim the month of November 2025 as

### **Youth Homelessness, Outreach, Prevention, and Education (HOPE) Month**

in the City of Palatka and encourage residents to recognize the role we can all play in advocating for this vulnerable population of young people.

### **CITY OF PALATKA**

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

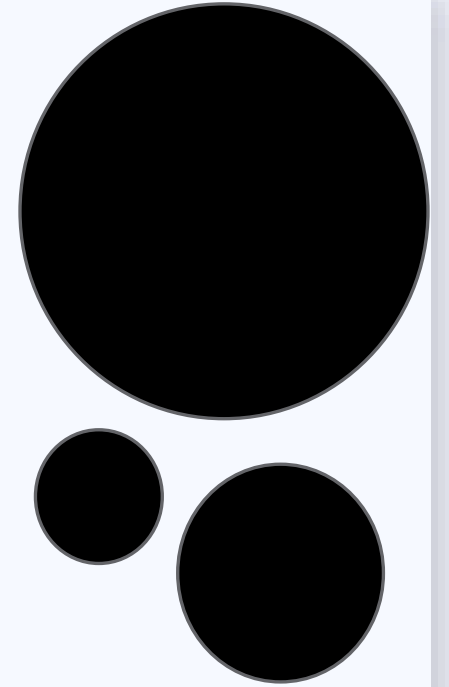
Date filed with the City Clerk: 11/13/2025



# Robert H Jenkins Northside Community & Recreation

Progress Presentation by  
Director Eddie Cutwright

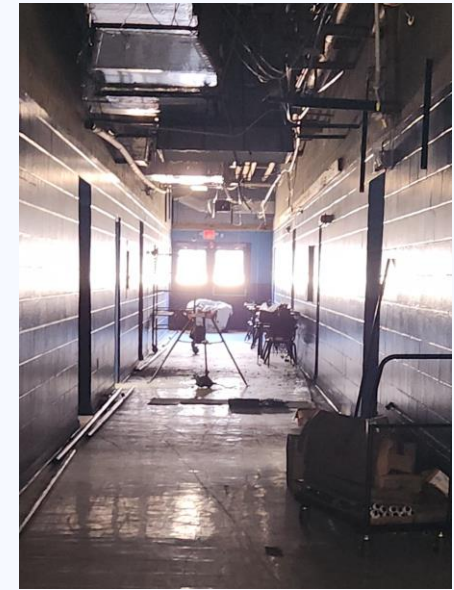
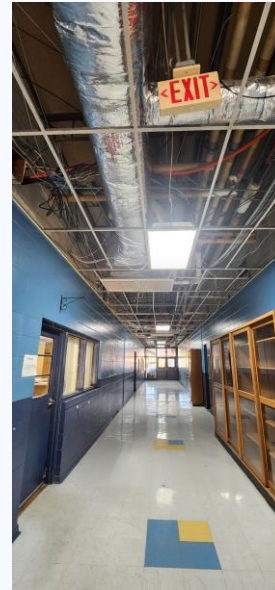
The purpose of this presentation is to present to you what progress has been made at Robert H Jenkins Northside Community and Recreation



From renaming, coupled with the new branding and color scheme, we are strengthening the center's presence, fostering more community engagement, and reconnecting with residents in the City of Palatka



In the beginning when it was all just a vision





# WATCHING OUR VISION COME TO LIFE

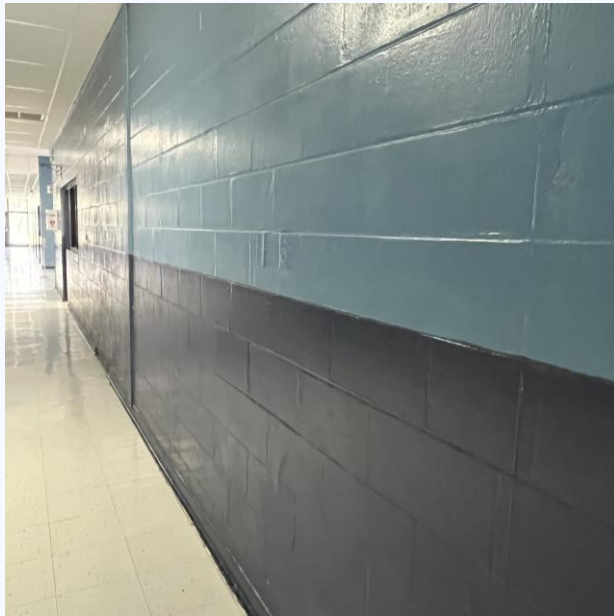




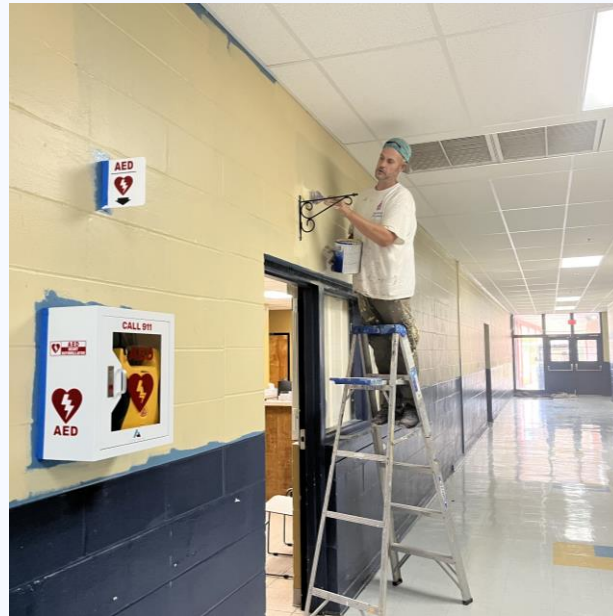
We have begun the process of revitalizing the building's exterior and interior by incorporating the **colors purple and gold**, honoring the community's cultural roots and restoring a sense of pride and tradition in the neighborhood.



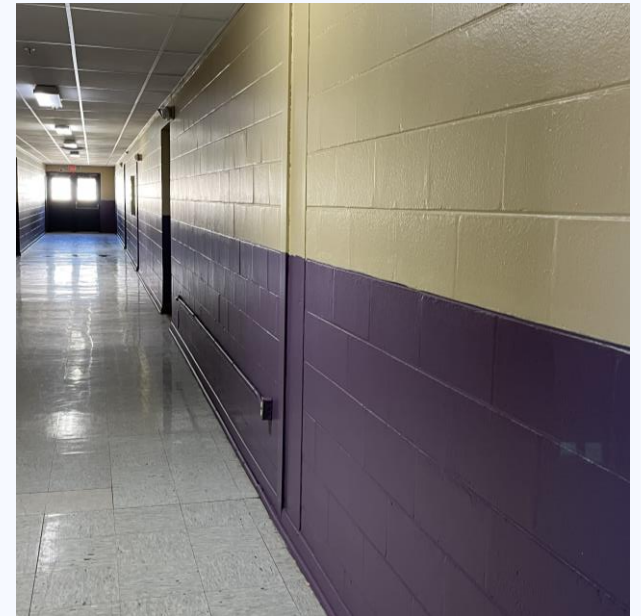
# ADD PICTURES



BEFORE



DURING



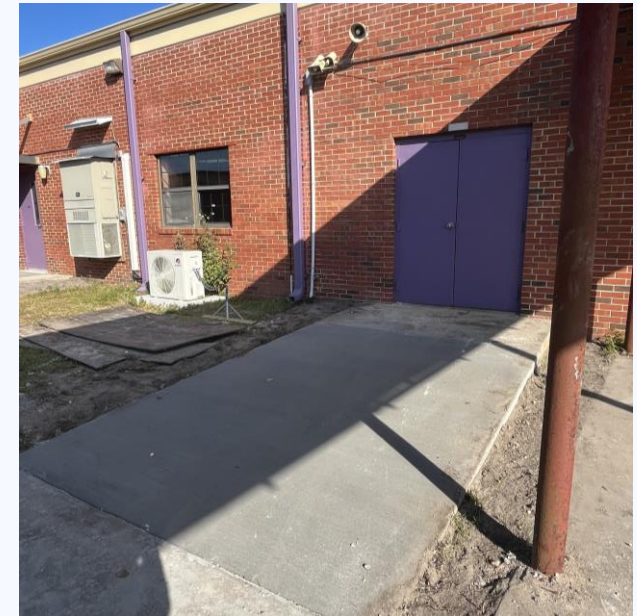
AFTER



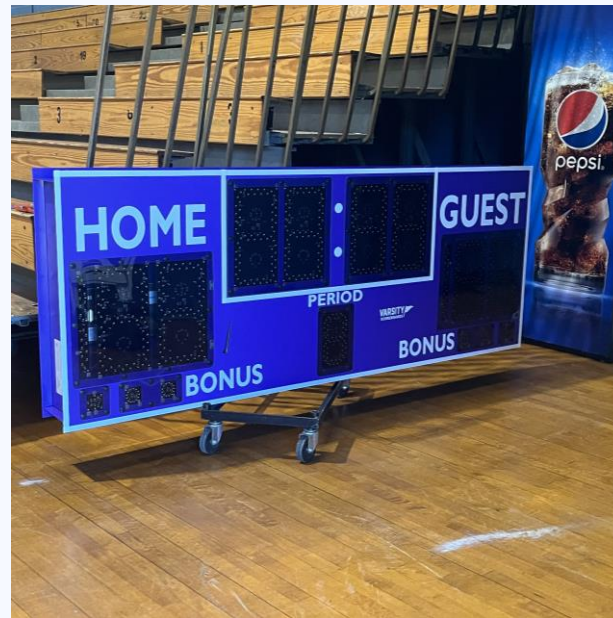




## NEW RAMP FOR STORAGE THAT HOUSES OUR UTV, GOLF CART, AND LAWN EQUIPMENT



## NEW SCORE BOARD WENT UP IN OUR GYM



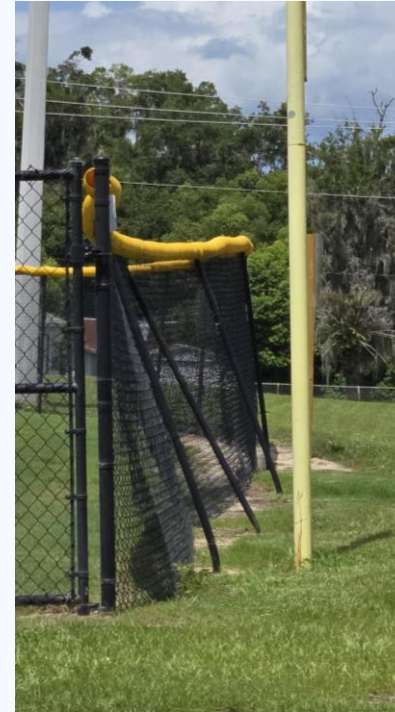


Our Parks are the heart of our community — places where families gather, children play, and neighbors connect. Keeping them clean and well-maintained shows pride in our city and care for the people who enjoy them every day. When we invest in the upkeep of our parks, we're not just preserving green spaces — we're creating safe, welcoming areas that bring joy, encourage healthy living, and strengthen the sense of community that makes Palatka special.





## Shaw Buck Park: New equipment, borders, fencing and playground mulch





## RIVERFRONT PARK\_ UNDER RENOVATIONS



New equipment projected to arrive mid to late December



# BOOKER PARK HAS HAD SOME UPGRADES PAINT/BOARDERS/MULCH/NEW DUGOUT



Before



After

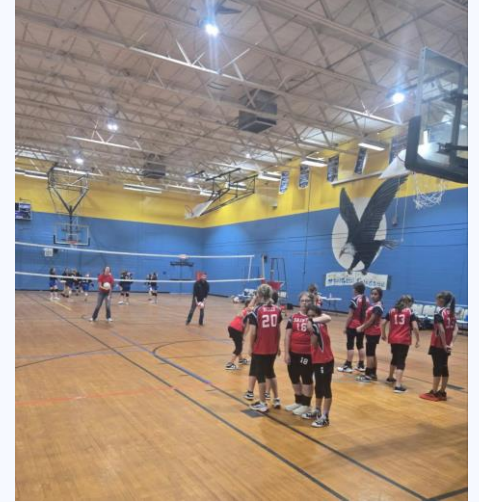




Recreation and community programs are essential to the City of Palatka. They bring people together, promote healthy living, and celebrate the spirit of our community. These programs provide safe and positive spaces for residents of all ages to connect, learn, and grow while encouraging active lifestyles and creativity. In Palatka, they play a vital role in strengthening neighborhoods, supporting youth development, and fostering pride in our city—helping make Palatka not just a place to live, but a place to belong.

















STAY TUNED FOR MORE IN THE COMING DAYS



Coming soon: Museum/New Gym Floor/ New Entry Way Doors/ FDA ramp to access gym



# Palatka Police Department Activity Update



# Topics Covered:

- ✓ Accreditation
- ✓ Community Events
- ✓ Addressing a Few Issues with Community Policing
- ✓ Year to Date crime Statistics

# Accreditation

The Police Department hosted three Assessors from the Commission for Florida Law Enforcement Accreditation from November 4, 2025 through November 6, 2025. The assessors reviewed our department policies and procedures to ensure we follow best practices and meet or exceed the mandatory requirements to be a State Accredited Law Enforcement Agency.

We are excited to announce that our agency met or exceeded the mandatory standards and the assessment team will be recommending to the commission that our agency be reaccredited at the conference this coming February. Accreditation status is valid for a three-year period.

Accreditation increases our agency's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community it serves.

The Police Department has been an accredited law enforcement agency since 1997.





# Community Events National Night Out August 5, 2025



**Highlights:**  
**Approximately 50 vendors and 1,200 Attendees.**

# Community Events

## Putnam Classical Academy

### September 17<sup>th</sup> and October 28<sup>th</sup>



#### Highlights:

**Staff engaged approximately 100 students answering questions and having lunch & snacks.**



# Community Events

## Putnam County School District

### College and Career Night

#### September 19, 2025



#### Highlights:

COPS Team engaged approximately 750 students and provided them with information concerning a career in local law enforcement.



# Community Events

## RCMA Visit

### October 16, 2025



#### Highlights:

Staff engaged approximately 50 students answering questions and had snacks.



# Community Events

## Fall Festival and Pink Walk

### October 18, 2025



**Highlights:**  
**Approximately 400 people participated in the event.**



# Community Events

## Palatka Police Department 10<sup>th</sup> Annual Trunk or Treat



**Highlights:**  
Approximately 50 vendors and 2500 attendees participated in the event.





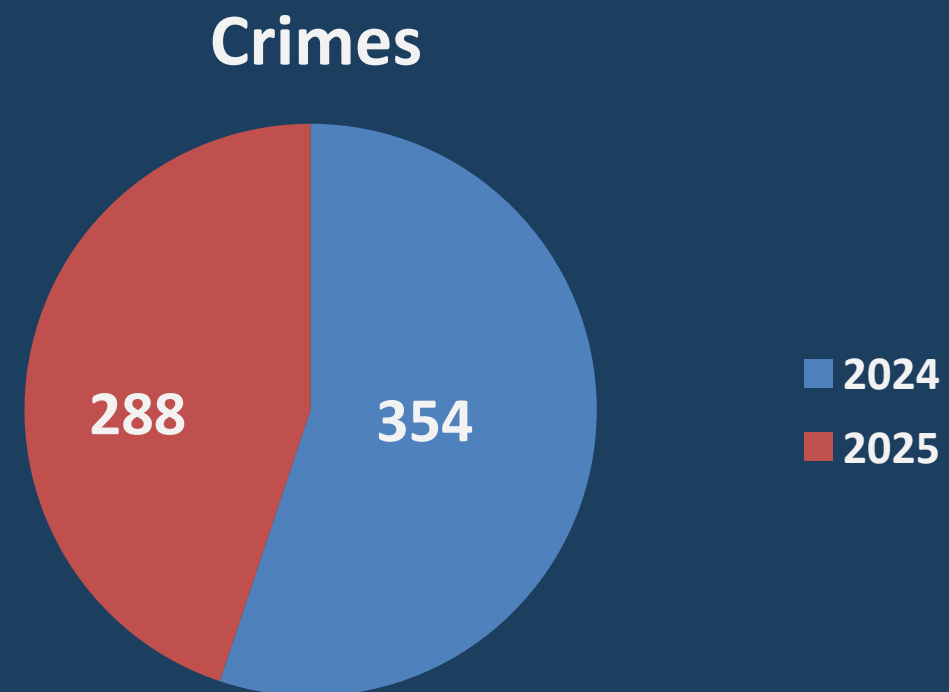
# Addressing a Few Issues with Community Policing



- ✓ Viking Mannor – Police Department received several citizen concerns about vehicle traffic in the neighborhood. A traffic study was initiated and enforcement was conducted. A citizen survey and petition were also completed using the COPS team by going door to door and talking with homeowners. At the conclusion of the study and review of the data, a neighborhood meeting was held to go over the findings. The community requested speed table which was presented to the commission.
- ✓ Report of Illegal Dumping - A report was made concerning illegal dumping near 9<sup>th</sup> and Oak Street. Staff contact the complainant and obtained the information needed to complete a thorough investigation. At the completion of the investigation, Staff contacted public works and had “No Dumping” signage installed near the property of concern then contacted the complainant and informed them of the actions taken.

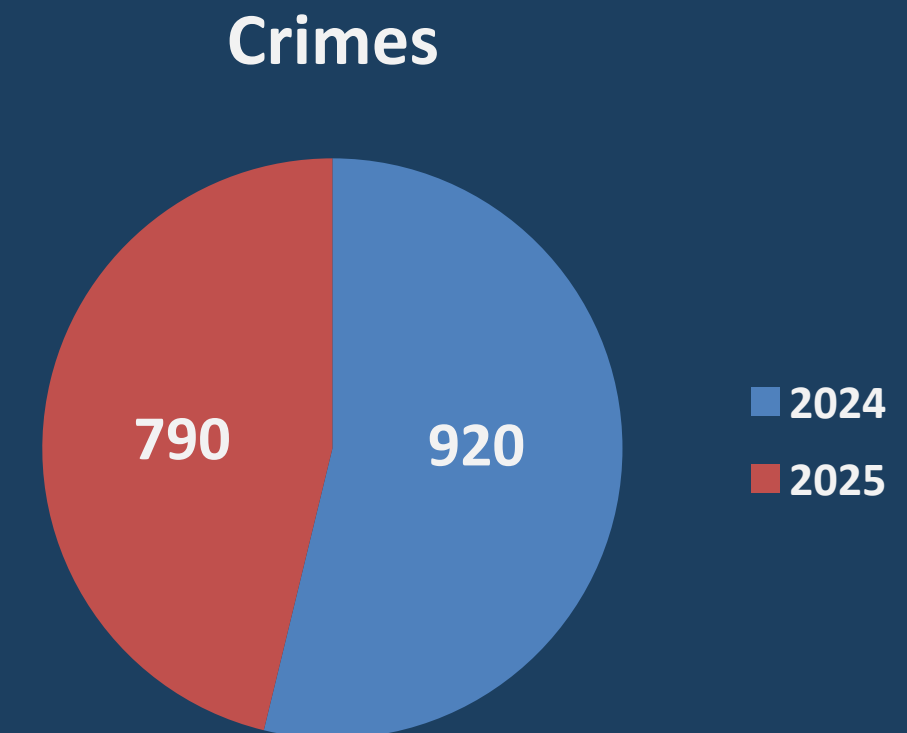
# Year to Date Crime Statistics

2024 / 2025 Last Quarter  
Crime Comparison



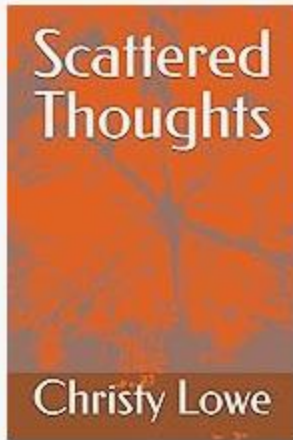
19% Reduction in Crime  
for the Quarter

2024 / 2025 Annual  
Crime Comparison Year to Date



14% Reduction in Crime  
for the Year





**Congratulations** to our author, Ms. Christy Lowe, of Code Compliance

### **Airport**

The airport consultants, Passero Engineering, is recommending that the FDOT Project, which was for runway 9-27 extension feasibility study of Palatka Municipal Airport, be ended, since the aircraft types currently using the airport can efficiently operate on a 5,000 to 6,000 runway, and that instead we request that the funds be repurposed for other needs at the airport. We are preparing the request to FDOT.

### **North Park Floating Dock**

The City of Palatka has received from FDEP, Army Corps via SPGP the approval to replace the existing north floating dock structure and to repair pilings for the north and south dock structures. This project is located in the St. Johns River, a Class III Florida Waterbody, located at 101 North First Street (Parcel ID: 42-10-27-6850-0000-0030 and 42-10-27-6850-0000-0022), Palatka, Florida 32177, Section 42, Township 10 South, Range 27 East, in Putnam County.

## **ADOPT RESOLUTION 2025-R-158 Appointing Members of the Audit Selection Committee**

# **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

A culmination of discussions held on October 9, 2025 and September 25, 2025 Commission meetings; regarding the Auditor Selection Committee. Appointing eligible and qualified members of the Committee via Resolution is the next phase of the process. Staff has prepared Resolution 2025-R-158 providing the full names received from each Commissioner; appointing voting members, 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. At the September 25th Commission meeting, Commissioner approved a motion extending the Audit Services contract with HCT an additional year. 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**

Based on the City Commission's responses, staff has returned with a Resolution to activate the Auditor Selection Committee. City Commission is being asked 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 2025-R-158 Auditor Selection Committee      |
| 2. | Audit Selection Committee Members Biography and Resume |

**RESOLUTION NO. 2025-R-158**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF  
PALATKA, PUTNAM COUNTY, FLORIDA, APPOINTING MEMBERS  
OF THE AUDIT COMMITTEE AND STAFF ADVISORS PURSUANT TO  
SECTION 218.391 FLORIDA STATUTES AND RESOLUTIONS 2016-12-60  
& 2014-10-91 FOR THE CITY OF PALATKA, PUTNAM COUNTY, AND  
PROVIDING FOR SCRIVENER'S ERRORS**

**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 the regular session on June 26, 2014, the Palatka City Commission adopted Resolution No 2014-10-31 (**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 the 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 may 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 appoint staff advisors and members of the City of Palatka Audit Committee.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka of Putnam County, Florida, that:

1. Composition of the Committee. The City Commission hereby designates the following five (5) persons as members of the Committee:
  - Justin Campbell, City of Palatka, City Commissioner Grp 2-Committee Chair
  - Tom Dolan, City of Palatka Planning Board Member, Grp 1
  - Linda Myers, CPA, Myers Resources LLC
  - Allen Sheffield, CPA, FKA Distributing Co. LLC, Grp 4
  - Jeremy Alexander, Douglas Law Firm, Grp 3
2. Appoint Chantel Pierre, Finance Director, City of Palatka and Brett Dennis, General Manager, Palatka Gas Authority As Staff Advisors.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 13<sup>th</sup> day of November 2025.

**CITY OF PALATKA**

\_\_\_\_\_  
**By:   MAYOR**

**ATTEST:**

\_\_\_\_\_



**CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

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**CITY ATTORNEY**

**AUDIT SELECTION  
COMMITTEE  
RESUME AND/OR  
BIOGRAPHY**

## **Justin Campbell, City of Palatka Commissioner - Biography**

Palatka City Commissioner Justin Campbell was first elected in November 2014. He graduated from Florida State University with a dual degree in Criminal Justice and International Affairs and is currently pursuing a Master's in Educational Leadership.

Having grown up in the small town of Palatka, Florida, Commissioner Campbell has always valued a strong work ethic, assisting others, contributing to the community, and, most importantly, being a positive influence in the lives of young people. He understands that without the positive influences he had early in life, his path could have been very different. He believes there are two main choices in life: to accept circumstances as they are or to take responsibility for changing them. He has opted for the latter and is committed to making a positive impact in his community.

Commissioner Campbell is the CEO of Campbell Consulting Group and the Founder of the Reach One Teach One Mentorship Program, which aims to positively affect the lives of at-risk youth in Putnam County.

Additionally, Commissioner Campbell has previously served on the Trayvon Martin Foundation Board, the Tallahassee Community College Alumni Board of Directors, and the Florida State University Black Alumni Association Board of Directors as a Liaison to the Black Student Union.

Currently, he acts as a guest lecturer and motivational speaker at various colleges, universities, churches, and community events.

Commissioner Campbell holds the position of Community Liaison & Dropout Preventionist with the Putnam County School District and is a staff associate at Karl N. Flagg Serenity Chapel.

Commissioner Campbell is also a member of the following Boards of Directors: Lee Conlee House, Palatka Police Athletic League, City of Palatka Fire Pension, Communities & Schools, Florida Black Caucus of Local Elected Officials, Putnam County Development Authority, Northeast Florida Community Action, and City of Palatka Community Redevelopment Agency.

Commissioner Campbell is married to Curnesha Norris-Campbell and is the father of Ne' Asia, Ava, Justin Jr., and Jordyn.

He lives by the saying, "Without faith nothing is possible. With it, nothing is impossible. Faith in God is the greatest power, but great too is faith in oneself."



# Allen T. Sheffield, CPA

512 Mulholland Park, Palatka, Florida 32177

Email: [sheffield.properties@yahoo.com](mailto:sheffield.properties@yahoo.com)

Phone: 313-999-8698

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## Overview and Characteristics

A Certified Public Accountant, Licensed in the State of Michigan, with over 11 years of Big 4 public accounting experience; a technical accounting and internal controls expert, talented people manager, self-starter, results oriented servant leader, diligent and innovative problem-solver, excellent communicator, team player, motivator, excellent listener, strategic thinker with strong analytical and management skills accompanying 30 years of accounting, audit, finance and operational support experience in automotive, retail, distribution and non-profit industries serving mid-size to large global public and private companies utilizing various financial systems including J. D. Edwards and Hyperion (FCCS/EPM Cloud Suite).

## Achievements/Honors

- Passed all four parts of CPA exam in first sitting
- PricewaterhouseCoopers 2008 Chairman Award Winner - one of nine individuals across the country recognized for their contribution to the Firm in 2008 (National Award)
- Member of Honors Accounting Fraternity - Beta Alpha Psi
- Student Leader of Campus Crusade for Christ
- Winner of 1991 Living the Coopers & Lybrand Commitment Award (Local Award)
- Authored a chapter on Financial Planning in the book "Men to Men"

## Relevant Experience

### FKA Distributing Co., LLC (HoMedics) – May 2010 to Present

**Corporate Controller** – responsible for global internal and external reporting; establishing and monitoring compliance with global accounting policies, controls and procedures; assessing the impact and development of implementation guidance for acquisitions, new transactions or changes in generally accepted accounting principles (GAAP); monitoring compliance with GAAP and International Financial Reporting Standards (IFRS); annual reviews of group companies; developing the Company's position on accounting and disclosure matters; writing white papers to support that position for review and discussion with external auditors; negotiation and coordination of global external audit services; special projects including systems implementation (global implementation of Hyperion in 2011, Hyperion FCCS in 2022 and Info M3 in 2023) and process improvements (monthly close process and automation of manual activities – cutting 11 days out of the monthly close process and improving controls over accuracy at the same time, merger of subsidiaries to gain benefits of synergies); evaluation of key aspects of credit agreements for renegotiation and development of related processes to monitor and forecast compliance with covenants; financial due diligence on acquisition targets, providing leadership in communication of accounting and control matters to non-financial managers; presenting options and sharing impact of new transactions or technical accounting matters to CFO, Company President and Owners

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Phone: 313-999-8698

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## **PricewaterhouseCoopers LLP - September 2005 to May 2010**

**Senior Manager** - Private Company Services - September 2008 to May 2010 - responsible for large, complex audit engagements; delivery of the whole firm to the client - serving as the liaison between Firm specialists and clients to identify and coordinate scope of work, negotiate fees and deliver services; coordinating the utilization of international Firm resources to service client needs for their foreign subsidiaries; responsible for identification, research and resolution of complex audit and accounting issues - writing technical summaries and presentation of results and recommendations for any matters requiring consultation with the Firm's National office. Also responsible for identification of business development opportunities, coaching and mentoring staff and providing leadership in communication and promotion of the partner's perspective to staff and the staff's perspective to the partners. Worked successfully with clients to proactively identify potential cost, expense recognition and debt covenant compliance issues associated with acquisitions and stock compensation plans being considered; providing innovative recommendations to design and structure the deals to avoid or minimize these issues. Consistent compliments on quality of technical analyses, approach and conclusions used in consultations with Risk Management Partners and our Firm's National Office have been received to the point where partners have asked that these internal memorandums be used as examples for other engagement teams.

**Manager** - Private Company Services - September 2005 to August 2008 - responsible for development of risk based, effective and efficient audit strategy; mobilizing staff for the planning and execution of the audit or special project; evaluation of client's internal controls and determining the impact on our audit strategy, implementation of new internal audit methodology; early identification and resolution of audit and accounting issues; coaching and developing staff; conducting research and drafting positions on technical accounting and auditing issues for presentation to the partner and client, development of fee quotes for partner consideration, providing guidance to clients in their adoption of new accounting guidance; serving in leadership for select Firm initiatives. Served as Private Company Services Detroit Office Co-Chair for the Firm's initial rollout of Unique People Experience element teams. Empowered and motivated a team of associates and seniors to believe in the difference they could make which lead to the development of innovative changes in policies and communication of issues that very positively influence the work environment. Our team was recognized as a model to be used by other teams across the nation by the consultants used by the Firm in monitoring the rollout of the initiative. Received national recognition for leadership in this initiative, dedication to the Firm and work in the community through receipt of a 2008 PricewaterhouseCoopers Chairman's Award which is awarded for delivering distinctive results and inspiring the best in others. Only nine individuals across the national received this award in 2008.

## **Joy of Jesus - July 2001 to June 2008**

**President** – a part-time position, performed while also handling responsibilities at Detroit World Outreach Church and PricewaterhouseCoopers, responsible for all aspects of ministry development and execution of vision and mission through urban youth programs operated out of a three-building campus in Detroit and 70-acre camp in Kingston, Michigan. Lead the transition from a direct service ministry focused on one area of Detroit to an indirect service ministry partnering with select urban youth ministries with missions similar to Joy of Jesus' to expand their capacity to serve and thereby expand our impact throughout and beyond Detroit, Michigan.

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## **Detroit World Outreach Church - July 1999 to May 2004**

**Chief Financial Officer and Business Administrator** - responsible for all financial and business matters of Detroit World Outreach Church, Detroit World Outreach Christian Academy (formerly Fairlane Christian School) and Way of Victory TV and radio programs. Additional responsibilities included human resource management and facilities maintenance for each of these entities, internal and external financial reporting, accounting policies and procedures, internal controls, budget process, cost controls, cash flow management and external audit coordination. Administered a combined annual budget of over \$6 million. Successfully negotiated the sale of the TV station and School and refinancing of debt facilities. Revamped and implemented accounting policies and developed relevant and timely internal reporting.

## **Kmart Corporation - October 1995 to June 1999**

**Director Logistics Finance & Planning** - November 1997 to June 1999 - responsible for operational reporting and analysis with respect to Distribution Center productivity and special projects. Additional responsibilities included establishing Distribution Center policies and procedures for any finance related activities or transactions. My team of five played significant roles in numerous strategic analyses, implementation of a new labor performance reporting system and the design, development and implementation of every key logistics operational report utilized by senior and executive management. We significantly improved the quality, accuracy and timeliness of operational information provided. We managed the logistics budgeting process and administered the annual operating budget of over \$1.2 billion.

**Corporate Internal Audit Manager** - October 1995 to October 1997 - responsible for providing financial, compliance and operational audit and advisory services to all areas of Kmart Corporation's Corporate Headquarters. Prepared Internal Audit Department Annual and Semi-annual reports summarizing department activities and results for Audit Committee presentation. Administered an annual operating budget of over \$1.8 million. My initial project upon being brought on board, was the rebuilding of the corporate internal audit function including the development of a new charter, audit approach, organizational structure, hiring, training, staff development, audit program development, risk assessment process, annual audit plan, refinement of services provided that would move the department from a historical compliance function to a proactive operational and consulting focused function, movement from historical year end audit assistance being provided to external auditors to providing expertise and assistance on special projects. I was able to lead this effort, successfully marketing the change and new services, integrate EDP auditing and Store audit disciplines and deliver meaningful recommendations that address real business issues. I received special recognition for leading the project to resolve the merchandising, store labelling and cash register price discrepancies that had landed the company on Dateline NBC TV program the two previous years regarding retailers that advertise one price and charge you another price at the register.



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## Coopers & Lybrand L.L.P., Detroit, Michigan - January 1989 to September 1995

**Manager** - January 1994 to September 1995 - provided financial statement audit, business advisory and merger and acquisition services for a portfolio of up to 24 clients in one year. Serviced clients of various sizes, public and private, mainly in manufacturing, local government, not-for-profit and financial services industries. Additional services provided included due diligence reviews, comfort letters, compliance audits and various services in connection with initial public offerings. Responsibilities included enhancement of client relationship, coordination and selling additional services, determination of audit scope, evaluation of accounting systems and internal controls, approval of audit strategy, achievement of audit efficiency and effectiveness, staffing engagements, professional development of staffing, including on the job training and instructing formal audit training courses, financial statement analysis, resolution of audit issues, presentation of audit report, required communications and recommendations to senior management and audit committees.

**Senior Associate** - January 1991 to January 1994 - responsible for evaluation of accounting systems and internal controls, identification of audit risk, design of audit procedures with manager supervision, performance of audit procedures for high risk audit areas, analysis of financial statements, instructing training courses or supervision of staff.

**Staff A** - October 1989 to January 1991- responsible for documentation and testing of accounting systems and internal controls, performance of audit procedures for medium level risk audit areas and financial statement preparation.

**Staff B** - January 1989 to October 1989 - responsible for performance of audit procedures for low risk audit areas.

## Internal Revenue Service, Detroit, Michigan, Internships - January to August 1986 and May to August 1987

**IRS Agent** - Responsible for conducting individual and corporate tax return audits, tax correspondence and assessment of tax.

## Education

- Eastern Michigan University, B.B.A. in Accounting, April 1988
- Bulmershe College of Higher Education, Reading, England 1985 (Foreign exchange student)
- Southwestern High School, Detroit, Michigan, June 1983

## Professional/Community Activities

- Former Member of Michigan Association of Certified Public Accountants
- Former Member of American Institute of Certified Public Accountants
- Former Treasurer, Eastern Michigan University Alumni Association
- President and Chairman of the Board of Joy of Jesus
- Co-Founder and Vice Chairman of the Board – Detroit Leadership Foundation
- Former Vice Chairman of the City of Palatka Historical Preservation Board

Tom Dolan  
Palatka, FL 32177  
201.481.6946/T.dolan123@icloud.com

### **Objective**

Resourceful and creative individual with collaborative, communication, multi-tasking skills and 30 years of people management experience. Broad knowledge of operations, human resources, consulting, high-level commitment to quality, problem-solving and analytic abilities with strong project management skills. Proven record of increased revenue streams.

### **Education**

Stockton University      Galloway Township, New Jersey 1991

### **Work Experience**

**Meehan's Irish Pub & Seafood House** St Augustine, FL

Owner/Partner, Managing Director      2013-Present/MR 2023

Successful leadership and growth of the business for 7 years leading the business from a \$2.9MM to \$4.85MM LY

Manage all aspects of the business to increase revenue, profitability, quality goals and reputation

Responsible for workforce of approximately 65 employees, and successful re-opening after consecutive hurricanes and six emergency related work stoppages including a global pandemic.

7 consecutive years of increased revenue and profits year over year

### **TPD Consulting/Pascack Datacom**

**Owner/Senior Project Manager** 2004-2014

Oversee and manage design and installation of communication cabling infrastructure improvements for corporate, healthcare, small businesses, sports venues and financial institutions including 10 consecutive US Open Tournaments support at the USTA Billie Jean King National Tennis Center. Coordination between designers, IT staff, union tradesmen, suppliers while meeting strict deadlines and projects within budgets

**Macy's East**      2000-2004

Director of Security Manhasset, NY \$96MM revenues

Director of Security Lake Grove, NY \$115MM revenues

**Prada** Broadway NY, NY 1999-2000

Manager, successfully coordinated the move and Grand Opening of new SoHo Flagship Store

**Henri Bendel** Fifth Avenue NY, NY      1998-1999

Assistant manager, primary focus on reducing shrink and shortage #'s and internal theft investigations

**Bergdorf Goodman** Fifth Avenue NY, NY 1996-1998

Assistant manager, focus on reducing shrink and shortage #'s and internal theft investigations

**Saks Fifth Avenue** Fifth Avenue NY, NY 1994-1996

Investigator, focus on internal theft and credit card fraud

**Tiffany & Co.** Fifth Avenue NY, NY      1992-1994

Loss prevention officer, investigator protecting the assets of the company, including counterfeiting

**Civilian Complaint Review Board** Washington, D.C.      1991

Civilian investigator college internship through The Washington Center

### **Civic Engagement**

**City of Palatka Charter Review Committee** Board Member      2024-Present

**City of Palatka Planning Board** Member      2025-Present

**St Johns County Visitor & Convention Bureau**-Board member and Vice Chair      2017-2022

**Cathedral Basilica St. Augustine** Parish Finance Council-Board Member      2015 - 2020

**SJC Chamber of Commerce**-Board Member      2014-2020

**SKAL Jacksonville**-Board Member at Large      2014 – Present

**Mercy Haven, Inc.**-Advisory Board      2004-2015

## **Linda Myers, Certified Public Accountant**

### **Biography:**

Linda is a CPA and maintained a public accounting practice 1994--2012 and for thirty years owned a Dunkin Donut franchise in Palatka (adding a Baskin Robbins franchise to it in 2002)—which was sold September 2013.

Linda's record of community service is long and distinguished. She is proud to have served on the Putnam County as a County Commissioner 1998-2006 and to have the privilege of being the Putnam County Tax Collector 2013 – 2025. In her business life, she served the business community as the President of the Putnam County Chamber of Commerce.

Linda received her undergraduate and Master in Accounting degrees from the University of Florida (GO GATORS!) and is active in the Florida Institute of CPAs.

Linda served on the Putnam County Audit Selection Committee twice in the 2014- 2022 time frame.

During her 50 years in Putnam County, Linda has been active in many business, government and community-based organizations working to make Putnam a great place to work and live for Putnam families.

After retirement in January 2025, while enjoying a flexible schedule for various personal activities, Linda and her husband, Vernon Myers, have reopened Myers Resources LLC where Linda maintains her CPA licensure.



## **Jeremy Alexander, Douglas Law Firm**

### **Biography:**

Jeremy Alexander is a lifelong resident of Palatka, whose career reflects a deep commitment to public service, fiscal stewardship, and community advancement. Born and raised in Palatka, Jeremy attended the public school system, graduating with high honors from Palatka High School in 1994. He continued his education at St. Johns River State College, where he earned his Associate of Arts degree with high honors and was a letterman with the men's basketball team. Jeremy later attended Florida State University on an academic scholarship, earning his Bachelor of Science in Communications with a minor in Business Management.

Throughout his professional career, Jeremy has served in a variety of leadership and financial capacities benefiting both the City of Palatka and Putnam County. He represented the City of Palatka with the development of Putnam County's Better Place Plan surtax, was also the City's inaugural representative on the Better Place Oversight Committee, where he helped establish accountability and transparency measures for capital project funding. In addition, he served for four years as the City of Palatka's representative to Putnam County, Florida, where he worked collaboratively with county and city officials on fiscal oversight.

Jeremy currently serves as Riverside Wealth Advisors and Douglas Law Firm's Director of Community Enrichment where he supports community members with project management, development, and budget oversight—fostering growth and opportunity throughout the region.

Earlier in his career, Jeremy served with Georgia-Pacific in Palatka as Public Relations Director, Public Affairs Manager, Environmental Manager, and Compliance Manager. During his tenure, he managed an annual philanthropic giving budget of \$500,000 and oversaw more than \$210 million in capital upgrades at the Georgia-Pacific Palatka facility. His leadership there demonstrated his dedication to responsible corporate citizenship and sustainable community impact.

Jeremy later led various franchise automotive dealerships in various management capacities ultimately serving as general manager where he surpassed historical organizational profitability records by innovative cost

## **Jeremy Alexander, Douglas Law Firm (continued)**

reduction strategies and execution, volume improvements, and throughput in fixed operations.

In addition to his professional service, Jeremy is an entrepreneur who owns and operates several successful businesses within the City of Palatka. He remains deeply committed to investing his time, expertise, and resources into the continued growth and success of his hometown. Jeremy's career is defined by his belief that effective leadership and community engagement are vital to building a stronger, more vibrant Palatka for generations to come.

Jeremy is happily married to his soulmate, Crystal, and has two incredible children, Logan (7) and Saylor (6) who are his pride and joy. His hobbies are community revitalization and spending time with his loved one.

**ADOPT RESOLUTION 2025-R-159 OF THE CITY OF PALATKA GRANTING THE PUBLIC WORKS DEPARTMENT PERMISSION TO PURCHASE 2 NEW 2025 FORD F150 WORK TRUCKS THROUGH BECK AUTO SALES, INC. WITH TALLAHASSEE VEHICLE CONTRACT 5180 (\$89,986.64)**

**Agenda Item Number – 2025-R-159**

**Title of Item / Subject – Request to purchase 2-2025 Ford F-150 Work Trucks**

**Department / Division – Public Works**

**Prepared By – Amanda Turbeville**

**Reviewed By – Joe Verrechio**

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

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Public Works Department is requesting approval to purchase 2- 2025 Ford F150 Work Trucks. (\$89,986.64)

### **BACKGROUND**

We need these two trucks to replace the two existing trucks that are over 20 years old. We have already budgeted for the expenses this fiscal year(\$89,986.64).

### **PROJECT ANALYSIS**

The Public Works Department is looking to purchase 2-2025 Ford F150 Work Trucks with the Tallahassee Vehicle Contact #5180 through Beck Auto Sales, Inc. They will be replacing the existing units that we have that are 20 years old. They are ready and available for purchase once approved.

### **Staff Recommendation**

The Staff Recommendation is that the request of purchasing of new city work trucks be approved, and the resolution be adopted.

### **ATTACHMENTS**

|    |                                                     |
|----|-----------------------------------------------------|
| 1. | Public Works - Quote                                |
| 2. | Resolution Public Works 2 New Ford F150 Work Trucks |



**Beck Ford Lincoln**  
420 N Palm Ave

**Date:** May 14, 2025  
**Name:** Joe  
**Organization:** City of Palatka  
Public Works

## Tallahassee Vehicle Contract # 5180 Quote

Salesperson: Jami Curtis

[illegible]

Please email all Purchase Orders to [contractinfo@beckfleet.com](mailto:contractinfo@beckfleet.com)

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

Thank you for your business!

This Quote Expires in 30 days

**RESOLUTION NO. 2025-R-159**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHRIZING THE PURCHAE OF TWO F150 PICKUP TRUCKS FROM BECK AUTO SALES, INC.FOR AN AMOUNT OF \$89,986.64 FOR THE PALATKA PUBLIC WORKS DEPARTMENT. AND PROVIDING FOR SCRIVENERS ERRORS**

**WHEREAS** Public Works is requesting the approval of the purchase of 2-F150 Work Trucks for the sum of \$89,986.64 from Beck Auto Sales, Inc. and

**WHEREAS**, the pricing for these vehicles has been derived from Tallahassee Agreement No. 5180: New Municipal Vehicles, Cars, Vans, Sport Utility Vehicles, and Light Trucks; and

**WHEREAS**, the required funding for the purchase of the previously listed vehicles was previously approved and budgeted for in the FY26 budget line for Capital Outlay under the Public Works Streets Department; and another vehicle Purchase under sanitation

**WHEREAS**, the Palatka City Commission deems it appropriate to proceed with the purchase of one (2) F150 pickup trucks through Beck Auto Sales, INC. for an amount not to exceed \$89,986.64 under Tallahassee Agreement No. 5180: New Municipal Vehicles, Cars, Vans, Sport Utility Vehicles, and Light Trucks

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

**Section 1:** Granting permission to the Public Works Department for the purchase of (2) new F150 Work Trucks.

**Section 2:** The City Manager or designee, without public hearing, is authorized to correct any typographical scriveners 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 13th day of November 2025.

**CITY OF PALATKA, FLORIDA**

By: \_\_\_\_\_  
Its Mayor

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**



**Adopt resolution 2025-R-160 approving the First Amendment to Water Taxi and Dock Services Agreement between Palatka Boathouse Marina, LLC (PBM) and City of Palatka PBM Contract Amendment**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Approve of the amendment to the PBM agreement to allow for a formal review process of the original agreement.

### **BACKGROUND**

The First Amendment to the Water Taxi and Dock Services Agreement between the City of Palatka and Palatka Boathouse Marina, LLC (PBM) establishes a formal review process and clarifies operational responsibilities for the City's water taxi and dock services.

The original Agreement, effective May 12, 2023, began its initial five-year term upon the Official Open Date of November 12, 2024. Following discussions between the City and PBM regarding implementation and performance, both parties agreed to a structured review process and specific updates to ensure the continued efficient operation of the facility and vessel.

Key provisions of the Amendment include:

- **Review Period:**  
A formal 60-day review period will begin sixty (60) days after the Amendment's effective date. During this period, both parties will evaluate all aspects of the Agreement—such as operations, compensation, maintenance responsibilities, and compliance—with the option to propose mutually agreed-upon modifications.
- **Continuation of Operations:**  
After the Review Period, the Agreement will remain in effect as modified by this Amendment unless further changes are made in writing.
- **Signage:**  
The City will provide all required signage, including lighted signs, consistent with existing Agreement provisions.
- **Dock Maintenance:**  
The City will repair the decking on the floating dock as soon as reasonably practicable at

a mutually convenient time.

- **Water Taxi Repairs:**  
The City will continue repairs and preparations of the Pride of Palatka I water taxi to ensure it is serviceable for PBM’s use as soon as practicable.

All other terms and provisions of the original Agreement remain unchanged and in full force and effect.

**Purpose:**  
This Amendment ensures ongoing collaboration between the City and PBM, provides a clear mechanism for periodic review, and supports the continued maintenance and operation of Palatka’s waterfront amenities.

**PROJECT ANALYSIS**

The amendment is necessary for the parties to ensure compliance with the original PBM agreement.

**Staff Recommendation**

Approve the resolution.

**ATTACHMENTS**

|    |                                                              |
|----|--------------------------------------------------------------|
| 1. | PBM Review Period Amendment                                  |
| 2. | 160. Resolution 2025-R-160 Approval of PBM contact amendment |

**FIRST AMENDMENT TO  
WATER TAXI AND DOCK SERVICES AGREEMENT  
BETWEEN PALATKA BOATHOUSE MARINA, LLC (PBM)  
AND CITY OF PALATKA, FLORIDA**

---

This First Amendment to the Water Taxi and Dock Services Agreement (“Amendment”) is made and entered into effective as of \_\_\_\_\_, 2025 (the “Effective Date”), by and between Palatka Boathouse Marina, LLC, a Florida limited liability company (“PBM”), whose address is 329 River Street, Palatka, Florida 32177, and the City of Palatka, Florida, a municipal corporation (“City”), whose address is 201 North 2nd Street, Palatka, Florida 32177. PBM and the City are each referred to as a “Party” and collectively as the “Parties.”

**RECITALS**

- A. The Parties entered into the *Water Taxi and Dock Services Agreement* effective May 12, 2023 (the “Effective Date”).
- B. Subparagraph 3.a. of the Agreement establishes an initial term of five (5) years commencing on the “Official Open Date,” defined in subparagraph 4.a., which occurred on November 12, 2024.
- C. The Parties desire to establish a defined review period for evaluation of the Agreement and to confirm or adjust its provisions as needed to reflect current operational and economic circumstances.
- D. The Parties have met multiple times to discuss implementation of the Agreement to date and mutually wish to formalize a review process for its ongoing administration.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. Recitals.**

The foregoing recitals are incorporated into and made part of this Amendment.

**2. Defined Terms.**

Except as expressly modified herein, all defined terms in the Agreement shall have the same meaning in this Amendment.

**3. Establishment of Review Period.**

The Parties agree that a Review Period shall commence sixty (60) days from the Effective Date of this Amendment.

During the Review Period:

- a. The Parties shall review all terms and provisions of the Agreement, including but not limited to operational duties, compensation, maintenance, the POA, and City obligations.
- b. Either Party may propose modifications to address changed circumstances, enhance performance, or ensure continued compliance with applicable laws and policies.
- c. Any agreed-upon revisions shall be memorialized in a written amendment approved by both Parties prior to expiration of the Review Period.

At the conclusion of the Review Period, unless otherwise amended by mutual written consent, the Agreement shall remain in full force and effect as modified by this Amendment.



4. Acceptance after Review Period.

The Parties agree to continue operating under the Agreement, as modified by this Amendment, throughout the Term unless further amended in writing following the Review Period.

6. Signage.

The City shall provide all signage, including lighted signs, as soon as practicable and consistent with subparagraph 4.c. of the Agreement.

7. Maintenance.

Subparagraph 4.d.iv. of the Agreement is hereby modified to additionally state:

“The City will repair decking on the floating dock at a time that is mutually convenient but as soon as reasonably practicable.”

8. Water Taxi Repair.

Notwithstanding the timeframe in subparagraph 4.d.iii. of the Agreement, the City shall continue to repair and prepare the water taxi known as *Pride of Palatka I* to be serviceable for the use and benefit of PBM as soon as practicable.

9. Effect of Amendment.

Except as expressly modified herein, all other terms and provisions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this First Amendment as of the Effective Date first above written.

CITY OF PALATKA

\_\_\_\_\_  
Roberta Correa, Mayor

\_\_\_\_\_  
Marcia Carty, City Manager

ATTEST:

APPROVED AS TO FORM & CONTENT:

\_\_\_\_\_  
Karen Hayes, City Clerk

\_\_\_\_\_  
Jane West, City Attorney

PALATKA BOATHOUSE MARINA, LLC

\_\_\_\_\_  
Scott Lagasse, Owner

\_\_\_\_\_  
Sid Ansbacher, Attorney for PBM

STATE OF FLORIDA COUNTY OF \_\_\_\_\_ The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by Scott Lagasse, as authorized member of Palatka Boathouse Marina, LLC, a Florida limited liability company, on behalf of the company. He is ☐ personally known to me, or has ☐ produced a valid driver's license as identification.

\_\_\_\_\_  
Notary Public (Print/type name) \_\_\_\_\_  
My commission expires \_\_\_\_\_  
My commission number \_\_\_\_\_

## **RESOLUTION 2025–R-160**

### **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AND AUTHORIZING EXECUTION OF THE FIRST AMENDMENT TO THE WATER TAXI AND DOCK SERVICES AGREEMENT BETWEEN THE CITY OF PALATKA AND PALATKA BOATHOUSE MARINA, LLC; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka (“City”) and Palatka Boathouse Marina, LLC (“PBM”) entered into a *Water Taxi and Dock Services Agreement* effective May 12, 2023 (the “Agreement”); and

**WHEREAS**, the Agreement established an initial term of five (5) years commencing on the “Official Open Date” of November 12, 2024; and

**WHEREAS**, the City and PBM have met and conferred to evaluate implementation of the Agreement and mutually desire to establish a defined review period and make certain clarifications regarding maintenance, signage, and water taxi repairs; and

**WHEREAS**, the City Commission finds that approval of the *First Amendment to the Water Taxi and Dock Services Agreement* is in the best interest of the citizens of Palatka to ensure continued operation, oversight, and maintenance of the City’s waterfront transportation and dock facilities.

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

#### **Section 1. Approval of Amendment.**

The City Commission hereby approves the *First Amendment to the Water Taxi and Dock Services Agreement* between the City of Palatka, Florida, and Palatka Boathouse Marina, LLC, in substantially the form attached hereto and incorporated herein by this reference.

#### **Section 2. Authorization to Execute.**

The Mayor is hereby authorized to execute the *First Amendment to the Water Taxi and Dock Services Agreement* on behalf of the City, and the City Clerk is authorized to attest the same.

#### **Section 3. Conflict.**

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

#### **Section 4. Severability.**

If any section, subsection, sentence, clause, or phrase of this Resolution is held invalid, the remainder shall not be affected.

#### **Section 5. Effective Date.**

This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, on this 13th day of November 2025.



**CITY OF PALATKA, FLORIDA**

**By:** \_\_\_\_\_  
**Roberta Correa, Its Mayor**

**ATTEST:**

\_\_\_\_\_  
**Karen Hayes, CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**Jane West, CITY ATTORNEY**

**ADOPT RESOLUTION 2025-R-161 AUTHORIZING THE PURCHASE OF A SEWAGE PUMP FOR THE PUMP STATION LOCATED AT 840 RIVER STREET FROM BARNEYS PUMPS AS A SOLE SOURCE PROVIDER FOR A TOTAL AMOUNT OF \$82,447 (100% City funded capital project).**  
**Purchase of sewage pump for the pump station at 840 river street.**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

We are submitting a request for the purchase of a new sewage pump for the main pump station for the City of Palatka, located at 840 River street. There are currently only two pump configurations on site, leaving the City with only one working pump when service or maintenance is needed for one of them. This gives us redundancy of a back up pump in case of pump failure, while performing said service/maintenance on a pump or motor. This purchase is critical for a redundancy plan for the cities main pump station, that serves roughly 1,000,000 gallons of wastewater daily.

### **BACKGROUND**

Since this was an approved capital project, the purchase of the pump configuration is a necessary upgrade to the main lift station and allows the City to maintain service and increase reliability.

### **PROJECT ANALYSIS**

This station was originally installed roughly 40 years ago with a two pump configuration. Over the years, the industry has changed from having parts readily available for repair to having to order parts that at times have very long lead times, leaving the pump station vulnerable to complete failure if an issue arises with the one unit in service. This purchase greatly improves reliability of the main pump station for the entire City, Staff is requesting consent to purchase a Pump from Barneys Pumps who are the sole distributor for the pumps we currently have there.

### **Staff Recommendation**

Staff recommends purchasing the pump from Barneys Pumps to add to the pump configuration at 840 River Street pump station. This will provide greater reliability for the main pump station, that handles over 1,000,000 gallons of sewage daily

### **ATTACHMENTS**

|    |                                |
|----|--------------------------------|
| 1. | riverstreet vendor sole source |
| 2. | sole source riverstreet        |

|    |                                                   |
|----|---------------------------------------------------|
| 3. | river street pump                                 |
| 4. | 161. Resolution 2025-R-161 Sewage Pump Resolution |



Bryan E. Kates  
Named Account Executive  
PENTAIR FLOW TECHNOLOGIES  
Fairbanks Nijhuis  
+1-781-361-4751 cell  
Bryan.kates@pentair.com

January 1, 2025

Subject: Fairbanks Nijhuis Pumps  
Authorized Municipal Distributor

To whom it may concern,

Thank you for your recent inquiry regarding Fairbanks Nijhuis pumps. Please be aware that Fairbanks Nijhuis, formerly Fairbanks Morse, now includes all Layne/Verti-line products as well. Barney's Pumps, Inc. is the sole distributor serving the municipal market in the state of Florida (exclusive of the panhandle counties west of the Apalachicola River).

Barney's Pumps maintains a staff of factory trained individuals, inventory and shop facilities to support their exclusive geographical territory. They are the sole facility authorized to provide warranty and non-warranty service and repair for our products.

They have locations in Lakeland (863) 665-8500, Coral Springs (954) 346-0669 and Jacksonville (904) 260-0669 to support the Florida municipal market.

If I can be of further assistance, please contact me at 504-491-0320.

Sincerely,

A handwritten signature in black ink, appearing to read "B.E. Kates", written in a cursive style.

Bryan E. Kates  
Named Account Executive



# QUOTATION



Barney's Pumps Inc.  
PO Box 3529  
Lakeland, FL 33802  
(904) 260-0669  
Jacksonville

| QUOTE NUMBER |        |
|--------------|--------|
| 1032103      |        |
| QUOTE DATE   | Page   |
| 10/17/2025   | 1 of 2 |

Quote Expires On: 11/16/2025

Quoted by: JXHAL

## Bill To:

City of Palatka  
201 North 2nd Street  
Palatka, FL 32177

386-329-0100

## Ship To:

City of Palatka  
201 North 2nd Street  
Palatka, FL 32177

Requested By: n/a n/a

Customer ID: 11178

Destination Country:

| PO Number  |           | Terms     | Freight Code     | Job Name                      |                       |
|------------|-----------|-----------|------------------|-------------------------------|-----------------------|
|            |           | Net 30    | Freight Allowed  | Main Lift Station Replacement |                       |
| Quantities |           |           |                  |                               | Item ID               |
| Ordered    | Allocated | Remaining | UOM<br>Unit Size | Disp.                         | Item Description      |
| 1          | 0         | 1         | EA               |                               | PUMP                  |
|            |           |           | 1.0              |                               | Pump                  |
|            |           |           |                  |                               | Fairbanks Model C5445 |
|            |           |           |                  |                               | EA                    |
|            |           |           |                  |                               | 82,477.0000           |
|            |           |           |                  |                               | 82,477.00             |

**Manufacturer:** Barney's Pumps

**Order Line Notes:** Fairbanks Model C5445 Vertical Coupled Solids  
Handling Pump, 10" CW Rotation, Discharge  
Position #1, Mech Sealed With SS Sleeve,  
10"x10" Suction Elbow, Cast Iron Impeller, SS  
Impeller Wear Ring , High Ring Base, Hydrostatic  
Test Included.

# QUOTATION



Barney's Pumps Inc.  
PO Box 3529  
Lakeland, FL 33802  
(904) 260-0669  
Jacksonville

| QUOTE NUMBER |        |
|--------------|--------|
| 1032103      |        |
| QUOTE DATE   | Page   |
| 10/17/2025   | 2 of 2 |

Quote Expires On: 11/16/2025

Quoted by: JXHAL

| Quantities |           |           |     |           | Item ID          | Unit Price | Extended Price |
|------------|-----------|-----------|-----|-----------|------------------|------------|----------------|
| Ordered    | Allocated | Remaining | UOM | Unit Size | Item Description |            |                |

Total Lines: 4

**SUB-TOTAL:** 82,477.00

**TAX:** 0.00

**AMOUNT DUE:** 82,477.00

U.S. Dollars

Thank you for the opportunity to earn your business.

Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. Lead time and/or ship dates are estimates only and are based on the information available at the time of quotation. Please note that these times/dates are subject to change. If shop drawings are required for approval, please request them from our office.

Order processed per Barney's Pumps standard terms and conditions of sale, and all terms and conditions of Barney's Pumps Terms of Sale & Warranty are incorporated herein by this reference as if fully set herein. Please visit <https://www.barneypumps.com/legal.html>

All shipments are F.O.B origin.

SIGN BELOW AND RETURN TO AUTHORIZE ORDER.

PRINT NAME

SIGNATURE

DATE



### *Sole Source Justification Form*

Requestor: Brian McCann

Department: Reclamation Facility

Vendor Name: Barneys Pumps

Spend Amount: \$ 82,477

Describe Goods and/or Services:

Additional sewage pump for The main pump station located on river street. This gives us a total of three, which allows the station to have redundancy when a pump has to be taken offline for repairs.

Why is this a sole source, select one:

☐ This is the only vendor that can provide the only goods or services that will produce the desired results (or fulfill the specific need). In the section below select all that apply:

- ☒ Exclusive sales territory by manufacturer listed on (attach vendor letter)
- ☐ City Utility Standards approved material list
- ☐ Voids Manufacturer's warranty
- ☐ Does not perform as well as the manufacturers parts
- ☐ Compatibility issues with existing systems or components
- ☐ Other:

☐ The item is available from more than one vendor, but due to other circumstances (such as prohibitive delivery time and cost, compatibility with existing systems, etc.), only one vendor is suited to provide the goods or services

Explain:

Initial here to confirm that you made reasonable attempt to locate competition (alternate sources of supply).

Requester's Signature: 

Date: 11-3-2025

Department Director's Signature:

Date:





**RESOLUTION NO. 2025-R-161**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PURCHASE OF A SEWAGE PUMP FOR THE PUMP STATION LOCATED AT 840 RIVER STREET FROM BARNEY’S PUMPS, AS A SOLE SOURCE PROVIDER, IN THE AMOUNT OF \$82,447; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka operates a main sewage pump station located at 840 River Street, which serves approximately 1,000,000 gallons of wastewater daily; and

**WHEREAS**, the current pump configuration at said station includes two pumps, leaving the City with only one operational pump during maintenance or service periods; and

**WHEREAS**, the purchase of a third pump will provide redundancy and increase reliability at this critical facility, ensuring continuous wastewater service for the City of Palatka; and

**WHEREAS**, the pump station’s original configuration was installed approximately forty (40) years ago, and industry changes have made replacement parts difficult to obtain, resulting in extended lead times that could risk service interruption; and

**WHEREAS**, Barney’s Pumps is the sole authorized distributor for the existing pump models currently used at the 840 River Street facility; and

**WHEREAS**, City staff has determined that the purchase of the pump from Barney’s Pumps as a sole source provider is in the best interest of the City and consistent with its capital improvement plan for wastewater infrastructure reliability; and

**WHEREAS**, funding for this purchase is available as a 100% City-funded capital project in the amount of **\$82,447**.

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

1. Authorization. The City Commission hereby authorizes the purchase of one (1) sewage pump for the 840 River Street Pump Station from Barney’s Pumps as a sole source provider in the amount of \$82,447.
2. Funding. The cost of the pump shall be funded through the City’s capital improvement program as a 100% City-funded project.
3. City Manager Authorization. The City Manager, or designee, is hereby authorized to execute all documents necessary to effectuate the purchase, consistent with the terms of this resolution.
4. Scrivener’s Errors. The City Clerk is authorized to correct typographical or scrivener’s errors which do not alter the intent of this Resolution.
5. Severability. If any section, clause, or phrase of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.
6. Effective Date. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, on this 13<sup>th</sup> day of November 2025.

**CITY OF PALATKA, FLORIDA**

By: \_\_\_\_\_

**Its Mayor**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**

**Adopt Resolution 2025-R-162 – Approval of Work Order #4 with Hanson Professional Services Inc. for Post Design Services on 3 Areas of Flooding Project (CDBG-MIT-IRMA) for a Total Amount of \$96,820.75 (100% Grant Funded)**  
**Approve of Work Order with Hanson Professional Services**

## STAFF REPORT

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Staff recommends the City Commission adopt **Resolution 2025-R-162**, authorizing the City Manager to execute **Work Order #4** under the existing Master Consulting Services Agreement with **Hanson Professional Services Inc.** for **Post Design Services** related to the **CDBG-MIT-IRMA (3 Flooding Areas)** project.

### **BACKGROUND**

The City of Palatka received funding through the **CDBG-MIT-IRMA** program to implement stormwater improvements in three flood-prone areas:

North 13th & 14th Streets  
Golf Drive & Moseley Avenue  
Crill Avenue (SR 20) & Moseley Avenue

Design services have been completed. The next phase requires professional oversight during construction to ensure compliance with project specifications and grant requirements.

### **PROJECT ANALYSIS**

Work Order #4 outlines the following services by Hanson Professional Services Inc.:

#### **Construction Administration:**

Pre-construction meeting coordination  
Review of RFIs, shop drawings, and pay requests  
Substantial and final completion walkthroughs  
As-built plan review and project closeout

#### **Construction Observation:**

Bi-weekly site visits by the Engineer of Record  
Part-time on-site observation (8 hours/week for 26 weeks)

The total construction duration is estimated at **180 calendar days**, and the **lump sum fee** for these services is **\$96,820.75**.

This contract is **100% grant funded** under the CDBG-MIT-IRMA program.

**Staff Recommendation**

Staff recommends approval of **Resolution 2025-R-162**, authorizing the City Manager to execute Work Order #4 with Hanson Professional Services Inc. in the amount of **\$96,820.75** for post-design services related to the CDBG-MIT-IRMA project.

**ATTACHMENTS**

|    |                                                        |
|----|--------------------------------------------------------|
| 1. | CDBG-MIT-IRMA_PDS Proposal                             |
| 2. | 162. Resolution 2025-R-162 Hanson Post Design Services |



**August 20, 2025**

**SCOPE OF SERVICES  
MASTER CONSULTING SERVICES AGREEMENT  
WORK ORDER #4 – POST DESIGN SERVICES  
CDBG-MIT-IRMA (3 FLOODING AREAS)**

**CITY OF PALATKA, FLORIDA**

**PROJECT DESCRIPTION**

The City of Palatka (City) is requesting Hanson Professional Services Inc. (Consultant) to provide professional services for Construction Administration and Construction Observation services during the construction phase of the **CDBG-MIT-IRMA (3 FLOODING AREAS)** (Project). There are three separate areas associated with the grant where stormwater improvements will be designed which include North 13<sup>th</sup> and 14<sup>th</sup>, Golf Drive and Moseley Avenue, and Crill Avenue (State Road 20) and Moseley Avenue.

This proposal presents our scope of services and period of service/compensation amount.

**I. SCOPE OF SERVICES**

**TASK 1 – CONSTRUCTION ADMINISTRATION SERVICES**

Below is a list of tasks to be performed during the construction phase of this Project.

**Task 1.1 – Construction Administration Services**

The Consultant will provide construction administration services on behalf of the City for the Project improvements. The following subtasks are anticipated.

1. Conduct one (1) pre-construction meeting with the City, Contractor, and any Subcontractors.
2. Prepare and assemble Contract Documents for City/Contractor.
3. Address Request for Information (RFI) from Contractor during construction.
4. Review Contractor shop drawings that are required in accordance with the Project specifications.
5. Review Contractor pay requests and provide recommendations to City.
6. Review/Approve As-Built Plans.
7. Substantial Completion Walk Through and Punch list Items.
8. Final Completion Walk Through.

**TASK 2 – CONSTRUCTION OBSERVATION SERVICES**

**Task 2.1 – Construction Observation Services**

The Consultant will provide part time observation of the construction operations performed by the Contractor. The following subtasks are anticipated under this task based upon total construction duration estimated at 180 days (150 days to Substantial Completion and 30 days to Final Completion):

1. Provide bi-weekly site visits throughout the project by the Engineer of Record (EOR) (5hrs/week for 13 weeks) for progress meetings/construction observation.

2. Provide part time (8 hrs/Week for 26 weeks maximum) Construction Observation for the proposed improvements.

## **II. PERIOD OF SERVICE / COMPENSATION AMOUNT**

Period of service and compensation amount is based upon final construction completion anticipated to be within 180 calendar days.

Charges for professional services performed by the Consultant for all services listed in the Scope of Services will be made on a lump sum basis of \$96,820.75. Billings will be issued at least monthly and will be based on the estimated percentage of the total Scope of Services that has been completed.

Project duration and/or other circumstances that require additional time and effort to complete the Project beyond that indicated herein may result in additional compensation to the Consultant in accordance with acceptance and authorization by the City.

## **III. PROJECT SERVICES EXCLUSIONS / OTHER**

1. Additional Project permitting requirements beyond that previously provided by others are not required/included.
2. Additional subconsultant Project support services are not required/included.
3. Utilities coordination is not required/included.
4. Additional services that may be determined/required beyond that provided herein will require a mutually acceptable scope/fee supplement agreement prior to initiating same.
5. City is responsible to provide its own additional construction observation requirements to supplement the time commitment by the Consultant indicated herein.

Terms and conditions in executing the proposed scope of services presented herein will be in accordance with the City-Hanson Master Consulting Services Agreement, date January 23, 2025.

If this proposal is acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

**PROPOSED BY CONSULTANT :**

Hanson Professional Services Inc.



Daryl R. Myers, PE  
Senior Project Manager

Approved by :



\_\_\_\_\_  
Signature

\_\_\_\_\_  
David K. Kemp  
Name

\_\_\_\_\_  
Vice President  
Title

\_\_\_\_\_  
8/20/2025  
Date

**ACCEPTED BY OWNER :**

\_\_\_\_\_  
City of Palatka, Florida  
Owner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST :

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**EXHIBIT A**  
**CITY OF PALATKA**  
**CONTRACT FEE SUMMARY**  
**CDBG-MIT-IRMA (3 FLOODING AREAS)**

| PART I - GENERAL                                                                 |             |                                      |                |              |
|----------------------------------------------------------------------------------|-------------|--------------------------------------|----------------|--------------|
| 1. Project<br>CDBG-MIT-IRMA (3 FLOODING AREAS)                                   |             | 2. Work Authorization<br>RFQ 2024-07 |                |              |
| 3. Consultant Name<br>Hanson Professional Services Inc                           |             | 4. Date of Proposal<br>8/20/2025     |                |              |
| PART II - LABOR RELATED COSTS                                                    |             |                                      |                |              |
| 5. Direct Labor                                                                  | Hourly Rate | Estimated Hours                      | Estimated Cost | TOTALS       |
| Chief Engineer                                                                   | \$ 360.00   | 0                                    | \$ -           |              |
| Project Manager                                                                  | \$ 290.00   | 82                                   | \$ 23,780.00   |              |
| Senior Engineer                                                                  | \$ 294.00   | 42                                   | \$ 12,348.00   |              |
| Engineer 1                                                                       | \$ 153.50   | 42                                   | \$ 6,447.00    |              |
| Engineering Intern                                                               | \$ 123.00   | 0                                    | \$ -           |              |
| GIS Specialist/Planner                                                           | \$ 178.00   | 0                                    | \$ -           |              |
| Senior Designer                                                                  | \$ 186.50   | 273                                  | \$ 50,914.50   |              |
| Secretary/Clerical                                                               | \$ 111.00   | 0                                    | \$ -           |              |
| Total Direct Labor                                                               | \$ 212.96   | 439                                  | \$ 93,489.50   |              |
| Subtotal Direct Labor                                                            |             |                                      |                | \$ 93,489.50 |
| PART III - OTHER COSTS                                                           |             |                                      |                |              |
| 6. Miscellaneous Direct Costs (Lump Sum)                                         |             |                                      |                |              |
| Mileage/Misc Expenses                                                            |             |                                      | \$ 3,331.25    |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
| MISCELLANEOUS DIRECT COSTS SUBTOTAL                                              |             |                                      | \$ 3,331.25    | \$ 3,331.25  |
| 7. Subcontracts (Lump Sum)                                                       |             |                                      |                |              |
|                                                                                  |             |                                      | \$ -           |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
| SUBCONTRACTS (LUMP SUM) SUBTOTAL                                                 |             |                                      |                |              |
| TOTAL LUMP SUM AMOUNT (Items 5, 6, and 7)                                        |             |                                      |                | \$ 96,820.75 |
| 8. Reimbursable Costs (Limiting Amount)                                          |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
|                                                                                  |             |                                      |                |              |
| TOTAL REIMBURSABLE COSTS                                                         |             |                                      |                | \$0.00       |
| PART IV - SUMMARY                                                                |             |                                      |                |              |
| TOTAL AMOUNT OF CONTRACT (Lump Sum plus Reimbursables)<br>(Items 5, 6, 7, and 8) |             |                                      |                | \$ 96,820.75 |



CONSTRUCTION ADMINISTRATION & CONSTRUCTION OBSERVATION

CONSULTANT NAME: Hanson Professional Services Inc

ESTIMATOR NAME: Daryl Myers, PE

DATE: 8/20/2025

PROJECT NAME: CDBG-MIT-IRMA (3 FLOODING AREAS)

FROM: NA

TO: NA

| TASK ITEM    |                                     | SCALE<br>1"= | UNIT | NO. OF<br>UNITS | NO. OF<br>SHEETS | HRS PER<br>UNIT | TOTAL<br>STAFF-HOURS | COMMENTS                      |
|--------------|-------------------------------------|--------------|------|-----------------|------------------|-----------------|----------------------|-------------------------------|
| 2            | Construction Administration         |              |      |                 |                  |                 |                      |                               |
|              | Pre-Construction Meeting            |              | LS   | 1               |                  | 8               | 8                    | Includes meeting prep/minutes |
|              | Contract Documents                  |              | LS   | 1               |                  | 8               | 8                    |                               |
|              | Address RFI's                       |              | LS   | 1               |                  | 24              | 24                   |                               |
|              | Shop Drawing Review                 |              | LS   | 1               |                  | 16              | 16                   |                               |
|              | Review Pay Requests                 |              | LS   | 1               |                  | 42              | 42                   | Estimated 7 Pay Requests      |
|              | Review As-Built's                   |              | LS   | 1               |                  | 8               | 8                    |                               |
|              | Substantial Completion Walk Through |              | LS   | 1               |                  | 8               | 8                    |                               |
|              | Final Completion Walk Through       |              | LS   | 1               |                  | 8               | 8                    |                               |
|              | Progress Reporting                  |              | LS   | 1               |                  | 28              | 28                   | 4 hrs @ 7 months              |
|              | Project Closeout                    |              | LS   | 1               |                  | 16              | 16                   |                               |
|              |                                     |              |      |                 |                  |                 |                      |                               |
|              |                                     |              |      |                 | Task 2 Subtotal  |                 | 166                  |                               |
| 3            | Construction Observation            |              |      |                 |                  |                 |                      |                               |
|              | Bi-Weekly Visits by PE              |              | LS   | 1               |                  | 65              | 65                   | 13 Wks * 5 hours              |
|              | Construction Observation            |              | LS   | 1               |                  | 208             | 208                  | 26 Weeks * 1x/Wk * 8hrs       |
|              |                                     |              |      |                 |                  |                 |                      |                               |
|              |                                     |              |      |                 | Task 3 Subtotal  |                 | 273                  |                               |
| GRAND TOTALS |                                     |              |      |                 |                  |                 | 439                  |                               |

PRIME CONSULTANT  
ESTIMATE OF WORK EFFORT, FEE AND EXPENSES  
CONSTRUCTION ADMINISTRATION & CONSTRUCTION OBSERVATION

|                               |                                    |                                  |                                     |               |                                     |                 |                                |               |                                        |                                  |                                            |               |                                     |               |                                        |               |                                  |                                  |  |
|-------------------------------|------------------------------------|----------------------------------|-------------------------------------|---------------|-------------------------------------|-----------------|--------------------------------|---------------|----------------------------------------|----------------------------------|--------------------------------------------|---------------|-------------------------------------|---------------|----------------------------------------|---------------|----------------------------------|----------------------------------|--|
| CONSULTANT:                   |                                    | Hanson Professional Services Inc |                                     |               |                                     |                 |                                | PROJECT NAME: |                                        | CDBG-MIT-IRMA (3 FLOODING AREAS) |                                            |               |                                     |               |                                        |               |                                  |                                  |  |
| RFP NUMBER:                   |                                    | RFQ 2024-07                      |                                     |               |                                     |                 |                                | FROM: NA      |                                        | TO: NA                           |                                            |               |                                     |               |                                        |               |                                  |                                  |  |
| ESTIMATOR NAME / DATE:        |                                    | Daryl Myers, PE                  |                                     | 8/20/2025     |                                     | PROJECT LENGTH: |                                |               |                                        |                                  |                                            |               |                                     |               |                                        |               |                                  |                                  |  |
| TASK ITEM                     | Chief Engineer<br>RATE = \$ 360.00 |                                  | Project Manager<br>RATE = \$ 290.00 |               | Senior Engineer<br>RATE = \$ 294.00 |                 | Engineer 1<br>RATE = \$ 153.50 |               | Engineering Intern<br>RATE = \$ 123.00 |                                  | GIS Specialist/Planner<br>RATE = \$ 178.00 |               | Senior Designer<br>RATE = \$ 186.50 |               | Secretary/Clerical<br>RATE = \$ 111.00 |               | TOTAL<br>HOURS<br>BY<br>ACTIVITY | SALARY<br>COST<br>BY<br>ACTIVITY |  |
|                               | STAFF<br>HOURS                     | LABOR<br>COST                    | STAFF<br>HOURS                      | LABOR<br>COST | STAFF<br>HOURS                      | LABOR<br>COST   | STAFF<br>HOURS                 | LABOR<br>COST | STAFF<br>HOURS                         | LABOR<br>COST                    | STAFF<br>HOURS                             | LABOR<br>COST | STAFF<br>HOURS                      | LABOR<br>COST | STAFF<br>HOURS                         | LABOR<br>COST |                                  |                                  |  |
| 2 Construction Administration | 0                                  | \$ -                             | 17                                  | \$ 4,930.00   | 42                                  | \$ 12,348.00    | 42                             | \$ 6,447.00   | 0                                      | \$ -                             | 0                                          | \$ -          | 65                                  | \$ 12,122.50  | 0                                      | \$ -          | 166                              | \$ 35,847.50                     |  |
| 3 Construction Observation    | 0                                  | \$ -                             | 65                                  | \$ 18,850.00  | 0                                   | \$ -            | 0                              | \$ -          | 0                                      | \$ -                             | 0                                          | \$ -          | 208                                 | \$ 38,792.00  | 0                                      | \$ -          | 273                              | \$ 57,642.00                     |  |
|                               |                                    |                                  |                                     |               |                                     |                 |                                |               |                                        |                                  |                                            |               |                                     |               |                                        |               |                                  |                                  |  |
| PROJECT TOTALS                | 0                                  | \$ -                             | 82                                  | \$ 23,780.00  | 42                                  | \$ 12,348.00    | 42                             | \$ 6,447.00   | 0                                      | \$ -                             | 0                                          | \$ -          | 273                                 | \$ 50,914.50  | 0                                      | \$ -          | 439                              | \$ 93,489.50                     |  |

**RESOLUTION NO. 2025-R-162**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING WORK ORDER NO. 4 UNDER THE MASTER CONSULTING SERVICES AGREEMENT WITH HANSON PROFESSIONAL SERVICES INC. FOR POST DESIGN SERVICES RELATED TO THE CDBG-MIT-IRMA (3 FLOODING AREAS) PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE WORK ORDER; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka (“City”) has entered into a Master Consulting Services Agreement with Hanson Professional Services Inc. (“Consultant”) for the provision of professional engineering and consulting services; and

**WHEREAS**, the City has received Community Development Block Grant–Mitigation (CDBG-MIT-IRMA) funding for stormwater improvements within three identified flooding areas located at (1) North 13th and 14th Streets, (2) Golf Drive and Moseley Avenue, and (3) Crill Avenue (State Road 20) and Moseley Avenue; and

**WHEREAS**, the city requires the Consultant to perform post-design professional services, including construction administration and construction observation services, during the construction phase of the project; and

**WHEREAS**, the Consultant has submitted a proposal for Work Order No. 4 – Post Design Services, outlining the scope of work, period of service, and compensation amount totaling Ninety-Six Thousand Eight Hundred Twenty Dollars and Seventy-Five Cents (\$96,820.75); and

**WHEREAS**, the City Commission of the City of Palatka finds that approval of Work Order No. 4 is in the best interest of the City to ensure proper administration, oversight, and completion of the CDBG-MIT-IRMA (3 Flooding Areas) project.

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

**Section 1.**

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

**Section 2.**

The City Commission hereby approves Work Order No. 4 – Post Design Services between the City of Palatka and Hanson Professional Services Inc., in the lump sum amount of \$96,820.75, for Construction Administration and Construction Observation services for the CDBG-MIT-IRMA (3 Flooding Areas) Project.

**Section 3.**

The Mayor is hereby authorized to execute Work Order No. 4 and any related documents necessary to carry out the intent of this resolution, subject to review and approval by the City Attorney.

**Section 4.**

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 13<sup>th</sup> day of November 2026.

**CITY OF PALATKA**

---

**By:     ROBERTA CORREA, Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**KAREN HAYES, CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**JANE WEST, CITY ATTORNEY**



**Adopt Resolution 2025-R-163 – Award of Construction Contract to DB Civil Construction, LLC for the CDBG-MIT-IRMA (3 Flooding Areas) Project in the Amount of \$998,900.00 (100% Grant Funded)**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Staff recommends the City Commission adopt **Resolution 2025-R-163**, authorizing the City Manager to execute a construction contract with **DB Civil Construction, LLC** in the amount of **\$998,900.00** for the **CDBG-MIT-IRMA (3 Flooding Areas)** project. This project is **100% grant funded** through the CDBG-MIT program administered by the Florida Department of Commerce.

### **BACKGROUND**

The City of Palatka issued **Invitation to Bid (ITB) 2025-08** for the construction of stormwater improvements in three flood-prone areas within the city. The project is funded through the **Community Development Block Grant – Mitigation (CDBG-MIT)** program in response to Hurricane Irma.

The scope of work includes:

Installation of new stormwater collection and conveyance systems  
Inlets, manholes, and junction boxes  
Milling, resurfacing, and roadway reconstruction  
Sidewalk and curb improvements  
Erosion control and site restoration

Three bids were received and reviewed by **Hanson Professional Services Inc.**, the City's engineering consultant. After evaluating responsiveness, completeness, and references, Hanson recommended awarding the contract to **DB Civil Construction, LLC**, the lowest responsive and responsible bidder.

### **PROJECT ANALYSIS**

**Lowest Responsive Bidder:** DB Civil Construction, LLC

**Bid Amount:** \$998,900.00

**Funding Source:** 100% CDBG-MIT Grant (Subgrant Agreement IR042)

**Construction Duration:** 180 calendar days (150 days to Substantial Completion + 30

days to Final Completion)

**Engineer of Record:** Hanson Professional Services Inc.

All required documentation, including bid tabulation, specifications, and contractor qualifications, have been reviewed and verified.

### **Staff Recommendation**

Staff recommends approval of **Resolution 2025-R-163**, awarding the construction contract to **DB Civil Construction, LLC** in the amount of **\$998,900.00** for the **CDBG-MIT-IRMA (3 Flooding Areas)** project. This contract is fully funded by the CDBG-MIT grant and will address critical stormwater infrastructure needs in vulnerable areas of the City.

### **ATTACHMENTS**

|    |                                     |
|----|-------------------------------------|
| 1. | bid tabs executed                   |
| 2. | Ltr.Recommendation_10.13.25         |
| 3. | 163. Resolution 2025-R-163 DB Civil |

ROBERTA M. CORREA  
MAYOR-COMMISSIONER

ANNIE H. DAVIS  
COMMISSIONER

JUSTIN R. CAMPBELL, SR.  
COMMISSIONER

WILL JONES  
COMMISSIONER

RUFUS J. BOROM  
COMMISSIONER



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

MARCIA G. CARTY, CPA,  
CGFO  
CITY MANAGER

JANE WEST, ESQ.  
CITY ATTORNEY

KAREN HAYES, MMC  
CITY CLERK

JASON L. SHAW, SR  
CHIEF, POLICE DEPT.

CHRIS TAYLOR  
CHIEF, FIRE DEPT.

## Bid Opening

Job Title: **Invitation to Bid (ITB) 2025-08 CDBG-MIT-IRMA (3 FLOODING AREAS)**

Date: 10/09/2025

Time: 2:30P.M.

| Bidder Name            | Base Bid (\$)  | Addendum<br>1 | 1 Original & 1<br>Digital |
|------------------------|----------------|---------------|---------------------------|
| GPS CIVIL Construction | \$1,573,223.00 | ✓             | ✓                         |
| CGC INK                | \$1,991,747.00 | ✓             | ✓                         |
| OB CIVIL CONSTRUCTION  | \$998,900.00   | ✓             | ✓                         |
|                        |                |               |                           |
|                        |                |               |                           |
|                        |                |               |                           |
|                        |                |               |                           |
|                        |                |               |                           |
|                        |                |               |                           |
|                        |                |               |                           |
|                        |                |               |                           |

Witness Signature: Karen Hayes Witness Printed Name: Karen Hayes

Witness Signature: Carlos Dominguez Witness Printed Name: Carlos Dominguez

Witness Signature: Joe Verrechio Witness Printed Name: Joe Verrechio

October 13, 2025

Mr. Carlos Dominguez Brito

City of Palatka  
201 N. 2<sup>nd</sup> Street  
Palatka, Florida 32177

Re: Invitation to Bid (ITB) 2025-08  
CDBG-MIT-IRMA (3 Flooding Areas)

Dear Mr. Brito

Hanson Professional Services has reviewed the bids for the referenced project. There was a total of three (3) responsive bidders for this project. As part of our review, we have prepared a detailed bid tabulation spreadsheet for cost comparison between all bidders, reviewed all the bids to ensure they were submitted in accordance with the bid documents, and checked the references for the apparent lowest responsive bidder to verify experience.

The contract documents contained a Base Bid only. After review of all bids we are recommending award of this project to DB Civil Construction, LLC from St. Augustine , Florida.

Please feel free to contact me should you have any questions regarding the view of the bids.

Sincerely,

Hanson Professional Service Inc.



Daryl R. Myers, PE  
Senior Project Manager

Enclosure



ITB 2025-08  
CDBG-MIT-IRMA (3 FLOODING AREAS)  
Bid Tabulation

| BASE BID |                                                                         |          |      | CGC, Inc.    |                | DB Civil Construction, LLC |              | GPS Civil Construction |                |
|----------|-------------------------------------------------------------------------|----------|------|--------------|----------------|----------------------------|--------------|------------------------|----------------|
| Item No. | Description                                                             | Quantity | Unit | Unit Cost    | Total Cost     | Unit Cost                  | Total        | Unit Cost              | Total          |
| 1        | General Conditions, Mobilization, Bonds, Insurance, As-Builts           | 1        | LS   | \$198,174.00 | \$198,174.00   | \$82,000.00                | \$82,000.00  | \$155,000.00           | \$155,000.00   |
| 2        | Maintenance of Traffic                                                  | 1        | LS   | \$819,339.96 | \$819,339.96   | \$44,000.00                | \$44,000.00  | \$230,000.00           | \$230,000.00   |
| 3        | Sediment Barrier                                                        | 2,225    | LF   | \$3.00       | \$6,675.00     | \$1.50                     | \$3,337.50   | \$2.00                 | \$4,450.00     |
| 4        | Inlet Protection System                                                 | 12       | EA   | \$200.00     | \$2,400.00     | \$165.00                   | \$1,980.00   | \$275.00               | \$3,300.00     |
| 5        | Clearing and Grubbing                                                   | 0.87     | AC   | \$3,000.00   | \$2,610.00     | \$130,000.00               | \$113,100.00 | \$112,000.00           | \$97,440.00    |
| 6        | Removal of Existing Concrete                                            | 500      | SY   | \$25.00      | \$12,500.00    | \$32.00                    | \$16,000.00  | \$46.00                | \$23,000.00    |
| 7        | Mailbox, F&I Single                                                     | 5        | EA   | \$500.00     | \$2,500.00     | \$150.00                   | \$750.00     | \$700.00               | \$3,500.00     |
| 8        | Regular Excavation                                                      | 220      | CY   | \$30.00      | \$6,600.00     | \$60.00                    | \$13,200.00  | \$45.00                | \$9,900.00     |
| 9        | Embankment                                                              | 26       | CY   | \$50.00      | \$1,300.00     | \$60.00                    | \$1,560.00   | \$125.00               | \$3,250.00     |
| 10       | Type B Stabilization                                                    | 18       | SY   | \$100.00     | \$1,800.00     | \$60.00                    | \$1,080.00   | \$271.00               | \$4,878.00     |
| 11       | Optional Base, Base Group 06                                            | 556      | SY   | \$90.00      | \$50,040.00    | \$56.00                    | \$31,136.00  | \$65.00                | \$36,140.00    |
| 12       | Milling Existing Asphalt, 1" Avg Depth                                  | 1,763    | SY   | \$14.00      | \$24,682.00    | \$15.00                    | \$26,445.00  | \$8.00                 | \$14,104.00    |
| 13       | Superpave Asphaltic Conc., Traffic C                                    | 173      | TN   | \$326.00     | \$56,398.00    | \$310.00                   | \$53,630.00  | \$214.00               | \$37,022.00    |
| 14       | Inlets, Curb, Type 9, <10'                                              | 1        | EA   | \$10,149.00  | \$10,149.00    | \$9,000.00                 | \$9,000.00   | \$11,000.00            | \$11,000.00    |
| 15       | Inlets, Curb, Type 9, J Bot, <10' (Double Inlet)                        | 1        | EA   | \$15,000.00  | \$15,000.00    | \$14,000.00                | \$14,000.00  | \$13,000.00            | \$13,000.00    |
| 16       | Inlets, Gutter, Type V, <10'                                            | 12       | EA   | \$8,015.00   | \$96,180.00    | \$9,500.00                 | \$114,000.00 | \$9,500.00             | \$114,000.00   |
| 17       | Manholes, P-8, <10'                                                     | 6        | EA   | \$11,148.00  | \$66,888.00    | \$8,000.00                 | \$48,000.00  | \$8,000.00             | \$48,000.00    |
| 18       | Manholes, j-8, < 10'                                                    | 1        | EA   | \$12,534.00  | \$12,534.00    | \$11,500.00                | \$11,500.00  | \$8,000.00             | \$8,000.00     |
| 19       | Manhole, Adjust, Utilities                                              | 2        | EA   | \$3,921.00   | \$7,842.00     | \$600.00                   | \$1,200.00   | \$2,500.00             | \$5,000.00     |
| 20       | Valve Boxes, Adjust                                                     | 2        | EA   | \$1,837.00   | \$3,674.00     | \$200.00                   | \$400.00     | \$1,000.00             | \$2,000.00     |
| 21       | Pipe Culvert, Optional Material, Round, 15" S/CD                        | 8        | LF   | \$600.00     | \$4,800.00     | \$170.00                   | \$1,360.00   | \$300.00               | \$2,400.00     |
| 22       | Pipe Culvert, Optional Material, Round, 18" S/CD                        | 229      | LF   | \$146.00     | \$33,434.00    | \$125.00                   | \$28,625.00  | \$157.00               | \$35,953.00    |
| 23       | Pipe Culvert, Optional Material, Round, 24" S/CD                        | 1,187    | LF   | \$130.00     | \$154,310.00   | \$130.00                   | \$154,310.00 | \$190.00               | \$225,530.00   |
| 24       | Straight Concrete Endwalls, 24" Single, 0 Degrees, Round                | 1        | EA   | \$11,223.00  | \$11,223.00    | \$5,500.00                 | \$5,500.00   | \$8,100.00             | \$8,100.00     |
| 25       | Pipe Filling and Plugging-Place Out of Service                          | 0.2      | CY   | \$39,407.00  | \$7,881.40     | \$2,500.00                 | \$500.00     | \$28,000.00            | \$5,600.00     |
| 26       | Mitered End Section, Optional Round, 18" CD                             | 1        | EA   | \$5,294.00   | \$5,294.00     | \$2,095.50                 | \$2,095.50   | \$4,700.00             | \$4,700.00     |
| 27       | French Drain, 18"                                                       | 174      | LF   | \$188.00     | \$32,712.00    | \$115.00                   | \$20,010.00  | \$252.00               | \$43,848.00    |
| 28       | French Drain, 24"                                                       | 172      | LF   | \$222.00     | \$38,184.00    | \$125.00                   | \$21,500.00  | \$331.00               | \$56,932.00    |
| 29       | Miami Curb & Gutter                                                     | 270      | LF   | \$41.00      | \$11,070.00    | \$24.00                    | \$6,480.00   | \$51.00                | \$13,770.00    |
| 30       | Valley Gutter - Concrete                                                | 1,457    | LF   | \$44.00      | \$64,108.00    | \$27.00                    | \$39,339.00  | \$57.00                | \$83,049.00    |
| 31       | Concrete Curb & Gutter, Type F                                          | 461      | LF   | \$49.00      | \$22,589.00    | \$30.00                    | \$13,830.00  | \$45.00                | \$20,745.00    |
| 32       | Concrete Sidewalk and Driveways, 4" Thick                               | 22       | SY   | \$102.00     | \$2,244.00     | \$70.00                    | \$1,540.00   | \$179.00               | \$3,938.00     |
| 33       | Concrete Sidewalk and Driveways, 6" Thick                               | 178      | SY   | \$101.00     | \$17,978.00    | \$75.00                    | \$13,350.00  | \$119.00               | \$21,182.00    |
| 34       | Detectable Warnings                                                     | 61       | SF   | \$49.00      | \$2,989.00     | \$30.00                    | \$1,830.00   | \$100.00               | \$6,100.00     |
| 35       | Riprap, Sand-Cement Bags                                                | 9.4      | CY   | \$1,000.00   | \$9,400.00     | \$350.00                   | \$3,290.00   | \$1,200.00             | \$11,280.00    |
| 36       | Performance Turf, Sod                                                   | 3,127    | SY   | \$6.00       | \$18,762.00    | \$4.00                     | \$12,508.00  | \$12.00                | \$37,524.00    |
| 37       | Loop Assembly, F&I, Type F                                              | 6        | AS   | \$3,000.00   | \$18,000.00    | \$3,000.00                 | \$18,000.00  | \$2,750.00             | \$16,500.00    |
| 38       | Single Column Ground Sign Assembly, F&I Ground Mount, Less than 12 SF   | 3        | EA   | \$520.00     | \$1,560.00     | \$600.00                   | \$1,800.00   | \$688.00               | \$2,064.00     |
| 39       | Single Column Ground Sign Assembly, Remove                              | 3        | EA   | \$207.00     | \$621.00       | \$50.00                    | \$150.00     | \$83.00                | \$249.00       |
| 40       | Raised Pavement Marker, Type B                                          | 16       | EA   | \$13.00      | \$208.00       | \$12.00                    | \$192.00     | \$7.00                 | \$112.00       |
| 41       | Painted Pavement Markings, Standard, White, Solid, 6"                   | 0.08     | GM   | \$3,763.00   | \$301.04       | \$20,000.00                | \$1,600.00   | \$1,600.00             | \$128.00       |
| 42       | Painted Pavement Markings, Standard, White Solid, 12"                   | 318      | LF   | \$2.00       | \$636.00       | \$6.00                     | \$1,908.00   | \$3.50                 | \$1,113.00     |
| 43       | Painted Pavement Markings, Standard, White, Solid 24"                   | 138      | LF   | \$4.00       | \$552.00       | \$7.00                     | \$966.00     | \$7.00                 | \$966.00       |
| 44       | Painted Pavement Markings, Standard, White, Message or Symbol           | 2        | EA   | \$53.00      | \$106.00       | \$100.00                   | \$200.00     | \$75.00                | \$150.00       |
| 45       | Painted Pavement Markings, Standard, Yellow, Solid, 6"                  | 0.06     | GM   | \$3,763.00   | \$225.78       | \$20,000.00                | \$1,200.00   | \$1,600.00             | \$96.00        |
| 46       | Thermoplastic, Standard, White, Solid, 12" for Crosswalk and Roundabout | 318      | LF   | \$6.00       | \$1,908.00     | \$10.00                    | \$3,180.00   | \$7.00                 | \$2,226.00     |
| 47       | Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk  | 138      | LF   | \$11.00      | \$1,518.00     | \$11.00                    | \$1,518.00   | \$13.00                | \$1,794.00     |
| 48       | Thermoplastic, Standard, White, Message or Symbol                       | 2        | EA   | \$117.00     | \$234.00       | \$160.00                   | \$320.00     | \$105.00               | \$210.00       |
| 49       | Thermoplastic, Preformed, White, Solid, 24" For Crosswalk               | 150      | LF   | \$42.00      | \$6,300.00     | \$20.00                    | \$3,000.00   | \$20.00                | \$3,000.00     |
| 50       | Thermoplastic, Standard-Other Surfaces, White, Solid, 6"                | 0.08     | GM   | \$13,663.00  | \$1,093.04     | \$32,000.00                | \$2,560.00   | \$7,000.00             | \$560.00       |
| 51       | Thermoplastic, Standard-Other Surfaces, Yellow, Solid, 6"               | 0.06     | GM   | \$13,663.00  | \$819.78       | \$32,000.00                | \$1,920.00   | \$7,000.00             | \$420.00       |
| 52       | Utility Adjustment, 8" Case B Water (Contingency)                       | 5        | EA   | \$11,101.00  | \$55,505.00    | \$5,000.00                 | \$25,000.00  | \$15,000.00            | \$75,000.00    |
| 53       | Utility Adjustment, 6" Case B Sewer (Contingency)                       | 5        | EA   | \$13,579.00  | \$67,895.00    | \$4,600.00                 | \$23,000.00  | \$13,000.00            | \$65,000.00    |
| TOTAL    |                                                                         |          |      |              | \$1,991,747.00 |                            | \$998,900.00 |                        | \$1,573,223.00 |

## **RESOLUTION NO. 2025-R-163**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH DB CIVIL CONSTRUCTION, LLC IN THE AMOUNT OF \$998,900.00 FOR THE CDBG-MIT-IRMA (3 FLOODING AREAS) PROJECT; PROVIDING FOR FUNDING; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka issued Invitation to Bid (ITB) No. 2025-08 for the construction of stormwater improvements in three flood-prone areas within the City; and

**WHEREAS**, the project is funded through the Community Development Block Grant – Mitigation (CDBG-MIT) program administered by the Florida Department of Commerce, in response to impacts from Hurricane Irma; and

**WHEREAS**, the scope of work includes installation of new stormwater collection and conveyance systems, inlets, manholes, junction boxes, milling and resurfacing, roadway reconstruction, sidewalk and curb improvements, erosion control, and site restoration; and

**WHEREAS**, three bids were received and reviewed by Hanson Professional Services Inc., the City's engineering consultant, and after evaluating responsiveness, completeness, and references, Hanson recommended award to DB Civil Construction, LLC, the lowest responsive and responsible bidder; and

**WHEREAS**, the total construction cost of \$998,900.00 is 100% funded through the CDBG-MIT Grant (Subgrant Agreement No. IR042), with no cost to the City of Palatka; and

**WHEREAS**, the construction duration is anticipated to be 180 calendar days (150 days to Substantial Completion and 30 days to Final Completion); and

**WHEREAS**, City staff has reviewed all documentation and recommends approval of the contract with DB Civil Construction, LLC to address critical stormwater infrastructure needs in vulnerable areas of the City.

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

1. **Authorization:** The City Commission hereby authorizes the City Manager to execute a construction contract with DB Civil Construction, LLC in the amount of Nine Hundred Ninety-Eight Thousand Nine Hundred Dollars (\$998,900.00) for the CDBG-MIT-IRMA (3 Flooding Areas) Project.



**ADOPT RESOLUTION 2025-R-164 granting a special events permit to Develop Palatka Inc for Luminaries on St. Johns Ave on 12/20/2025 from 5pm until 10pm.**

**Event Date or Dates– 12/20/2025 from 5pm-10pm**

**Agenda Item Number – 2025-R-126**

**Title of Item / Subject – Luminaries Down St. Johns Ave**

**Department / Division – Develop Palatka Inc.**

**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: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Sam Deputy is requesting to put white paper bags filled with sand to steady the bags and, inside the bag will be lit tea light candles.

### **BACKGROUND**

From the Fire Marshall

1. The luminary/candle shall not be left unattended.
2. Shall not impede the means of egress of any building. (block the entrance/exit)
3. Shall be placed on a non-combustible stand/table.
4. Shall be protected from being knocked over.
5. Shall be separated from all combustible materials. Examples would be flyers, napkins, papers, etc.
6. Portable fire extinguishers shall be available for immediate use. This should be easily accomplished by the business owners participating in the event as they are required to have one in their business anyway.
7. The use of unmanned, free-floating sky lanterns and similar devices with open flames shall be **prohibited**.
8. A clear width of sidewalks should be maintained if we are not going to close the road, just as a safety precaution.

### **PROJECT ANALYSIS**

Sam Deputy with DPI submitted an event application for Luminaries down St. Johns Ave on 12/20/2025 from 5p,-10pm.



**Staff Recommendation**

Holiday lighting on St. Johns Avenue creates a warm, welcoming environment that encourages residents and visitors to stroll downtown, enjoy the season, and feel connected to the community. The action requested is for the Commissioner's approval.

**ATTACHMENTS**

|    |                                                                         |
|----|-------------------------------------------------------------------------|
| 1. | Luminaries down St. Johns application                                   |
| 2. | 164. Resolution 2025-R-164 Luminaries down St. Johns Ave resolution2025 |

## APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Sam Deputy

Address: 623 St. Johns Ave Email: \_\_\_\_\_

Palatka, FL 32177 Phone: 366-983-4899

2. Secondary Contact: Linda Brent

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Event Sponsor/Organization: Develop Palatka Inc (DPI)

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Luminaries on St. Johns Ave. December 20, 2025

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts

displays, still motion picture production, etc.):

Luminaries on St Johns Ave from Memorial  
to 11th St.

6. Event Location (911 Address): St Johns Ave - River to 11th

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: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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

Setup:

12/20/25 5:00 to 10:00   : to :   : to :

Event:

12/20/25 5:00 to 10:00   : 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.)

1,000

11. Number and type of auxiliary vehicles/ equipment:

\_\_\_\_\_ Watercraft   \_\_\_\_\_ Aircraft   ☒ Utility Vehicles/Golf Carts   \_\_\_\_\_ Other: \_\_\_\_\_

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

Include date and time:

/ /   : to :   : to :   ✓

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

14. Number of staff/ volunteer: 20

Uniform identification: T-Shirt

## REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)

*Coming*

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.

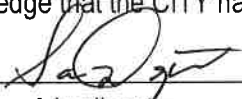
- ☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**  
☐ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**  
☐ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with 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**

**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

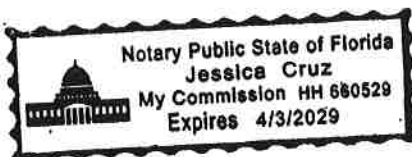
Sam Deputy  
Print Name of Applicant

\_\_\_\_\_  
Date of Use

State of Florida County of Putnam

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

**NOTARY SEAL**



  
Signature of Notary Public, State of FL



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

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

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

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

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

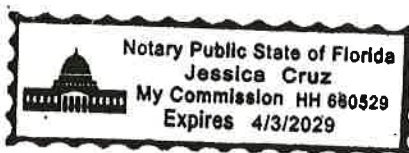
  
\_\_\_\_\_  
Signature of Applicant

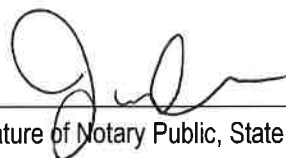
9-3-25  
\_\_\_\_\_  
Date

State of Florida County of Putnam

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

**NOTARY SEAL**



  
\_\_\_\_\_  
Signature of Notary Public, State of FL

**APPLICATION APPROVED**

\_\_\_\_\_  
Special Events Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

**RESOLUTION NO. 2025-R-164**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO SAM DEPUTY FOR LUMINARIES DOWN ST. JOHNS AVE. ON DECEMBER 20<sup>TH</sup> FROM 5PM UNTIL 10PM; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR AND PROVIDING FOR SCRIVENER'S ERRORS**

**WHEREAS**, Sam Deputy has made an application to the City of Palatka for a special event permit for Luminaries on St. Johns Ave on 12/20/2025 from 5pm until 10pm.

**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 Luminaries on St. Johns Ave on 12/20/2025 from 5pm until 10pm. is hereby granted to Sam Deputy with the following provisions and stipulations:

- a.** A Class "C" Special Events Permit is hereby granted for the event to be held on December 20<sup>th</sup>, 2025, during the hours provided in the 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 13<sup>th</sup> day of November 2025.

**CITY OF PALATKA, FLORIDA**

By: \_\_\_\_\_  
Its Mayor

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**

**ADOPT RESOLUTION 2025-R-166 Northside Community and Recreation is requesting final approval of the Funding Reimbursement application.**

**Agenda Item Number – 2025-R-166**

**Title of Item / Subject – approval of the Funding Reimbursement application.**

**Department / Division – Northside Community and Rec Center**

**Prepared By – Jessica Cruz**

**Reviewed By – City Manager and Director of Community Affairs**

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

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Request is for final approval of the Special Events reimbursement process and application.

### **BACKGROUND**

Attached is a copy of the policy, guidelines and reimbursement application for final review and approval.

### **PROJECT ANALYSIS**

Northside Community and Recreation is requesting final approval of the Funding Reimbursement application.

### **Staff Recommendation**

The Staff Recommendation is that the application be approved, and the resolution be adopted.

### **ATTACHMENTS**

|    |                                                                           |
|----|---------------------------------------------------------------------------|
| 1. | Special Event_Funding_policy_guidelines_reimbursment_application          |
| 2. | 166. Resolution 2025-R-166Special Event Funding_ Reimbursement resolution |



## **Funding Guidelines for Special Events**

**2025/2026**

- **CLASS A EVENTS- \$30,000.00 allocated**
- **CLASS B EVENTS- \$20,000.00 allocated**
- **CLASS C EVENTS- \$10,000.00 allocated**

**“The City of Palatka reserves the right to approve or deny any application at its sole discretion.”**

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

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

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

- Eligible for up to **\$2,000 for a 1-day event**.
- Must be an **annual event** held **at least twice in the last 3 years**.
- Focuses on community engagement and cultural enrichment.
- 

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

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

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

- Fiscal capacity analysis
- Experience in conducting the type of event being requested
- Letters of reference
- Sunbiz confirmation
- Liability insurance

The city will provide sponsorship funding for a maximum of two-day events. Any additional days beyond this limit will be the responsibility of the event organizer. Funds are allocated on a first-come, first-served basis, and once the designated budget is exhausted, no further sponsorship requests will be approved.

If an event coordinator applies for a festival/event which has already been approved for sponsorship, they will not be qualified to receive funding for that festival/event. All organizations which have promoted existing festivals/events within the past 3 years will have priority to receive available



**funds.**

**Allocated city funds CANNOT be used to purchase alcohol or for city services. Example you cannot use the funds to cover the costs of City sanitation, City Police services, Fire or EMT services, city staff and or services from public works.**

**“The City of Palatka reserves the right to approve or deny any application at its sole discretion.”**

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## City of Palatka

### Policy: Special Event Funding Program

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#### 1. Purpose & Objectives

The purpose of this policy is to establish a consistent, transparent, and equitable framework by which the City of Palatka may provide financial support (grants, sponsorships, or subsidies) to special events held within the city. The objectives are:

- I. Promote events that enhance community life, tourism, economic development, cultural identity, and city branding.
  - II. Encourage private and nonprofit event organizers to partner with the city.
  - III. Ensure that use of public funds is prudent, accountable, and aligned with city priorities.
  - IV. Coordinate with the city's special events permit / regulatory framework to avoid duplication and ensure compliance with local ordinances.
- 

#### 2. Scope & Definitions

##### 2.1. Scope

This policy applies to all requests from individuals, nonprofit organizations, or businesses for **financial support or cost offset** from the city for special events (festivals, concerts, parades, sporting events, etc.) held wholly or partly within city limits or on city-owned property.

It does **not** apply to routine permits, permit fee waivers (unless specifically addressed), or events funded via separate dedicated grants (e.g. state or federal grants outside this program).

## 2.2. Key Definitions

Use definitions consistent with the City of Palatka's special events ordinance. For example:

- I. **Special Event:** A gathering that may exceed on-site parking, require extra city services (police, traffic, waste), use amplified sound, temporary structures, or otherwise impact adjacent areas. [palatka-fl.gov+1](#)
  - II. **Event Class:** Events are classified as Class A, B, or C depending on estimated attendance, impact, and required city services. [palatka-fl.gov](#)
  - III. Class A: over 1,000 attendees
  - IV. Class B: between 101 and 1,000
  - V. Class C: 100 or fewer
  - VI. **Eligible Costs:** Costs that align with city priorities (e.g. public safety, infrastructure, marketing, permitting fees, waste management, cleanup) and are directly tied to the event.
- 

## 3. Funding Eligibility & Limits

### 3.1. Eligibility Criteria

To be eligible for city funding, an event must satisfy all of the following:

- I. Be a permitted special event under Palatka's ordinance and comply with all permit terms and conditions. [Municode Library+2palatka-fl.gov+2](#)
- II. Be open to the public (unless otherwise justified), and demonstrate community benefit (economic, cultural, tourism, social).
- III. Demonstrate fiscal responsibility: provide a budget, revenue sources, and projected expenses.
- IV. Submit funding requests in compliance with deadlines and required documentation
- V. Not duplicate or conflict with another city-funded event in the same timeframe, unless there is explicit city support for multiple events.
- VI. Be in good standing with the city (no unresolved code violations, permit violations, or outstanding debts to the city).

- VII. Agree to credit or acknowledgment of the City of Palatka as a funding partner in promotional materials.
- VIII. Provide a post-event report (attendance, financial reconciliation, metrics) within 60 days.

### **Caps & Limits**

- I. For major (Class A) events, city funding is capped at \$3,000.00 a day for up to 2-day events per event year (or as approved by city commission). (Class B) is \$2,000.00 for 1-day events and (Class C) is \$1,000.00 for up to one day.
  - II. In-kind contributions shall be valued at city's standard rates and counted toward the cap.
  - III. City shall not commit to multi-year funding beyond one fiscal year unless explicitly approved by city commission.
  - IV. Funds will be given in the form of a check 14 days after the after-action report is turned in.
- 

## **4. Application Process**

### **4.1. Notice & Deadlines**

- I. Applications must be submitted at least **60 days** prior to the event date to the city of Palatka (for Class C) and **120 days** for (Class A or B.)
- II. Late applications may be considered only under exceptional circumstances and at the discretion of city staff and commission.

### **4.2. Application Components**

Applications must include:

- I. Event name, date(s), location(s)
- II. Event description, purpose, and target audience
- III. Estimated attendance by day
- IV. Detailed budget (income, expenses)
- V. Other funding sources / sponsorship commitments
- VI. Permits required and permit status

- VII. Marketing and promotion plan
- VIII. Risk management (insurance, security, contingency)
- IX. Community impact narrative (local business benefit, tourism, arts, etc.)
- X. Previous event history or metrics (if recurring)
- XI. Proposed use of city funds (what line items)
- XII. Credit / signage acknowledgment plan
- XIII. Post-event reporting plan

#### 4.3. Review & Approval

- I. **Staff review:** The Special Events Coordinator (or designated staff) checks completeness, eligibility, and conformity with this policy and the special events ordinance.
  - II. **Special Events Team:** Advises on funding merit, city impacts, and recommends approval, modification, or denial.
  - III. **City Manager of Finance Director:** Reviews recommendations and prepares a funding recommendation.
  - IV. **Agreement / contact:** Upon approval, the city and organizer execute a funding agreement specifying terms, reporting, reimbursement schedule, termination clauses, etc.
- 

#### 5.1. Monitoring

- I. The city reserves the right to audit or request backup documentation (invoices, receipts, time sheets).
  - II. The organizer must report any substantial change (budget, dates, scope) and seek city approval prior to change.
  - III. Failure to comply with reporting or permit requirements may disqualify future funding requests.
- 

#### 6. Coordination with Special Events Ordinance & Fees

This funding policy must operate in harmony with Palatka's special event ordinance. Key points:



- I. Under Palatka's ordinance, all events must obtain a special event permit; event classification is crucial. [Municode Library+2palatka-fl.gov+2](#)
  - II. Permit fee waivers or reductions are **not automatic** under this funding policy; any waiver must be explicitly approved in the funding agreement.
  - III. The city's fee schedule for permit issuance, service costs, deposits (e.g. tipping fees, security bonds) must still apply. [palatka-fl.gov](#)
  - IV. Nonprofit events offering free public benefit (entertainment, education, food) may be exempt from permit fees (but still subject to service fees) under ordinance rules. [palatka-fl.gov](#)
  - V. The event must comply with all ordinance restrictions (hours of operation, sound limits, building inspections, insurance, etc.) as conditions to receive funding.
- 

## 7. Performance Metrics & Reporting

After the event, the grantee must submit a **Post-Event Report** by the deadline (typically within 7 days). The report should include:

- I. Final attendance numbers (by day)
- II. Financial reconciliation (actual vs. projected income and expenses)
- III. Line-item spending backed by receipts/invoices
- IV. Outcomes relative to city objectives (economic impact, tourism, publicity, community satisfaction)
- V. Media coverage, advertising reach, promotional results
- VI. Lessons learned and recommendations for future events
- VII. Certification that no outstanding debts or obligations to the city remain

City staff and commission will review the report, evaluate performance, and document lessons for future funding cycles.

---

## 8. Accountability, Risk & Termination

- I. The city may include clawback provisions: if the event is cancelled, underperforms, or fails to comply with terms, the city may recoup some or all funds.

- II. The funding agreement may include termination or suspension if the grantee violates key terms (permit noncompliance, misappropriation, failure to report).
- III. The city is not responsible for the event's success or failure; funding is support, not guarantee.
- IV. Organizers must carry appropriate insurance and indemnify the city against liabilities arising from the event.
- V. Any variance in policy must be approved by the city commission, with written justification.
- VI. \_\_\_\_\_

## **9. Review & Policy Amendments**

- I. This policy should be reviewed every **3 years** (or more frequently as needed) to adjust funding levels, eligibility, or criteria.
- II. The city commission may amend the policy by resolution.
- III. The Special Events Coordinator will produce an annual summary: number of funded events, funds disbursed, outcomes, and recommendations.



## City of Palatka Special Event Reimbursement Application

### Event Information

|                          |        |
|--------------------------|--------|
| Event Name:              |        |
| Event Date(s):           |        |
| Event Location:          |        |
| Sponsoring Organization: |        |
| Contact Person:          |        |
| Phone:                   | Email: |

### Event Classification & Funding Levels

- Class A Event – Eligible for reimbursement up to \$3,000 per day for up to 2 days.
  - Class B Event – Eligible for reimbursement up to \$2,000 for 1 day.
  - Class C Event – Eligible for reimbursement up to \$1,000 for 1 day.
- (Classification will be confirmed by the City of Palatka Special Events Team.)

### Reimbursement Details

|                                   |
|-----------------------------------|
| Total Event Cost: \$_____         |
| Amount for Reimbursement: \$_____ |
| Description of Expenses:          |
|                                   |
|                                   |

**Required Documentation**

- 1. Proof of Event (flyers, programs, photos, etc.)
- 2. Detailed Expense Records (invoices, receipts, contracts, etc.)

**Terms & Conditions**

The City of Palatka reserves the right to request verification of expenses and supporting records prior to disbursing any funds. Failure to provide adequate documentation may result in delay or denial of reimbursement. Event classification (A, B, or C) will be confirmed by the City of Palatka Special Events Team. Approval of reimbursement is subject to review by the City of Palatka Special Events Team and final authorization by the Finance Director and or City Manager.

**Certification**

I certify that the information provided in this application is true and accurate. I understand that submission of false or misleading

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed applications and supporting documentation to:**  
Jessica Cruz  
1900 Napoleon Street, Palatka, FL 32177  
jcruz@palatka-fl.gov

**RESOLUTION NO. 2025-R-166**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING APPROVAL TO COMMUNITY AFFAIRS FOR THE SPECIAL EVENT REIMBURSEMENT APPLICATION.; AND GRANTING PERMISSION FOR AND PROVIDING FOR SCRIVENER’S ERRORS**

**WHEREAS**, Community Affairs is requesting the final approval of the Special Event Funding/ Reimbursement application;

**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 approval of the Special Event Funding/ Reimbursement application. 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 approval for the Special Event Funding/ Reimbursement application has been granted to Community Affairs.

**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 13<sup>th</sup> day of November 2025.

**CITY OF PALATKA, FLORIDA**

By: \_\_\_\_\_  
**Its Mayor**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**



**Adopt Resolution 2025-R-167 Authorizing the purchase of new skid steer from Florida Coast Equipment, LLC, using Sourcewell pricing for a total amount of \$69,375.26  
(100% City funded capital project)  
Resolution for Skid Steer**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Skid Steer

### **BACKGROUND**

This will help with filter installation and change over

### **PROJECT ANALYSIS**

Skid Steer will do the filling the filter with carbon as well as help unload trucks.

### **Staff Recommendation**

Staff is looking for approval for the purchase of the skid steer.

### **ATTACHMENTS**

|    |                                                       |
|----|-------------------------------------------------------|
| 1. | kubota quote                                          |
| 2. | 167. Resolution 2025-R-167 Skid Steer Kubota purchase |

-- Standard Features --

-- Custom Options --



Kubota

S Series

SVL75-3HFWVC

\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

## FEATURES

Vertical Lift Path Loader Frame  
Standard Front Quick Coupler,  
Float Standard  
Hydraulic Quick Coupler Option  
Selector Loader Arm Self-  
Leveling  
Loader Boom Lock  
Open ROPS & Air Conditioned  
ROPS/FOPS Cab Models  
High Back, Adjustable, Vinyl,  
Suspension Seat  
2" Retractable Seat Belt and 2-  
Piece Seat Bar  
12V Electric Outlet  
19.2 gpm Auxiliary Hydraulics  
standard, 29.8 gpm Option  
Direct To Tank Return Line  
Rigid Mounted Undercarriage, 4  
Lower Track Rollers  
Rubber Tracks, 12.6" Standard,  
15" Optional  
Two Speed Travel System  
Automatic Wet Disk Parking  
Brake  
Kubota 4 Hydraulic Pump Load  
Sensing System  
2 Gear, 2 Variable  
Displacement Pumps  
Hydraulic Joystick Controls,  
Optional Multi-Functional Grips  
ISO Operating Pattern  
Hand And Foot Throttle  
Controls  
Electronic Travel Torque  
Management  
Automatic Glow Plugs  
7" Multifunction Touch Screen  
Integrated Rear Camera  
Keyless Start  
Self Bleed Fuel System  
2 Front and 2 Rear Working  
Lights  
Hour Meter, Engine  
Temperature and Fuel  
Gauges and Warning Lights  
Horn and Backup Alarm  
Lockable Fuel Cap  
Bolt On Grab Handles to enter  
machine  
KubotaNOW Telematics

## BASIC UNITS

SVL75-3, 15.8" Rubber Tracks,  
Open ROPS/FOPS Cab  
Hydraulic Quick Coupler  
High Flow Hydraulics & MF Grips  
14-Pin Coupler  
Reversing Fan

## ENGINE

V3307 Kubota CR-TE4, Tier 4  
Diesel Engine  
4 Cylinder, 4 Cycle, Turbo Charged  
71.6 Gross HP @ 2400 rpm (SAE  
J1995)

## DIMENSIONS

Cab Height 81.8"  
Width (without attachment) 65.9"  
Width with wide track option  
(without attachment) 69.1"  
Length (without attachment) 112.0"  
Length of Track on Ground 56.5"

## OPERATIONAL

DIMENSIONS  
Operating Weight\*, SVL75H, 12.6"  
Rubber Tracks, Open  
ROPS/FOPS Cab, Mechanical  
Quick Coupler 9,190 lbs.  
Rated Operating Capacity (@ 35%  
of Tipping Load) 2,490 lbs.  
Rated Operating Capacity (ROC)  
@ 35% of Tipping Load complies  
with ISO 14397-1 and SAE J 818  
for crawler loaders  
Rated Operating Capacity (ROC)  
@ 50% of Tipping Load 3,557 lbs.  
Tipping Load 7,112 lbs.  
Auxiliary Hydraulics Flow 19.2/  
29.8 gpm  
Travel Speed (Low / High)  
5.6 / 8.6 mph  
Reach @ Maximum Height 39.6"  
Height to Hinge Pin 122.7"  
Ground Pressure (Standard Track)  
5.8 psi  
Ground Pressure (Wide Track) 4.7  
psi

\* Includes operator's weight, 175  
lbs.

SVL75-3HFWVC Base Price: \$85,682.00

## Selected Kubota Attachments

(1) 66" Heavy Duty, Low Profile, Long Floor, Cutting  
Edge, Side Cutter, 17.9 cu-ft heaped capacity  
AP-HD68LLC-66" Heavy Duty, Low Profile, Long Floor, Cutting  
Edge, Side Cutter, 17.9 cu-ft heaped capacity

(1) AIR RIDE SEAT SUSPENSION KIT \$738.00  
S6679-AIR RIDE SEAT SUSPENSION KIT

(1) RIDE CONTROL KIT - SVL75-3 \$674.00  
S6978-RIDE CONTROL KIT - SVL75-3

Total Kubota Attachments: \$3,711.00

Total Attachments: \$3,711.00

Configured Price: \$89,393.00

## Sourcewell Discounts:

Kubota Items: (\$21,454.32)

Total Discount: (\$21,454.32)

SUBTOTAL: \$67,938.68

## Kubota Item Fees:

Dealer Assembly: \$205.33

Freight Cost: \$831.25

PDI: \$400.00

Total Unit Price: \$69,375.26

Quantity Ordered: 1

Final Sales Price: \$69,375.26

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

\*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

**RESOLUTION NO. 2025-R-167**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PURCHASE OF A KUBOTA SKID STEER FOR USE AT THE WATER TREATMENT PLANT; PROVIDING FOR FUNDING; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka operates a Water Treatment Plant that requires reliable and versatile equipment for the installation of filters and for general use in maintaining plant operations; and

**WHEREAS**, the purchase of a new skid steer is necessary to ensure efficient and safe handling of materials and to improve the overall productivity of the facility; and

**WHEREAS**, city staff have obtained a quote for a Kubota Skid Steer in the amount of Sixty-Nine Thousand Three Hundred Seventy-Five Dollars and Seventy-Six Cents (\$69,375.76); and

**WHEREAS**, the purchase will be funded from the General Fund, and the City Commission finds the acquisition to be in the best interest of the City and its citizens;

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

1. **Authorization of Purchase.** The City Commission hereby approves the purchase of a Kubota Skid Steer for use at the Water Treatment Plant at a total cost of \$69,375.76.
2. **Funding Source.** The purchase shall be funded through the General Fund as budgeted for the Water Treatment Plant.
3. **Implementation.** The City Manager, or their designee, is hereby authorized to execute any and all documents necessary to complete the purchase in accordance with applicable procurement policies.
4. **Effective Date.** This Resolution shall take effect immediately upon its adoption by the City Commission.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 13<sup>th</sup> day of November 2026.

**CITY OF PALATKA**

By: ROBERTA CORREA, Its MAYOR

**ATTEST:**

KAREN HAYES, CITY CLERK

**APPROVED AS TO FORM AND LEGALITY:**

JANE WEST, CITY ATTORNEY

**Adopt Resolution 2025-R-168 Authorizing the purchase of new flow meters and installation to AutoLogic LLC, in the amount of \$26,000.  
(100% City funded capital project)  
Adopt Resolution 2025-R-168 for new flow meters and installation.**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

The purchase of new flow meters and installation to AutoLogic LLC, in the amount of \$26,000

### **BACKGROUND**

The Florida Department of Environmental Protection (DEP) requires accurate registration of raw water consumption to ensure compliance with state environmental and operational regulations. These flow meters provide that required data.

### **PROJECT ANALYSIS**

New flow meters to register raw water consumption.

### **Staff Recommendation**

Staff recommends approval to avoid future fines.

### **ATTACHMENTS**

|    |                                                 |
|----|-------------------------------------------------|
| 1. | Quote#_1117112 autologic                        |
| 2. | 168. Resolution 225-R-168 Flow Meters Autologic |





**Classic Controls, Inc.**  
P.O Box 6187  
Lakeland, FL 33807-6187  
Tel: (863) 644-3642  
Fax: (863) 648-0484  
URL: <http://www.classiccontrols.com>

# QUOTATION

Page: 1

## Quotation For:

AUTOLOGIC LLC  
ATTN: BRIAN HAYNES  
8777 SAN JOSE BLVD SUITE 303  
JACKSONVILLE FL 32217  
Ph: (804) 516-5880 Fx:

Quotation#: 1117112  
Revision#:   
Date: 10/21/25

Attn: BRIAN HAYNES E-Mail: BHAYNES@AUTOLOGICLLC.COM  
Ref: PANAMETRICS AT600 ULTRASONIC FLOWMETER

## Please Address Order To:

**CLASSIC CONTROLS, INC.**  
P.O. BOX 6187  
LAKELAND FL 33807-6187

FOB: FACTORY  
Delivery: ESTIMATE 2 WEEKS;ARO  
Salesman: DOUG PLUMLEY  
Validity: 30 DAYS  
Terms: NET 30 DAYS

We are pleased to propose the following items for your consideration. All prices are quoted in US Dollars. Lead times are subject to prior sale. If you have any questions about this quote, please call our office at +1 863-644-3642.

| Item         | Qty | Part#/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit Price | Total Price |
|--------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 1            | 4   | AT6-C1-AT10-8-IN-2-1-A-AA-01-E-0<br>Panametrics AquaTrans Ultrasonic Liquid Flowmeter<br>Consisting of an AT600 Electronics, Transducers,<br>Clamping Fixture, Transducer Cable, and Couplant<br>Meter System: Single Channel Clamp-on System<br>Transducer System: C-AT Transducers, 1 MHz, IP68,<br>4 to 24in/100 to 600mm Typical, Process Temp -40 to<br>150 deg. C (-40 to 302 deg. F)<br>Pipe Size: Nominal Outer Diameter: 8<br>Pipe Units: Inches<br>Cable Length: 25 Feet (7.5m) of Transducer Cable<br>AT600 Input Power: 85 to 265 vac<br>Analog & Digital Output: 4-20 mA Analog Output Only<br>Discrete Output: Two Alarm Contacts<br>Display Language: English<br>Default Measurement Units: English<br>Special: None | 4,577.00   | 18,308.00   |
| 2            | 4   | TARIFF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 297.51     | 1,190.04    |
| Quote Total: |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | 19,498.04   |

Any quantity change or deletion of any items may require a quotation revision. Unless noted above, prices do not include shipping, handling, crating, duty, taxes, or tariffs. A nonrefundable 4% fee will be added to all credit card payments.

By: Belinda Skelton for DOUG PLUMLEY

## **RESOLUTION NO. 2025-R-168**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PURCHASE AND INSTALLATION OF NEW FLOW METERS FOR THE WATER TREATMENT PLANT FROM AUTOLOGIC LLC IN THE AMOUNT OF TWENTY-SIX THOUSAND DOLLARS (\$26,000.00); PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka operates a water treatment facility that supplies potable water to its residents and customers; and

**WHEREAS**, the Florida Department of Environmental Protection (DEP) requires accurate registration of raw water consumption to ensure compliance with state environmental and operational regulations; and

**WHEREAS**, the City's existing flow meters are in need of replacement to meet DEP monitoring and reporting requirements; and

**WHEREAS**, Autologic LLC has submitted a proposal to furnish and install new flow meters suitable for the City's water treatment operations at a total cost of Twenty-Six Thousand Dollars (\$26,000.00); and

**WHEREAS**, the City Commission of the City of Palatka finds that the purchase and installation of the new flow meters is necessary to ensure regulatory compliance and continued efficient operation of the City's water treatment plant.

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

**Section 1.** The City Commission hereby approves the purchase and installation of new flow meters for the City of Palatka Water Treatment Plant from Autologic LLC at a total cost not to exceed Twenty-Six Thousand Dollars (\$26,000.00).

**Section 2.** The City Manager is hereby authorized to execute any and all documents necessary to complete said purchase and installation in accordance with applicable procurement policies.

**Section 3.** 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 13<sup>th</sup> day of November, 2026.

**CITY OF PALATKA**

By: ROBERTA CORREA, Its MAYOR

**ATTEST:**

KAREN HAYES, CITY CLERK

**APPROVED AS TO FORM AND LEGALITY:**

JANE WEST, CITY ATTORNEY

**Adopt Resolution 2025-R-169 Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition) rebuild, to AutoLogic LLC in the amount of \$150,000  
(100%City funded capital project)  
Adopt Resolution 2025-R-169 Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition)**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition) rebuild, to AutoLogic LLC in the amount of \$150,000  
(100%City funded capital project)

### **BACKGROUND**

Ongoing S.C.A.D.A. (Supervisory Control And Data Acquisition)rebuild for the plant operations that run the plant.

### **PROJECT ANALYSIS**

This will help the plant run effectively.

### **Staff Recommendation**

Staff recommends approval for rebuilding the S.C.A.D.A.

### **ATTACHMENTS**

|    |                                  |
|----|----------------------------------|
| 1. | 169. Resolution 2025-R-169 SCADA |
|----|----------------------------------|

**RESOLUTION NO. 2025-R-169**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE REBUILD OF THE SUPERVISORY CONTROL AND DATA ACQUISITION (S.C.A.D.A.) SYSTEM AT THE WATER TREATMENT PLANT; APPROVING A CONTRACT WITH AUTOLOGIC LLC IN THE AMOUNT OF ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00); PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka operates and maintains a Water Treatment Plant to provide safe and reliable drinking water to its citizens and customers; and

**WHEREAS**, the Supervisory Control and Data Acquisition (S.C.A.D.A.) system is essential to monitor, control, and ensure the efficient operation of the Water Treatment Plant; and

**WHEREAS**, the existing S.C.A.D.A. system has reached the end of its useful life and requires a complete rebuild to maintain operational reliability and compliance with current standards; and

**WHEREAS**, AutoLogic LLC has submitted a proposal to perform the rebuild of the S.C.A.D.A. system in the amount of One Hundred Fifty Thousand Dollars (\$150,000.00); and

**WHEREAS**, this project will be funded 100% by City capital project funds; and

**WHEREAS**, the City Commission finds it in the best interest of the citizens of Palatka to approve the expenditure for this project.

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

1. **Authorization.** The City Commission hereby authorizes the expenditure of funds in the amount of \$150,000.00 for the S.C.A.D.A. rebuild project for the Water Treatment Plant.
2. **Approval of Contract.** The City Commission hereby approves a contract with AutoLogic LLC for the S.C.A.D.A. rebuild in the amount of \$150,000.00.
3. **Funding Source.** This project shall be funded 100% from City capital project funds.



4. **Execution.** The Mayor is hereby authorized to execute all necessary documents on behalf of the City of Palatka to carry out the intent of this Resolution.
5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 13<sup>th</sup> day of November 2026.

**CITY OF PALATKA**

By: \_\_\_\_\_  
**ROBERTA CORREA, Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**KAREN HAYES, CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**JANE WEST, CITY ATTORNEY**



## Viking Manor Traffic Report

1

### 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 1<sup>st</sup> Mannor and Viking Street from vehicles backing up and turning around to exit the neighborhood.
- Concerns were reported on May 13<sup>th</sup> and August 27<sup>th</sup>. 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.

2

## **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 13<sup>th</sup>.
- 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.

3

## **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 27<sup>th</sup>.
- Marked and unmarked vehicles were utilized in this operation.
- 36 enforcement and evaluation details were conducted. Each detail last between 1 and 3 hours.

4



### **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).

5



### **Action and Investigation by the Police Department**

- On September 18<sup>th</sup> 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.

6

## **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.

7

## **Additional Action taken by the Police Department**

- On October 1<sup>st</sup> 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.

8



## 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 & 2<sup>nd</sup> 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 6<sup>th</sup> Mannor facing North and 2<sup>nd</sup> Mannor facing South.
- ✓ Install 1 – No Outlet or Dead-End sign on Viking Street and 1<sup>st</sup> Mannor facing north.

9

## 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.

10





## 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: 3<sup>rd</sup>/4<sup>th</sup> Mannor, 4<sup>th</sup>/5<sup>th</sup> Mannor, and 5<sup>th</sup>/6<sup>th</sup> Mannor.
- ✓ Staff is seeking direction concerning the installation of Speed Tables at the request of the Viking Mannor neighborhood residences.

## **RESOLUTION 2025-R-171**

### **A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACKNOWLEDGING NEIGHBORHOOD CONCERNS AND POLICE DEPARTMENT FINDINGS REGARDING TRAFFIC CONDITIONS IN THE VIKING MANOR NEIGHBORHOOD; AUTHORIZING THE INSTALLATION OF UPDATED TRAFFIC SIGNAGE; APPROPRIATING FUNDS FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka Police Department received multiple reports from residents of the Viking Manor neighborhood regarding vehicular traffic issues, including speeding, excessive through traffic, and congestion at the intersection of 1st Manor and Viking Street caused by vehicles backing and turning to exit the neighborhood; and

**WHEREAS**, these concerns were documented on May 13, 2025, and August 27, 2025, with residents estimating vehicle speeds ranging from 40 to 65 miles per hour; and

**WHEREAS**, both reports included requests for the installation of traffic-calming devices, specifically speed tables, to mitigate speeding and improve safety; and

**WHEREAS**, the Palatka Police Department conducted enforcement and evaluation operations as follows:

- For May 13, 2025, report, enforcement and evaluation were conducted for five days at various times of day and night; and
- For the August 27, 2025, reports, enforcement and evaluation were conducted for 23 days, from August 28 through September 18, 2025, at various times both day and night.

**WHEREAS**, marked and unmarked police units and speed-measuring devices were utilized during both operations, and findings showed that most vehicles were traveling between 25 and 30 miles per hour within the posted speed limit; and

**WHEREAS**, the primary violations observed were motorists failing to come to a complete stop at stop signs on side streets intersecting Viking Street; and

**WHEREAS**, based on these findings, the data did not justify the installation of traffic-calming devices at this time; and

**WHEREAS**, the Police Department and Public Works Department jointly recommended enhanced signage and visibility improvements to further improve safety in the Viking Manor neighborhood; and

**WHEREAS**, the total estimated cost for materials, installation, and labor for the new signage is Thirteen Thousand Seven Hundred Fifty-Three Dollars and Fourteen Cents (\$13,753.14), to be funded from General Ledger Account 001-01-511-6-6400

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

1. **That the findings of the Palatka Police Department's investigations into reported traffic concerns in the Viking Manor neighborhood are hereby acknowledged and accepted.**
2. **That the installation of permanent traffic calming devices (such as speed tables) is not warranted at this time based on current traffic data.**
3. **That to address neighborhood safety concerns, the following signage improvements shall be installed:**
  - **Two (2) "No Through Traffic" signs** at both neighborhood entry points located at **St. Johns Avenue & Viking Street** and **College Road & 2nd Manor East**;
  - **Two (2) new "Speed Limit" signs** to replace the current faded signage;
  - **Two (2) "Children at Play" signs** on Viking Street — one at **6th Manor facing north** and one at **2nd Manor facing south**;
  - **One (1) "No Outlet" or "Dead End" sign** on Viking Street and **1st Manor facing north**.

- 4. That the total project cost of \$13,753.14 shall be expended from General Ledger Account 001-01-511-6-6400.
- 5. That the City’s Public Works Department, in coordination with the Palatka Police Department, is authorized to complete installation of the above signage and provide written verification of completion to the City Manager and City Clerk.
- 6. That the Palatka Police Department shall continue periodic monitoring and enforcement in the Viking Manor neighborhood to ensure compliance with posted traffic regulations.

**ADOPTED** by the City Commission of the City of Palatka, Florida, this 13<sup>th</sup> day of November 2025.

**CITY OF PALATKA, FLORIDA**

By: \_\_\_\_\_  
It’s Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
City Attorney

**Ratification of the 2026 Legislative Priorities**  
**2026 Legislative Priorities**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Ratify the legislative priorities for the 2026 legislative session.

### **BACKGROUND**

Each year, the City of Palatka identifies key legislative priorities to guide advocacy efforts during the Florida Legislative Session. These priorities reflect the City's operational needs, infrastructure requirements, and policy positions on matters affecting municipal governance, fiscal stability, and public safety.

For the 2026 Legislative Session, staff recommends the City Commission ratify the following priorities:

1. Oppose the reduction or elimination of property taxes that finance the City of Palatka's operations.  
Property tax revenue (ad valorem) constitutes approximately 64% of the City's General Fund, funding essential services including police, fire, and infrastructure maintenance. Reductions to this revenue source would significantly impair the City's ability to maintain service levels.
2. Fix the damaging provisions of SB 180 (2025) to restore local community planning.  
The 2025 legislation's vague prohibition on "more restrictive or burdensome" growth policies undermines local planning authority and exposes the City to potential litigation. The City seeks legislative clarification and restoration of local control over comprehensive planning.
3. Authorize REDI-waiver funding for maintenance, safety, and security projects at publicly owned, publicly operated rural airports under §332.007(10), Fla. Stat.  
This would expand access to funding for smaller, rural airports such as the Palatka Municipal Airport, supporting critical safety and maintenance improvements that enhance public access and economic development.
4. Approve the appropriation request for the City of Palatka's Fire Department ladder truck.

The existing aerial apparatus is more than 20 years old, beyond its typical frontline service life. Replacement is critical to maintaining the Fire Department’s Class 2 ISO rating and ensuring readiness and firefighter safety.

- 5. Approve the appropriation request for the construction of a new master lift station. This infrastructure investment is necessary to accommodate residential, commercial, and industrial growth within the City and ensure continued reliability of wastewater services.

These legislative priorities provide a clear framework for the City’s advocacy before the Florida Legislature and state agencies during the 2026 session.

**PROJECT ANALYSIS**

**Staff Recommendation**

It is recommended that the City Commission adopt Resolution No. 2025-R-164 ratifying the City of Palatka’s legislative priorities for the 2026 Florida Legislative Session.

**ATTACHMENTS**

|    |                                                        |
|----|--------------------------------------------------------|
| 1. | Ratification of 2026 Legislative Priorities 2025-R-164 |
| 2. | Legislative Priorities 2026 updated                    |
| 3. | appropriation project_funding_summary CP mgc           |

## **RESOLUTION NO. 2025-R-164**

### **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, RATIFYING THE CITY'S LEGISLATIVE PRIORITIES FOR THE 2026 FLORIDA LEGISLATIVE SESSION; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palatka, Florida, is a full-service municipality providing essential public services including law enforcement, fire protection, infrastructure maintenance, and community development; and

**WHEREAS**, the City of Palatka depends upon stable, locally generated revenues, particularly ad valorem (property tax) revenues, to fund essential municipal operations and maintain public safety, health, and welfare; and

**WHEREAS**, ad valorem revenue funds approximately sixty-four percent (64%) of the City of Palatka's general fund budget, a substantial portion of which supports the City's Police and Fire Departments; and

**WHEREAS**, the reduction or elimination of property taxes that finance the City's operations would severely undermine the City's ability to provide critical services to its residents and businesses; and

**WHEREAS**, during the 2025 Legislative Session, Senate Bill 180 was enacted, which imposed vague restrictions against "more restrictive or burdensome" local growth management policies, creating uncertainty and litigation risk for local governments, including the City of Palatka; and

**WHEREAS**, the City of Palatka supports legislative action to fix the damaging provisions of SB 180 (2025) and restore local authority to plan for growth through comprehensive planning consistent with community needs and values; and

**WHEREAS**, the City of Palatka supports authorizing REDI-waiver funding for maintenance, safety, and security projects at publicly owned and publicly operated rural airports under Section 332.007(10), Florida Statutes, which would enhance economic development and public safety at the Palatka Municipal Airport; and

**WHEREAS**, the City of Palatka seeks legislative approval of its appropriation request to fund the purchase of a new ladder truck for the Palatka Fire Department, as the existing aerial apparatus is more than two decades old and beyond typical frontline service life; and

**WHEREAS**, replacing this apparatus is critical to maintaining the department's Class 2 ISO rating and ensuring continued excellence in fire suppression capability, firefighter safety, and community protection; and



**WHEREAS**, the City of Palatka also seeks legislative approval of its appropriation request to construct a new master lift station, a vital infrastructure investment required to support ongoing and future residential, commercial, and industrial growth within the City; and

**WHEREAS**, the City Commission finds that adoption of these legislative priorities is in the best interest of the citizens of Palatka and necessary to sustain the City's quality of life, economic vitality, and public safety standards.

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

**SECTION 1.** The City Commission of the City of Palatka hereby ratifies and adopts the following as its legislative priorities for the 2026 Florida Legislative Session:

1. Oppose any reduction or elimination of property taxes that finance the City of Palatka's operations.
2. Support legislation to fix the harmful provisions of SB 180 (2025) and restore local community planning authority.
3. Support authorization of REDI-waiver funding for maintenance, safety, and security projects at publicly owned, publicly operated rural airports under §332.007(10), Florida Statutes.
4. Support the appropriation request for a Fire Department ladder truck to replace aging apparatus and maintain Palatka's Class 2 ISO rating.
5. Support the appropriation request for the construction of a new master lift station to ensure sustainable infrastructure for growth.

**SECTION 2.** The City Manager, or designee, is hereby authorized to advocate for these priorities before the Florida Legislature, the Governor's Office, and other relevant state agencies.

**SECTION 3.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this \_\_\_\_ day of November, 2025.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**ITS MAYOR**

**ATTEST:**

\_\_\_\_\_

**CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

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**CITY ATTORNEY**

# City of Palatka Legislative Priorities 2026

## Supporting First Responders

The Palatka Fire Department boasts an Insurance Services Organization (ISO) rating of 2, a distinction that places it among the top performing fire departments nationwide. A new ladder truck to replace a two-decade old vehicle is necessary.

The City requests \$375,000 in state appropriations, of the \$1.5 million required to purchase the ladder truck.



# Efficient Transport of Wastewater – Safeguarding Public Health and the Environment

The City of Palatka seeks state appropriations to design and construct a new master sanitary sewer lift station that will expand system capacity and improve overall wastewater management for the city. This new facility will serve as an additional regional lift station to accommodate future growth, reduce demand on existing stations, and enhance system redundancy and resilience. The City is requesting \$500,000 of the \$1.1 million required.





# City of Palatka Appropriation Funding Project Summary

Awards, Expenditures, Obligations,  
and Remaining Balances



# Project Financial Overview

| Project                                                           | Award             | Expended         | Obligated        | Remaining         | Projected Amount to Complete by 06/30/2026 |
|-------------------------------------------------------------------|-------------------|------------------|------------------|-------------------|--------------------------------------------|
| NE/NW Potable – LPA0602                                           | 10,500,000        | 9,995            | 138,867          | 10,351,138        | 3,500,000                                  |
| Sewer Main & Manhole – LPA0354                                    | 4,515,531         | 1,389,792        | 437,932          | 2,687,807         | 4,515,531                                  |
| Affordable Housing – HL209                                        | 2,000,000         | 514,735          | 506,569          | 978,696           | 2,000,000                                  |
| St. Johns Avenue Resurfacing/Sidewalks /Curbs/Landscaping – G2S30 | 1,500,000         | 439,667          | 0                | 1,060,333         | 1,039,667                                  |
| <b>TOTAL</b>                                                      | <b>18,515,531</b> | <b>2,354,189</b> | <b>1,083,368</b> | <b>15,077,974</b> | <b>11,055,198</b>                          |
|                                                                   |                   |                  |                  |                   |                                            |
| <b>Projected Percentage of Completion</b>                         |                   |                  |                  |                   | <b>60%</b>                                 |

**Second Reading: ADOPT Ordinance 2025-57 Administrative Approval of Plats AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING MUNICIPAL CODE CHAPTER 74, SECTION 12 TO REQUIRE DEVELOPERS TO FURNISH THE CITY WITH A SURETY BOND FOR THEIR IMPROVEMENTS UPON A PLAT OR SUBDIVISION AND AMENDING CHAPTER 74, SECTIONS 7-9 AUTHORIZING THE ADMINISTRATIVE APPROVAL OF PLATS IN CONFORMANCE WITH STATE LAW SB 784, AUTHORIZING THE EXECUTION AND RECODIFICATION THEREOF; PROVIDING FOR SEVERABILITY, SCRIVENER’S ERRORS AND AN EFFECTIVE DATE.**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Adopt the ordinance.

### **BACKGROUND**

The Florida State legislature passed SB 784, amending the statute pertaining to plats. Historically, plats were reviewed and approved by the Planning Board and then sent to the City Commission for approval. Now, through this preemption measure, the City is required to designate an administrative authority as the sole entity responsible for the review of plat submittals. The Planning Board and City Commission will no longer be part of the approval process. The law also establishes strict deadlines and procedures. In addition, the ordinance requires an applicant to provide a surety bond to ensure timely construction of subdivisions.

### **PROJECT ANALYSIS**

The new law requires that the city commission designate an administrative authority to receive, review and process the plat or replat submittal. In addition, the city commission must designate an administrative official responsible for approving, approving with conditions, or denying the proposed plat. This ordinance designates the Planning Department as the administrative authority and the Planning Director as the administrative official.

### **Staff Recommendation**

Adopt the ordinance.

### **ATTACHMENTS**

|    |                                  |
|----|----------------------------------|
| 1. | SB 784 Plat Reform 2025          |
| 2. | Public Notice Ordinance 2025-57  |
| 3. | Business Impact Statement - Plat |

|    |                                                      |
|----|------------------------------------------------------|
| 4. | 57. Ordinance 2025-57 Plat Bond and Reform Ordinance |
|----|------------------------------------------------------|

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1  
2 An act relating to platting; amending s. 177.071,  
3 F.S.; requiring that certain plat or replat submittals  
4 be administratively approved with no further action by  
5 certain entities under certain circumstances;  
6 requiring the governing body of such county or  
7 municipality to designate an administrative authority  
8 to receive, review, and process plat or replat  
9 submittals; providing requirements for such  
10 designation; defining the term "administrative  
11 authority"; requiring the administrative authority to  
12 submit a certain notice to an applicant; providing  
13 requirements for such notice; requiring the  
14 administrative authority to approve, approve with  
15 conditions, or deny a plat or replat submittal in  
16 accordance with the timeframe in the initial written  
17 notice to the applicant; requiring the administrative  
18 authority to notify the applicant in writing if it  
19 declines to approve a plat or replat submittal;  
20 requiring that the written notification contain the  
21 reasons for denial and other information; prohibiting  
22 the administrative authority or other official,  
23 employee, agent, or designee from requesting or  
24 requiring that the applicant request an extension of  
25 time; amending s. 177.111, F.S.; conforming provisions  
26 to changes made by the act; providing an effective  
27 date.

28  
29 Be It Enacted by the Legislature of the State of Florida:

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30  
31 Section 1. Section 177.071, Florida Statutes, is amended to  
32 read:

33 177.071 Administrative approval of plats ~~plat~~ by designated  
34 county or municipal official governing bodies.—

35 (1)(a) A plat or replat submitted under this part must be  
36 administratively approved and no further action or approval by  
37 the governing body of a county or municipality is required if  
38 the plat or replat complies with the requirements of s. 177.091.  
39 The governing body of the county or municipality shall  
40 designate, by ordinance or resolution, an administrative  
41 authority to receive, review, and process the plat or replat  
42 submittal, including designating an administrative official  
43 responsible for approving, approving with conditions, or denying  
44 the proposed plat or replat.

45 (b) As used in this section, the term "administrative  
46 authority" means a department, division, or other agency of the  
47 county or municipality. For purposes of issuing a final  
48 administrative approval of a plat or replat submittal, the term  
49 also includes an administrative officer or employee designated  
50 by the governing body of a county or municipality, including but  
51 not limited to, a county administrator or manager, a city  
52 manager, a deputy county administrator or manager, a deputy city  
53 manager, an assistant county administrator or manager, an  
54 assistant city manager, or other high-ranking county or city  
55 department or division director with direct or indirect  
56 oversight responsibility for the county's or municipality's land  
57 development, housing, utilities, or public works programs.

58 (2) Within 7 business days after receipt of a plat or

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replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal.

(3) Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant under subsection (2). If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.

(4)~~(1)~~ Before a plat or replat is offered for recording, it must be administratively approved as required by this section ~~by the appropriate governing body~~, and evidence of such approval must be placed on the plat or replat. If not approved, the governing body must return the plat or replat to the professional surveyor and mapper or the legal entity offering the plat or replat for recordation. For the purposes of this



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part:

(a) When the plat or replat to be submitted for approval is located wholly within the boundaries of a municipality, the ~~governing body of the~~ municipality has exclusive jurisdiction to approve the plat or replat.

(b) When a plat or replat lies wholly within the unincorporated areas of a county, the ~~governing body of the~~ county has exclusive jurisdiction to approve the plat or replat.

(c) When a plat or replat lies within the boundaries of more than one county, municipality, or both ~~governing body~~, two plats or replats must be prepared and each county or municipality ~~governing body~~ has exclusive jurisdiction to approve the plat or replat within its boundaries, unless each county or municipality with jurisdiction over the plat or replat agrees ~~the governing bodies having said jurisdiction agree~~ that one plat is mutually acceptable.

~~(5)(2)~~ Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.

Section 2. Section 177.111, Florida Statutes, is amended to read:

177.111 Instructions for filing plats ~~plat~~.—After the approval by the appropriate administrative authority ~~governing body~~ required by s. 177.071, the plat or replat must ~~shall~~ be recorded by the circuit court clerk or other recording officer upon submission thereto of such approved plat or replat. The

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circuit court clerk or other recording officer shall maintain in  
his or her office a book of the proper size for such papers so  
that they will ~~shall~~ not be folded, to be kept in the vault. A  
print or photographic copy must be filed in a similar book and  
kept in his or her office for the use of the public. The clerk  
shall make available to the public a full size copy of the  
record plat or replat at a reasonable fee.

Section 3. This act shall take effect July 1, 2025.

**PUBLIC NOTICE** is hereby given the City of Palatka Commission Meeting  
Public Hearings on: September 10, 2025, at 6:00 p.m. and September 25, 2025

**ORDINANCE NO. 2025-57**

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING MUNICIPAL CODE CHAPTER 74, SECTION 12 TO REQUIRE DEVELOPERS TO FURNISH THE CITY WITH A SURETY BOND FOR THEIR IMPROVEMENTS UPON A PLAT OR SUBDIVISION AND AMENDING CHAPTER 74, SECTION 9 AUTHORIZING THE ADMINISTRATIVE APPROVAL OF PLATS IN CONFORMANCE WITH STATE LAW SB 784, AUTHORIZING THE EXECUTION AND RECORDATION THEREOF; PROVIDING FOR SEVERABILITY, SCRIVENOR'S ERRORS AND AN EFFECTIVE DATE.

# **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: "Administrative Approval of Plats and Surety Bond Requirements" More specifically:

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING MUNICIPAL CODE CHAPTER 74, SECTION 12 TO REQUIRE DEVELOPERS TO FURNISH THE CITY WITH A SURETY BOND FOR THEIR IMPROVEMENTS UPON A PLAT OR SUBDIVISION AND AMENDING CHAPTER 74, SECTION 7-9 AND 12 AUTHORIZING THE ADMINISTRATIVE APPROVAL OF PLATS IN CONFORMANCE WITH STATE LAW SB 784, AUTHORIZING THE EXECUTION AND RECORDATION THEREOF; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS AND 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 law<sup>1</sup> 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:

---

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

- a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance is to conform with state law.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None.

4. Additional information the governing body deems useful (if any):

None.

**ORDINANCE NO. 2025-57**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING MUNICIPAL CODE CHAPTER 74, SECTION 12 TO REQUIRE DEVELOPERS TO FURNISH THE CITY WITH A SURETY BOND FOR THEIR IMPROVEMENTS UPON A PLAT OR SUBDIVISION AND AMENDING CHAPTER 74, SECTIONS 7-9, and 12 AUTHORIZING THE ADMINISTRATIVE APPROVAL OF PLATS IN CONFORMANCE WITH STATE LAW SB 784, AUTHORIZING THE EXECUTION AND RECORDATION THEREOF; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS AND AN EFFECTIVE DATE.**

**WHEREAS**, a plat is a detailed survey of a parcel of land showing the boundaries, dimensions, and other features of the land, and including individual lots, streets, and easements granted to government entities; and

**WHEREAS**, the process of platting land in Florida is regulated by Chapter 177 of the Florida Statutes; and

**WHEREAS**, historically, plats have been approved by the Planning Board and thereafter, final approval from the City Commission prior to being recorded; and

**WHEREAS**, the Florida Legislature preempted local government regulations through the passage of SB 784, which the Governor has signed into law, thus creating Chapter Law 2025-164, which alters how plats are to be approved by local governments; and

**WHEREAS**, the preemption necessitates revisions to several provisions of the City of Palatka's Municipal Code; and

**WHEREAS**, the City has the responsibility to ensure that all public infrastructure improvements related to subdivision development, including but not limited to streets, drainage, water, and sewer facilities, are constructed in accordance with city standards and specifications, and,

**WHEREAS**, incomplete or inadequately constructed improvements in subdivisions can pose risks to public health, safety, and welfare, and can result in financial burdens on the City and its residents, and,

**WHEREAS**, requiring subdividers to provide a surety bond will help guarantee the timely and proper completion of required improvements, and,

**WHEREAS**, the City Commission finds that requiring a surety bond is a reasonable and necessary measure to protect the interests of future property owners and the general public, and,

**NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:**

**Section I.** The City of Palatka Municipal Code Chapter 74 Sections 7, 8, 9 and 12 shall be amended to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

**Section II.** All ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

**Section III.** If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

**Section IV.** EFFECTIVE DATE: This Ordinance shall take effect upon July 1, 2025.



**Section V.** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

**Section VI. SCRIVENER’S ERRORS:** The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 26<sup>th</sup> day of October, 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 7<sup>th</sup> day of November, 2025.

CITY OF PALATKA

By: \_\_\_\_\_  
Its MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
CITY ATTORNEY

## EXHIBIT A

### **Sec. 74-7. Designation of administrative authority; Preapplication conference; review of sketch plan.**

- (a) The city's Planning Department is the administrative authority designated to receive, review, and process the plat or replat submittal and the city's Planning Director is the administrative official responsible for approving, approving with conditions, or denying the plat or replat.
- (b) Prior to the preparation of a subdivision plat, the subdivider may confer with the administrative authority city clerk. It is suggested that the subdivider bring with him a sketch plan of the proposed subdivision. A representative of the planning board will review such sketch plan to see if the subdivision meets the requirements of this chapter. This step does not require formal application or filing of the plat with the city clerk. Plats submitted will be referred to the planning board for approval. An agent representing the subdivider must appear at the next regular meeting held by the planning board to answer any questions concerning the proposed development.
- (b) After consideration by the administrative authority staff of the city and planning board, the subdivider may then proceed to prepare the preliminary plat for submission.
- (c) Favorable consideration by the staff of the city and planning board administrative authority shall under no circumstances be construed as preliminary or tentative approval.

### **Sec. 74-8. Conditional approval of preliminary plat.**

- ~~(a) *Preparation of plat.* On reaching conclusions informally, as described in section 74-7, regarding his general program and objectives, the subdivider shall cause to be prepared a preliminary plat, together with other supplementary material as deemed necessary by the city and planning board as specified in section 74-10.~~
- ~~(b) *Submission of plat.* Eight copies of the preliminary plat and supplementary material specified, together with two copies of a written application for conditional approval of the preliminary plat, shall be submitted to the city clerk and planning board at least 15 days prior to the meeting at which it is to be considered. The eight copies shall be turned over to the city clerk for proper distribution.~~
- ~~(c) *Review by city engineer.* The city engineer shall examine and check the preliminary plat for general engineering and may require subsurface data of the tract, such as location and results of tests made to ascertain soil, rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of a predetermined number of feet; and results of soil percolation tests if individual sewage disposal systems are proposed. The city engineer will then make a report of his findings and recommendations to the city clerk within 15 days.~~
- ~~(d) *Action by planning board.* Within 30 days after the submission of the preliminary plat and other material submitted in compliance with this chapter, the planning board shall express to the subdivider its approval as conditional approval and state the conditions of such approval, if any, or, if disapproval, shall express its disapproval and its reasons therefor. Prior to the meeting of the planning board at which the preliminary plat is to be considered, all owners of property abutting the property proposed for subdivision as shown on the preliminary plat will be notified by the city. A meeting shall be held between these property owners and the planning board in order to ensure the most orderly development of land in the area surrounding the subdivision under consideration.~~
- ~~(e) *Notation of action on plat.* The action of the planning board shall be noted on two copies of the preliminary plat, referenced and attached to any conditions determined.~~

### **Sec. 74-9. – Approval of final plat.**

- (a) *Preparation of plat.* The final plat to be prepared as specified in section 74-11 shall conform substantially to the preliminary plat as approved, ~~and if desired by the subdivider it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of this chapter.~~

- (b) *Submission of plat.* The final plat, including one original tracing, and other supplementary material required for approval, shall be submitted to the administrative authority, city clerk and planning board at least seven days prior to the meeting at which it is to be considered. ~~It shall also be required that the final plat be submitted to the planning board not later than six months after approval of the preliminary plat; otherwise such conditional approval shall become null and void unless an extension of time is applied for and granted by the planning board.~~
- (c) *Action by administrative authority planning board.* Within 7 business~~30~~ days after the receipt submission of the final plat or replat and supplementary material required for approval, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identify any missing documents or information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal. ~~planning board shall express its approval as conditional approval and state the conditions, if any, of such approval, or, if disapproval, shall express its disapproval and its reasons therefor. Approval of the planning board shall appear on the original tracing.~~
- (d) ~~Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant under section 74-9(c). If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.~~
- (e) Before a plat or replat is offered for recording, it must be administratively approved as required by this section and evidence of such approval must be placed on the plat or replat. If not approved, the governing body must return the plat or replat to the professional surveyor and mapper or the legal entity offering the plat or replat for recordation.
- ~~(d) *Submission to city commission.* Not later than three days after final action by the planning board, the final plat and other supplementary material required will be transmitted by the planning board to the city commission for final action. Approval of the city commission shall appear on the original tracing.~~
- (f) *Fee; recording.* At the time of filing the final plat, a fee as set out in appendix A to this Code, as amended from time to time, will be submitted to the Planning Department. ~~deposited with the planning board.~~ Upon final approval of ~~the administrative authority~~the city commission, the city clerk shall have the final plat or replat recorded in the office of the clerk of circuit court of the county. The cost of recording will be paid by the subdivider.

## **Sec. 74-12. – Contents of final plat; prerequisites for final approval.**

- (a) *Installation of improvements.* All improvements required of the subdivider shall be installed, ~~or~~ and a surety bond shall be posted to ensure the installation thereof, prior to approval of final plat.
- (b) *Surety bond.* The subdivider shall furnish to the city a surety bond in the form and by a surety approved by the city attorney guaranteeing that within the time required by the resolution approving the final subdivision plat, all work required shall be completed in full accordance with the final subdivision plat and all conditions attached thereto, copies of which shall be attached to and constitute a part of the bond agreement. The bond shall be in an amount equal to one hundred (100) percent of the sum of engineering and construction costs. During the process of construction, the administrator may reduce the dollar amount of the bond on the basis of work satisfactorily completed and passed

inspections by the city. If at the end of one (1) year from the time of acceptance of the bond by the city, the improvements have not been completed and approved, then the subdivider may request a time extension of no more than one (1) year. The city commission shall determine whether to grant an additional time extension for completion or to revoke construction permits, requiring the forfeiture of the surety bond. The city, after sixty (60) days' written notice to the subdivider, shall have the right to bring action or suit on the surety bond for the completion of the improvements in the event of default by the subdivider or failure of the developer to complete such improvements within the time required by the resolution approving the final subdivision plat and after any extensions granted have expired.

(c) Form and contents of plat. The final plat (one original tracing) shall be drawn in ink on tracing cloth or tracing paper. The scale of the final plat shall be 100 feet to one inch. Sheet size shall not exceed 24 inches by 36 inches. If the complete plat cannot be shown on one sheet of this size, the plat shall be shown on several sheets with an index map indicated on each sheet. Five copies of the original tracing shall be furnished to the city clerk. The final plat shall show the following:

- (1) The plat shall contain sufficient data to determine readily and reproduce on the ground the elevation, location, bearing and length of every street line, lot line, boundary line and building line, whether curved or straight. This shall include but not be limited to the radius, length of arc, interval angles and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
- (2) The plat shall show tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, building setback lines, property lines of residential lots and other sites, and all existing and proposed utility lines and structures; and the boundary lines of the area being subdivided with accurate distances to hundredths of a foot and bearing to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with an error of closure not to exceed one foot to 10,000 feet. Surveys shall be coordinated and tied into U.S. Government Survey where possible.
- (3) All dimensions shall be accurate to the nearest one-tenth foot and all angles accurate to the nearest 15 degrees of arc.
- (4) The name and right-of-way width of each street or other right-of-way shall be shown.
- (5) House numbers shall be shown.
- (6) The title, name and location of the subdivision, north arrow, date, scale, and land lot and district numbers shall be included.
- (7) The plat shall show the location, dimensions and purpose of any easements and any areas to be dedicated to public use or sites for other than residential use, with notes stating their purpose and limitations.
- (8) Lots or sites shall be numbered in numerical order and blocks lettered approximately in alphabetical order.
- (9) Accurate location, material and description of monuments and markers shall be included.
- (10) A certification showing that the applicant is the landowner and dedicates streets, right-of-way and any sites for public use shall be included.

(d) Endorsements. All acknowledgments and approvals as are required by the general law of the state shall appear on the original tracing of the final plat in addition to the approval and conditions of the administrative authority. city commission.

**Second Reading: ADOPT Ordinance 2025-59 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING A MUNICIPAL CIVIL INFRACTION PROCESS FOR VIOLATIONS OF CITY ORDINANCES; PROVIDING FOR THE APPOINTMENT AND AUTHORITY OF A SPECIAL MAGISTRATE;; IDENTIFYING THE LOCAL OFFICIALS AUTHORIZED TO ISSUE CITATIONS OF VIOLATIONS OF MUNICIPAL CIVIL INFRACTIONS, PROVIDING PROCEDURES FOR ENFORCEMENT, HEARINGS AND PENALTIES, AND CREATING SECTION 46-8 ARTICLE I, CHAPTER 46 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA. PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVENER'S ERRORS.**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Adopt an ordinance that would establish the ability for the City to issue citations for civil violations of the City of Palatka's municipal code.

### **BACKGROUND**

This ordinance will establish the procedural mechanism for the city to issue citations for violations of our city ordinances. Currently, the only mechanism is through code enforcement. However, code enforcement pertains only to violations occurring on real property and is not set up for issuing citations for violations that are specific to a person's conduct. The ordinance establishes a procedural due process framework that will be completely "in-house" through the appointment of a special magistrate. Upon adoption, the City will finally, after more than 15 years, be able to issue citations for violations of non-code enforcement matters.

### **PROJECT ANALYSIS**

#### **Staff Recommendation**

Adopt the ordinance.

### **ATTACHMENTS**

|    |                                                                    |
|----|--------------------------------------------------------------------|
| 1. | Business Impact Statement - Municipal Civil Infraction'            |
| 2. | 59. Ordinance 2025-59 Municipal Civil Infraction ordinance 10-2025 |

# **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: "MUNICIPAL CIVIL INFRACTION ORDINANCE" More specifically:

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING A MUNICIPAL CIVIL INFRACTION PROCESS FOR VIOLATIONS OF CITY ORDINANCES; PROVIDING FOR THE APPOINTMENT AND AUTHORITY OF A SPECIAL MAGISTRATE;; IDENTIFYING THE LOCAL OFFICIALS AUTHORIZED TO ISSUE CITATIONS OF VIOLATIONS OF MUNICIPAL CIVIL INFRACTIONS, PROVIDING PROCEDURES FOR ENFORCEMENT, HEARINGS AND PENALTIES, AND CREATING SECTION 46-8 ARTICLE I, CHAPTER 46 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA. PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVENER'S ERRORS.**

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law<sup>1</sup> 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;

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<sup>1</sup> 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 public purpose of the ordinance is to establish a mechanism for enforcement of existing ordinances. Enforcement ceased years ago due to a lack of procedural due process. This ordinance seeks to rectify that issue so that ordinances that were adopted for purposes of ensuring public health, safety and welfare can be enforced.

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.

Businesses would not be impacted by this ordinance as they would be subject to regular code enforcement.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Zero.

4. Additional information the governing body deems useful (if any):

|  |  |
|--|--|
|  |  |
|--|--|

**ORDINANCE NO. 2025-59**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING A MUNICIPAL CIVIL INFRACTION PROCESS FOR VIOLATIONS OF CITY ORDINANCES; PROVIDING FOR THE APPOINTMENT AND AUTHORITY OF A SPECIAL MAGISTRATE;; IDENTIFYING THE LOCAL OFFICIALS AUTHORIZED TO ISSUE CITATIONS OF VIOLATIONS OF MUNICIPAL CIVIL INFRACTIONS, PROVIDING PROCEDURES FOR ENFORCEMENT, HEARINGS AND PENALTIES, AND CREATING SECTION 46-8 ARTICLE I, CHAPTER 46 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA. PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVENER’S ERRORS.**

**WHEREAS**, the City Commission of the City of Palatka finds it necessary to establish a fair, efficient, and consistent system for enforcing violations of municipal ordinances through civil rather than criminal penalties; and

**WHEREAS**, the City Commission of the City of Palatka has determined that it is in the best interests of its citizens to prosecute the violations of municipal civil infractions and to provide a clear procedural path together with definitions and identification of local officials that are authorized to issue citations of violations.

**NOW, THEREFORE, BE IT ENACTED BY THE CITIZENS OF THE CITY OF PALATKA, FLORIDA:**

The City of Palatka Municipal Code shall designate Section 46-8, Article I, Chapter 46 of the City’s Municipal Code to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

A copy of this Ordinance shall be furnished to the Municipal Code Corporation by the City Clerk for insertion in the Code of Ordinances for the City of Palatka, Florida.

This Ordinance shall become effective immediately upon its final passage by the City Commission.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 7<sup>th</sup> day of November 2025.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**Roberta Correa**  
**Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**Karen Hayes**  
**City Clerk**

**APPROVED AS TO LEGAL SUFFICIENCY:**

\_\_\_\_\_  
**Jane West, Esq.**  
**City Attorney**

## EXHIBIT A

### Section 48-6

#### Section 1. – Title

This Ordinance shall be known and cited as the City of Palatka Municipal Civil Infraction Ordinance.

#### Section 2. – Purpose and Intent

The purpose of this Ordinance is to provide an equitable, expeditious, and effective method of enforcing violations of the City's Code of Ordinances through civil means, and to establish a Special Magistrate system for the adjudication of such violations.

#### Section 3. – Definitions.

1. *Authorized City Official*: means a City of Palatka Police Officer or City of Palatka Certified Code Enforcement Officer currently employed by the City of Palatka, authorized by this codified ordinance to issue municipal civil infraction citations or municipal ordinance violation notices.
2. *Municipal Civil Infraction*: means an act or omission that is prohibited by Ordinance of the City of Palatka, but which is not a crime, and for which civil sanctions, including without limitation, fines, damages, expenses and costs, may be ordered.
3. *Municipal Civil Infraction Citation*: means a written complaint or notice prepared by an Authorized City Official, directing a person to either pay the fine or provide notice of the opportunity to challenge the citation by appearing before a City of Palatka Special Magistrate regarding the occurrence or existence of a municipal civil infraction violation by the person cited.
4. *Special Magistrate*: means an attorney appointed by the City Commission to preside over hearing and render decisions on alleged municipal civil infractions.
5. *Violation*: means any act or omission contrary to the City of Palatka Code of ordinances.

#### Section 4. – General Penalties for Violations of Ordinances

1. The penalty for a violation of a City of Palatka Ordinance is a Municipal Civil Infraction and shall result in a civil fine in the amount provided by Ordinance, plus any costs, damages, expenses and other sanction as permitted by law, and not to exceed \$500 per violation, plus administrative costs. There are no criminal penalties associated with municipal civil infractions.
2. Increased civil fines may be imposed for repeated violations by a person of any requirement or provision of Ordinance. As used in this Section, "repeat offense" means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision committed by a person within any 12-month period (unless some other period is specifically provided by Ordinance) and for which the person admits responsibility or is determined to be responsible. Unless otherwise specifically provided by Ordinance for a particular municipal civil infraction violation, the increased fine for a repeat offense shall be as follows:
  - a) The fine for any offense which is a first repeat offense shall be no less than \$100.00, plus costs.
  - b) The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be no less than \$150.00, plus costs.
3. Each day on which any violation of Ordinance continues constitutes a separate offense and shall be subject to penalties or sanction as a separate offense.
4. In addition to any remedies available at law, the City may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of City Ordinances.

#### Section 5. – Appointment and Authority of Special Magistrate.

1. The City Commission shall appoint one or more Special Magistrates who are members in good standing of The Florida Bar and have at least five years of experience in the practice of law.
2. The Special Magistrate shall have the authority to:
  - a. Conduct hearings regarding alleged code violations;
  - b. Issue subpoenas for the attendance of witnesses and the production of documents;
  - c. Take testimony under oath;
  - d. Issue orders and findings of fact; and
  - e. Impose civil fines and administrative costs as authorized by this Ordinance and by law.

3. The Special Magistrate shall serve at the pleasure of the City Commission under terms established by resolution or agreement.

### **Section 6. – Initiation of a Municipal Civil Infraction Action**

A municipal civil infraction action may be commenced upon the issuance by an Authorized City Official through the issuance of a Municipal Civil Infraction Citation.

1. The citation shall:
  - a. Identify the person who allegedly violated the code. Personally Identifiable Information (PII) will require the following:
    1. Name;
    2. Date of birth;
    3. Drivers license number or other government issued identification – including state of issuance and expiration date;
    4. Address.
  - b. Describe the nature of the violation;
  - c. Identify the ordinance violated;
  - d. Identify the municipal civil penalty for violating the code;
  - e. Provide a deadline for paying the civil penalty; or
  - f. Advise that if the violator disputes the violation, they may challenge the issuance of the violation through a regularly scheduled hearing before the Special Magistrate.
  - g. Challenges must be made in writing within thirty (30) days of the issuance of the violation.

### **Section 7. — Hearings Before the Special Magistrate**

1. Hearings shall be conducted in accordance with due process.
2. The City and the alleged violator may be represented by counsel, present witnesses, and cross-examine opposing witnesses.
3. All testimony shall be under oath and the City Clerk shall take minutes.
4. The Special Magistrate's order shall include findings of fact – the facts establishing that the alleged violator committed the city ordinance, conclusions of law – whether the facts lead the Special Magistrate to conclude that a city ordinance was violated, and any penalties imposed – the penalties imposed under Appendix A of the City Code, together with an administrative penalty of \$250 to be assessed in the event the Municipal Civil Infraction violation is upheld.
5. Failure to appear to the Special Magistrate hearing after initiating a challenge within the time specified in the citation or at the time scheduled for a hearing will result in the entry of a default judgment against the violator on the municipal civil infraction.

**First Reading: Ordinance 2025-60, Certified Recovery Residences Ordinance - 2025-60 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING PROCEDURES FOR REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR A PROCESS FOR REASONABLE ACCOMMODATION FROM LAND USE REGULATIONS; PROVIDING APPLICATION REQUIREMENTS, REVIEW PROCEDURES, AND TIMEFRAMES; PROVIDING FOR CONSISTENCY WITH FEDERAL LAW; PROVIDING FOR REVOCATION FOR CAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE. Certified Recovery Residences**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

Adopt ordinance

### **BACKGROUND**

SB 954 is a preemption bill that requires local governments to adopt an ordinance that will formalize the process for applicants seeking reasonable accommodations from land use regulations relating to certified recovery residences.

### **PROJECT ANALYSIS**

The deadline for adopting the required ordinance is January 1, 2026.

### **Staff Recommendation**

Adopt the ordinance to be compliant with state law.

### **ATTACHMENTS**

|    |                                                           |
|----|-----------------------------------------------------------|
| 1. | Certified Recovery Residences Ordinance 2025-60           |
| 2. | Certified Recovery Residences SB 954 policy memo          |
| 3. | Business Impact Statement - Certified Recovery Residences |



**ORDINANCE NO. 2025-60**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING PROCEDURES FOR REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR A PROCESS FOR REASONABLE ACCOMMODATION FROM LAND USE REGULATIONS; PROVIDING APPLICATION REQUIREMENTS, REVIEW PROCEDURES, AND TIMEFRAMES; PROVIDING FOR CONSISTENCY WITH FEDERAL LAW; PROVIDING FOR REVOCATION FOR CAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Florida Legislature enacted Senate Bill 954 (2025), effective July 1, 2025, requiring that each county and municipality adopt by January 1, 2026, an ordinance establishing procedures for the review and approval of certified recovery residences; and

**WHEREAS**, the purpose of this ordinance is to comply with SB 954 and ensure that the City of Palatka provides a fair, consistent, and legally compliant process for individuals or entities seeking reasonable accommodation from local land use regulations for certified recovery residences; and

**WHEREAS**, this ordinance is intended to be consistent with the Fair Housing Amendments Act of 1988 (42 U.S.C. §§3601 et seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. §§12131 et seq.);

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

**Section I.** – This ordinance establishes uniform procedures for reviewing and approving requests for reasonable accommodation from zoning, land use, and other local regulations necessary for the establishment or operation of certified recovery residences within the City of Palatka.

**Section II.** – The City of Palatka Municipal Code Section 94-213, currently reserved, shall be created to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

**Section III.** - If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

**Section IV.** - EFFECTIVE DATE: This Ordinance shall take effect on January 1, 2026, as provided by law.

**Section V.** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

PASSED AND ADOPTED on first reading by the City Commission of the City of Palatka, Florida, on the \_\_\_\_ day of December, 2025.

CITY OF PALATKA

By: \_\_\_\_\_  
ROBERTA CORREA, Its MAYOR

ATTEST:

\_\_\_\_\_  
KAREN HAYES, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
JANE WEST, CITY ATTORNEY

## EXHIBIT A

### CERTIFIED RECOVERY RESIDENCES

#### SECTION

|           |                              |
|-----------|------------------------------|
| 94-213.01 | Authority; intent; purpose   |
| 94-213.02 | Definitions                  |
| 94-213.03 | Application Requirements     |
| 94-213.04 | Review Procedures            |
| 94-213.05 | Public Hearings              |
| 94-213.06 | Revocation for Cause         |
| 94-213.07 | Consistency with Federal Law |
| 94-213.08 | Non-suppression              |

#### **Sec. 94-213.01 Authority; intent; purpose**

This article is adopted in the interest of the public health, peace, safety , and general welfare of the citizens and inhabitants of Palatka, Florida, pursuant to Fla. Const. Article IX. The intent and purpose of this ordinance is to comply with SB 954 (2025) and ensure that the City of Palatka provides a fair, consistent, and legally compliant process for individuals or entities seeking reasonable accommodation from local land use regulations for certified recovery residences.

#### **Sec. 94-213.02 Definitions**

For the purposes of this ordinance:

*Certified Recovery Residence:* Means a recovery residence certified pursuant to Section 397.487, Florida Statutes.

*Applicant:* Means any individual or entity seeking a reasonable accommodation under this ordinance.

*Reasonable Accommodation:* Means a modification or exception to the City's land use, zoning, or related regulations necessary to afford persons with disabilities equal opportunity to use and enjoy housing.

#### **Sec. 94-213.03 Application Requirements**

(a) The City shall establish a written application form to be submitted to the Planning Department.

(b) Each application shall include, at a minimum:

1. The name and contact information of the applicant or authorized representative;
2. The property address and parcel identification number; and
3. A description of the accommodation requested and identification of the specific regulation or policy from which relief is sought.

(c) Applications shall be date-stamped upon receipt by the City.

#### **Sec. 94-213.04 Review Procedures**

(a) Within 30 days after receipt of an application, the City shall review the submission for completeness. If additional information is required, written notice shall be provided to the applicant, specifying the deficiencies. The applicant shall have at least 30 days from the date of the notice to provide the requested information.

(b) Upon receipt of a completed application, the City shall issue a final written determination within 60 days. The determination shall:

1. Approve the request, in whole or in part, with or without conditions; or
2. Deny the request, stating specific, evidence-based reasons for the denial and identifying deficiencies or actions necessary for reconsideration.

(c) If a final written determination is not issued within 60 days after receipt of a completed application, the request shall be deemed approved unless both parties agree in writing to a reasonable extension of time.

(d) The City may establish additional review requirements for certified recovery residences provided such requirements:

1. Are consistent with federal law; and
2. Do not conflict with the provisions of this ordinance or Section 397.487, Florida Statutes.

#### **Sec. 94-213.05 Public Hearings**

The City may not require public hearings beyond those minimally required by law to grant the requested accommodation.

#### **Sec. 94-213.06 Revocation for Cause**

The City may revoke a previously granted reasonable accommodation for cause, including but not limited to:

1. Violation of conditions of approval; or
2. Lapse, revocation, or failure to maintain certification or licensure under Section 397.487, F.S., if not reinstated within 180 days.

#### **Sec. 94-213.07 Consistency with Federal Law**

Nothing in this ordinance shall be construed to relieve the City from its obligations under the Fair Housing Amendments Act of 1988 or Title II of the Americans with Disabilities Act. The City shall not apply or enforce any regulation that discriminates or disparately impacts individuals with disabilities.

**Sec. 94-213.08 Non-Suppression**

This ordinance does not supersede any valid declaration of condominium, cooperative document, or declaration of covenants adopted pursuant to Chapters 718, 719, or 720, Florida Statutes.



## **SB 954: Certified Recovery Residences**

### **1. SB 954 – Certified Recovery Residences**

The purpose of this memo is to provide an overview of the recently passed law, SB 954: Certified Recovery Residences. This bill has an effective date of July 1, 2025, and the bill's requirements must be met by January 1, 2026. The purpose of this law is to require local governments to adopt an ordinance that will formalize and streamline the process for applicants seeking reasonable accommodations from land use regulations relating to certified recovery residences.

### **2. Key Provisions**

Key provisions of the new law include:

- By January 1, 2026, the governing body of each local government must adopt an ordinance establishing the procedures for review and approval of certified recovery residences within its jurisdiction.
- The ordinance must include a process for requesting reasonable accommodation from any local land use regulation.
- The ordinance must be consistent with the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq.
- The ordinance must establish a written application process for requesting accommodation.
- The ordinance will require each local government to date-stamp each application request upon receipt. If additional information is required, the local government must notify the applicant in writing within the first 30 days after receipt and allow the applicant 30 days to respond.
- The ordinance will require the local government to issue a final written determination on the application within 60 days after receipt. If a final written determination is not issued within 60 days after receipt of a completed application, the request is deemed approved, unless the parties agree in writing, to a reasonable extension of time.
- The ordinance will require that the application include basic name and contact information.
- The ordinance may not require public hearings beyond the minimum required by law to grant the requested accommodation.
- Refer to the bill text for detailed ordinance requirements.



# Legislative Resource



## 3. Timeline/Required Actions

| Deadline        | Action Required                                                                                                                                                                         |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 1, 2026 | The governing body of each county or municipality must adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction. |

## 4. Resources/Contacts

- Full bill text: <https://flsenate.gov/Session/Bill/2025/954/BillText/er/PDF>
- Contact: Sam Wagoner, Legislative Advocate, [swagoner@flcities.com](mailto:swagoner@flcities.com)

# **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: Certified Recovery Residences.

More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING PROCEDURES FOR REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR A PROCESS FOR REASONABLE ACCOMMODATION FROM LAND USE REGULATIONS; PROVIDING APPLICATION REQUIREMENTS, REVIEW PROCEDURES, AND TIMEFRAMES; PROVIDING FOR CONSISTENCY WITH FEDERAL LAW; PROVIDING FOR REVOCATION FOR CAUSE; 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 law<sup>1</sup> 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.

- X 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;

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<sup>1</sup> 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):

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.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):

**First Reading: Ordinance 2025-61 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, VACATING AND ABANDONING THAT PORTION OF LAUREL STREET LOCATED BETWEEN S. 10TH STREET AND S. 11TH STREET AND ADJACENT TO PARCEL 42-10-27-6850-1600-0010, WITHIN THE CITY OF PALATKA, ACCORDING TO THAT COPY ON DICK'S MAP OF PALATKA ON FILE AT THE CIRCUIT CLERK OF COURT OF PUTNAM COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SCRIVENER'S ERRORS.**  
**Vacating a portion of undeveloped Laurel Street**

## **STAFF REPORT**

DATE: November 13, 2025  
TO: City of Palatka City Commission  
FROM: City Staff

### **APPLICATION REQUEST**

The Ride Solutions requests vacating a portion of undeveloped Laurel Street.

### **BACKGROUND**

Ride Solution is in the design phase of the remodeling of their 310 S 10th Street Bus Depot. This project, which is funded 100% by the State of Florida, entails repaving the entire parcel, replacing the existing driver's lounge with a new building to consolidate some of our operations on this site, and building a bus washing station.

One challenge that they have encountered is that the existing site cannot accommodate the proposed configuration of The Ride Solution's operational needs. The area for stormwater treatment to meet SJRWMD requirements is insufficient. A reduction in bus parking and/or construction of ponds with sheet-pile walls would be needed. A reduction in parking is not ideal and would require The Ride Solutions to park vehicles at a satellite location, resulting in service inefficiencies. The construction of stormwater ponds with sheet piling is cost-prohibitive and could result in the project not being built.

### **PROJECT ANALYSIS**

The best solution is to vacate a portion of Laurel Street that is currently unpaved and deadens at the CSX railroad. Vacating the street will alleviate any financial burden to the City in having to pave and maintain the undeveloped street.

### **Staff Recommendation**

Approve of the vacation.

**ATTACHMENTS**

|    |                                                    |
|----|----------------------------------------------------|
| 1. | Laurel Street vacation                             |
| 2. | Laurel St SOD                                      |
| 3. | SITE EXPANSION EXHIBIT_RIDE SOLUTION               |
| 4. | Business Impact Statement - Laurel Street vacation |

## **ORDINANCE NO. 25-61**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, VACATING AND ABANDONING THAT PORTION OF LAUREL STREET LOCATED BETWEEN S. 10TH STREET AND S. 11TH STREET AND ADJACENT TO PARCEL 42-10-27-6850-1600-0010, WITHIN THE CITY OF PALATKA, ACCORDING TO THAT COPY ON DICK'S MAP OF PALATKA ON FILE AT THE CIRCUIT CLERK OF COURT OF PUTNAM COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SCRIVENER'S ERRORS.**

**WHEREAS**, Section 166.021 Florida Statutes, and Section 2 (b), Article VIII of the Constitution of the State of Florida, vest municipalities with governmental, corporate and proprietary powers to enable them to conduct municipal government, perform municipal functions and render municipal services, including but not limited to, the authority to discontinue or vacate any street or portion thereof when done in the interest of the general welfare; and,

**WHEREAS**, a public hearing was held on the 13<sup>th</sup> day of November, 2025 concerning the advisability of vacating and abandoning that portion of Laurel Street located between S. 10<sup>th</sup> Street and S. 11<sup>th</sup> Street and adjacent to the building at 1209 Westover Drive, PIN 42-10-27-6850-1600-0010, according to that copy of Dick's Map of Palatka on file at the circuit clerk of court of Putnam County, Florida; and,

**WHEREAS**, the City Commission conducted public hearings on the 13<sup>th</sup> day of November and the 11<sup>th</sup> day of December, 2025 concerning the advisability of vacating and abandoning that portion of Laurel Street located between S. 10<sup>th</sup> Street and S. 11<sup>th</sup> Street and adjacent to the building at 1209 Westover Drive, PIN 42-10-27-6850-1600-0010, according to that copy of Dick's Map of Palatka on file at the circuit clerk of court of Putnam County, Florida; and,

**WHEREAS**, the Public Hearings referred to in the preceding paragraph were duly noticed and published in the Palatka Daily News on the 6<sup>th</sup> day of November, 2025, notifying the public that said public hearing would be held, and,

**WHEREAS**, after receiving comment and input from the general public concerning the general welfare of the citizens of the City of Palatka, it has been determined that it would be in the best interest of the City and its citizens to vacate and abandon that portion of Laurel Street located between S. 10<sup>th</sup> Street and S. 11<sup>th</sup> Street and adjacent to the building at 1209 Westover Drive, PIN 42-10-27-6850-1600-0010

**NOW THEREFORE**, be it enacted by the people of the City of Palatka, Florida, hereinafter the "City", that



**PASSED AND ADOPTED** on the second reading by the City Commission of the City of Palatka, Florida, this 11<sup>th</sup> day of December, 2025.

**CITY OF PALATKA**

By: \_\_\_\_\_  
Its MAYOR

**ATTEST:**

\_\_\_\_\_  
City Clerk

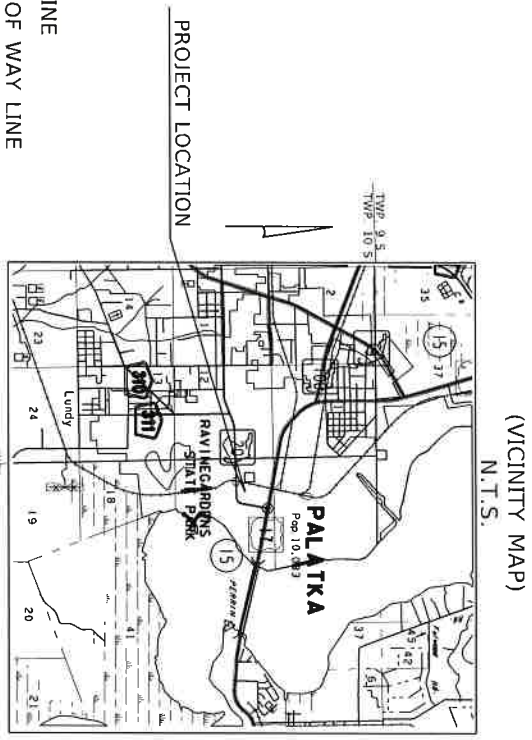
**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
City Attorney

SKETCH OF DESCRIPTION  
FOR PROPOSED VACATED RIGHT OF WAY  
OF LAUREL STREET  
PARCEL 100

LEGEND

- (C) = CALCULATED
- E = EAST
- EXIST. = EXISTING
- (F) = FIELD
- FND = FOUND
- ID = IDENTIFICATION
- LB = LICENSED BUSINESS
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- = PROPOSED VACATED RIGHT OF WAY
- = PROPERTY LINE
- = CHAINLINK FENCE
- = GATE
- = SUBDIVISION BLOCK NUMBER
- = PARCEL NUMBER
- = PROPERTY LINE HOOK
- = PROPERTY LINE



GENERAL NOTES:

1. THIS SKETCH OF DESCRIPTION DEPICTS A PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET AND IS NOT A FIELD SURVEY.
2. THE COORDINATES, BEARINGS, AND DIMENSIONS SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD 83 (2011 ADJUSTMENT) AND ARE DISPLAYED IN ENGLISH UNITS AND U.S. SURVEY FEET, DERIVING A BEARING N81°07'22"W ALONG THE SOUTH RIGHT OF WAY LINE OF LAUREL STREET BETWEEN FOUND MONUMENTATION.
3. THIS SKETCH OF DESCRIPTION IS BASED ON THE PLAT OF THE TOWN OF PALATKA AS RECORDED IN PLAT BOOK 2, PAGE 46 OF THE CURRENT PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.
4. PREPARED BY T2 UTILITY ENGINEERS.
5. NO IMPROVEMENTS HAVE BEEN LOCATED EXCEPT AS SHOWN HEREON.
6. ATTENTION IS DIRECTED TO THE FACT THAT THESE MAPS MAY HAVE BEEN REDUCED IN SIZE BY REPRODUCTION. THIS MUST BE CONSIDERED WHEN OBTAINING SCALED DATA.

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS LEGAL DESCRIPTION IS TRUE, ACCURATE, AND WAS PREPARED UNDER MY DIRECTION. I FURTHER CERTIFY THAT SAID LEGAL DESCRIPTION IS IN COMPLIANCE WITH THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BYRON A. FAIRCLOTH DATE: 11/05/2025  
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER NO. 6764  
T2 UTILITY ENGINEERS, 159 S.W. SPENCER COURT, SUITE 106  
LAKE CITY, FLORIDA 32024

THIS DESCRIPTION AND COPIES THEREOF ARE NOT VALID WITHOUT THE SURVEYOR'S SIGNATURE AND ORIGINAL SEAL.

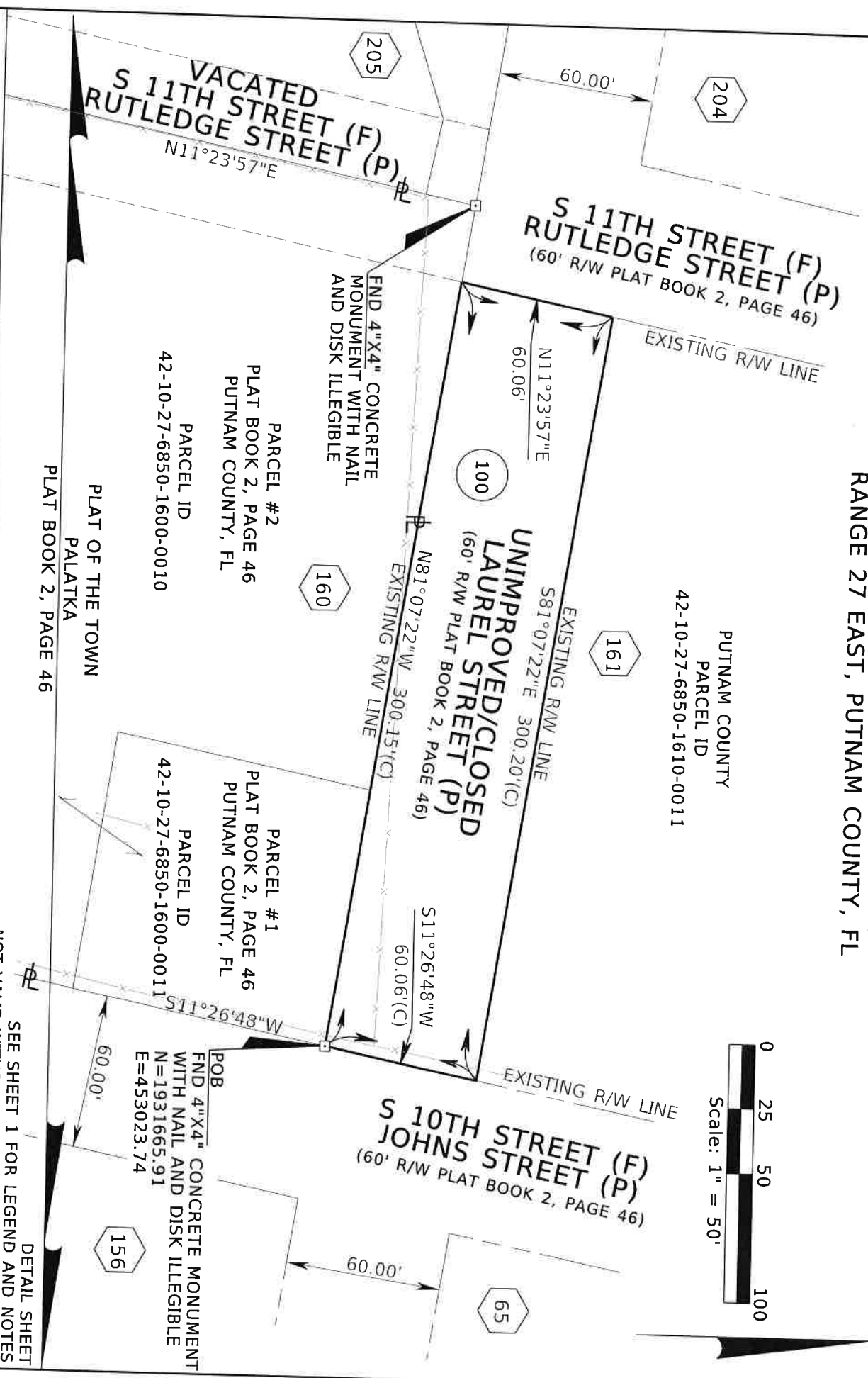
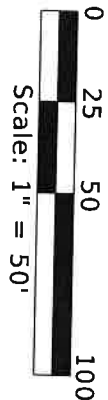
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| SURVEYOR'S CERTIFICATION  |  |
| SHEET 2 DETAIL SHEET      |  |
| SHEET 3 LEGAL DESCRIPTION |  |

|                                                                               |  |  |  |  |  |                                                |  |               |  |
|-------------------------------------------------------------------------------|--|--|--|--|--|------------------------------------------------|--|---------------|--|
| CITY OF PALATKA<br>PARCEL 100 SKETCH<br>AND DESCRIPTION<br>NOT A FIELD SURVEY |  |  |  |  |  | PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET |  | PUTNAM COUNTY |  |
|                                                                               |  |  |  |  |  | BY                                             |  | DATE          |  |
|                                                                               |  |  |  |  |  | DRAWN                                          |  | C.T.          |  |
|                                                                               |  |  |  |  |  | CHECKED                                        |  | B.F.          |  |
|                                                                               |  |  |  |  |  |                                                |  | 11-05-2025    |  |
|                                                                               |  |  |  |  |  | F.P. NO. N/A                                   |  | SECTION N/A   |  |
|                                                                               |  |  |  |  |  |                                                |  | SHEET 1 OF 3  |  |

SECTION 42, TOWNSHIP 10 SOUTH  
RANGE 27 EAST, PUTNAM COUNTY, FL

PUTNAM COUNTY  
PARCEL ID  
42-10-27-6850-1610-0011



PLAT OF THE TOWN  
PALATKA  
PLAT BOOK 2, PAGE 46

PARCEL #2  
PLAT BOOK 2, PAGE 46  
PUTNAM COUNTY, FL  
PARCEL ID  
42-10-27-6850-1600-0010

PARCEL #1  
PLAT BOOK 2, PAGE 46  
PUTNAM COUNTY, FL  
PARCEL ID  
42-10-27-6850-1600-0011

POB  
FND 4"X4" CONCRETE MONUMENT  
WITH NAIL AND DISK ILLEGIBLE  
N=1931665.91  
E=453023.74

DETAIL SHEET  
SEE SHEET 1 FOR LEGEND AND NOTES  
NOT VALID WITHOUT SIGNED AND SEALED SHEET 1

CITY OF PALATKA  
PARCEL 100 SKETCH  
AND DESCRIPTION  
NOT A FIELD SURVEY

PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET

PUTNAM COUNTY

| BY       |    | DATE | PREPARED BY: T2 UTILITY ENGINEERS<br>LAKESIDE ENGINEERING, SUITE 106<br>LAKE CITY, FL 32824 |      | DATA SOURCE:<br>SURVROD1_4622028.DGN |              |
|----------|----|------|---------------------------------------------------------------------------------------------|------|--------------------------------------|--------------|
| REVISION | BY | DATE | CHECKED                                                                                     | B.F. | 11-05-25                             | F.P. NO. N/A |
|          |    |      | DRAWN                                                                                       | C.T. | 11-05-25                             |              |

PARCEL 100

LAUREL STREET - PROPOSED VACATED RIGHT OF WAY

PUTNAM COUNTY

All Of Laurel Street Lying Between Blocks 160 And 161 Per Plat Of The Town Of Palatka As Recorded In Plat Book 2, Page 46 Of The Current Public Records Of Putnam County, Florida, Also Lying In Section 42, Township 10 South, Range 27 East, Putnam County, Florida, Being More Particularly Described As Follows:

**Begin** At The Northeast Corner Of Block 160 Of Plat Of The Town Of Palatka As Recorded In Plat Book 2, Page 46 Of The Current Public Records Of Putnam County Being Marked By A Concrete Monument, Said Point Being At The Intersection Of The Existing Westerly Right Of Way Line Of S Street, Also Known As Johns Street (60' Width Right Of Way Per Plat), With The Existing Southerly Right Of Way Line Of Laurel Street (60' Width Right Of Way Per Plat), Thence North 81°07'22" West Along The Existing Southerly Right Of Way Line Of Said Laurel Street, A Distance Of 300.15 Feet; Thence North 11°23'57" East, A Distance Of 60.06 Feet To The Existing Northerly Right Of Way Line Of Said Laurel Street; Thence South 81°07'22" East Along The Existing Northerly Right Of Way Line Of Said Laurel Street, A Distance Of 300.20 Feet To The Intersection With Aforementioned Existing Westerly Right Of Way Line Of S 10 Street; Thence South 11°26'48" West, A Distance Of 60.06 Feet To The **Point Of Beginning**.

Containing 18,010 Square Feet, More Or Less.

LEGAL DESCRIPTION SHEET  
NOT VALID WITHOUT SIGNED AND SEALED SHEET 1.

|                                                                               |  |          |    |      |                                                |      |                                                                                                  |                                       |
|-------------------------------------------------------------------------------|--|----------|----|------|------------------------------------------------|------|--------------------------------------------------------------------------------------------------|---------------------------------------|
| CITY OF PALATKA<br>PARCEL 100 SKETCH<br>AND DESCRIPTION<br>NOT A FIELD SURVEY |  |          |    |      | PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET |      | PUTNAM COUNTY                                                                                    |                                       |
|                                                                               |  |          |    |      | BY                                             | DATE | PREPARED BY: 12 UTILITY ENGINEERS<br>159 SW SPENCER COURT, SUITE 106<br>LAKE CITY, FLORIDA 32024 |                                       |
|                                                                               |  |          |    |      | DRAWN                                          | C.T. | 11-05-2025                                                                                       | DATA SOURCE:<br>SURVARD01_4622028.DGN |
|                                                                               |  |          |    |      | CHECKED                                        | B.F. | 11-05-2025                                                                                       | F.P. NO. N/A                          |
|                                                                               |  | REVISION | BY | DATE | SECTION N/A                                    |      | SHEET 3 OF 3                                                                                     |                                       |

# SKETCH OF DESCRIPTION FOR PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET PARCEL 100

## LEGEND

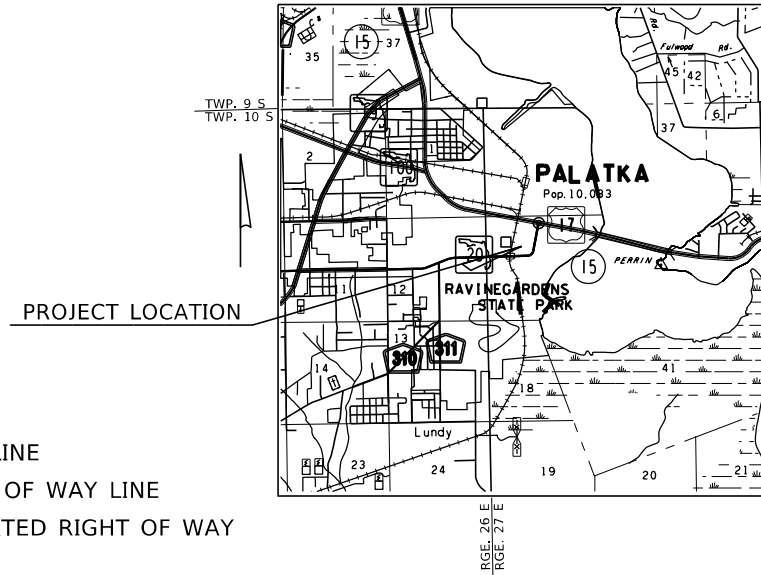
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 = PARCEL NUMBER  
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SURVEYOR'S CERTIFICATION  
SHEET 2 DETAIL SHEET  
SHEET 3 LEGAL DESCRIPTION

(VICINITY MAP)  
N.T.S.



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BYRON A. FAIRCLOTH DATE: 11/05/2025  
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER NO. 6764  
T2 UTILITY ENGINEERS 159 S.W. SPENCER COURT, SUITE 106  
LAKE CITY, FLORIDA 32024

THIS DESCRIPTION AND COPIES THEREOF ARE NOT VALID WITHOUT THE SURVEYOR'S SIGNATURE AND ORIGINAL SEAL.

CITY OF PALATKA  
PARCEL 100 SKETCH  
AND DESCRIPTION  
NOT A FIELD SURVEY

PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET

PUTNAM COUNTY

REVISION

BY

DATE

CHECKED

B.F.

11-05-2025

BY

C.T.

11-05-2025

PREPARED BY: T2 UTILITY ENGINEERS  
159 SW SPENCER COURT, SUITE 106  
LAKE CITY, FLORIDA 32024

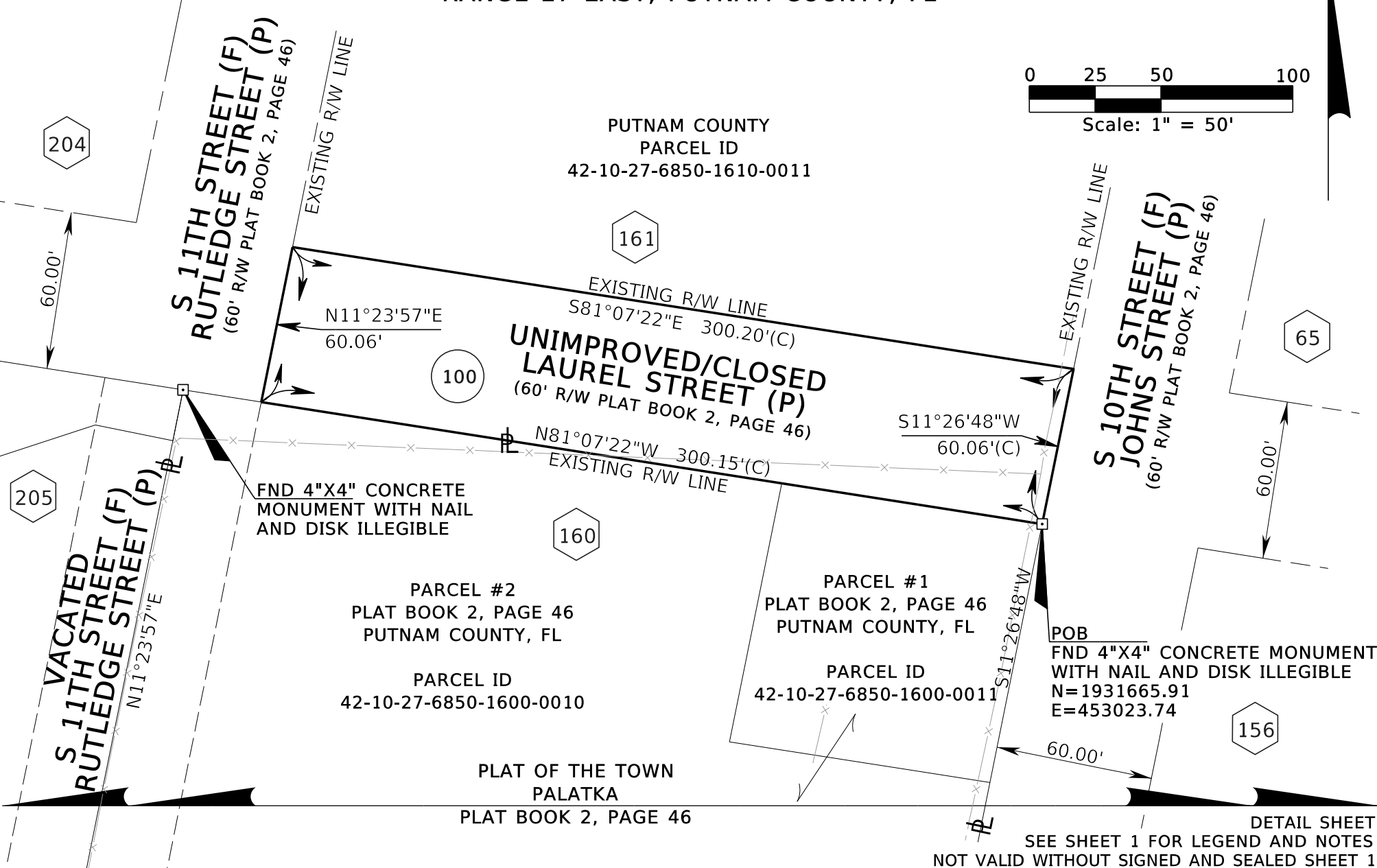
DATA SOURCE:  
SURVRD01\_4622028.DGN

F.P. NO. N/A

SECTION N/A

SHEET 1 OF 3

SECTION 42, TOWNSHIP 10 SOUTH  
RANGE 27 EAST, PUTNAM COUNTY, FL



DETAIL SHEET  
SEE SHEET 1 FOR LEGEND AND NOTES  
NOT VALID WITHOUT SIGNED AND SEALED SHEET 1

|                                                                               |          |    |      |                                                |      |          |                                                                                                  |                      |              |
|-------------------------------------------------------------------------------|----------|----|------|------------------------------------------------|------|----------|--------------------------------------------------------------------------------------------------|----------------------|--------------|
| CITY OF PALATKA<br>PARCEL 100 SKETCH<br>AND DESCRIPTION<br>NOT A FIELD SURVEY |          |    |      | PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET |      |          |                                                                                                  | PUTNAM COUNTY        |              |
|                                                                               |          |    |      |                                                | BY   | DATE     | PREPARED BY: T2 UTILITY ENGINEERS<br>159 SW SPENCER COURT, SUITE 106<br>LAKE CITY, FLORIDA 32024 | DATA SOURCE:         |              |
|                                                                               |          |    |      | DRAWN                                          | C.T. | 11-05-25 |                                                                                                  | SURVRD01_4622028.DGN |              |
|                                                                               | REVISION | BY | DATE | CHECKED                                        | B.F. | 11-05-25 | F.P. NO. N/A                                                                                     |                      | SHEET 2 OF 3 |

All Of Laurel Street Lying Between Blocks 160 And 161 Per Plat Of The Town Of Palatka As Recorded In Plat Book 2, Page 46 Of The Current Public Records Of Putnam County, Florida, Also Lying In Section 42, Township 10 South, Range 27 East, Putnam County, Florida, Being More Particularly Described As Follows:

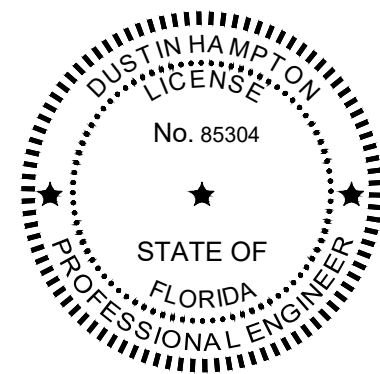
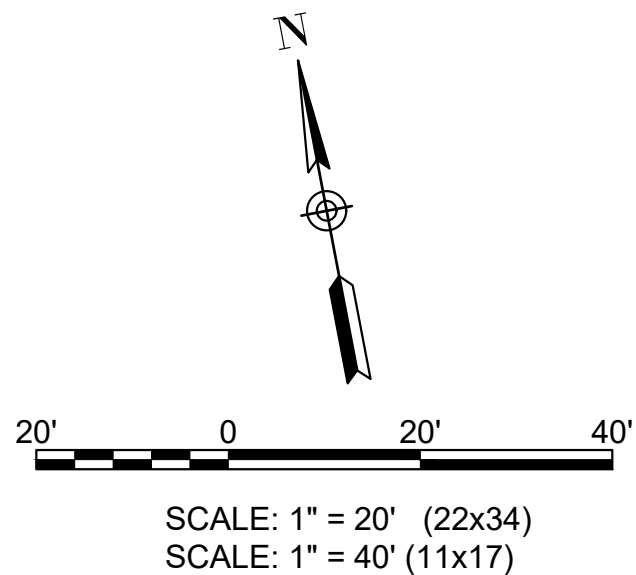
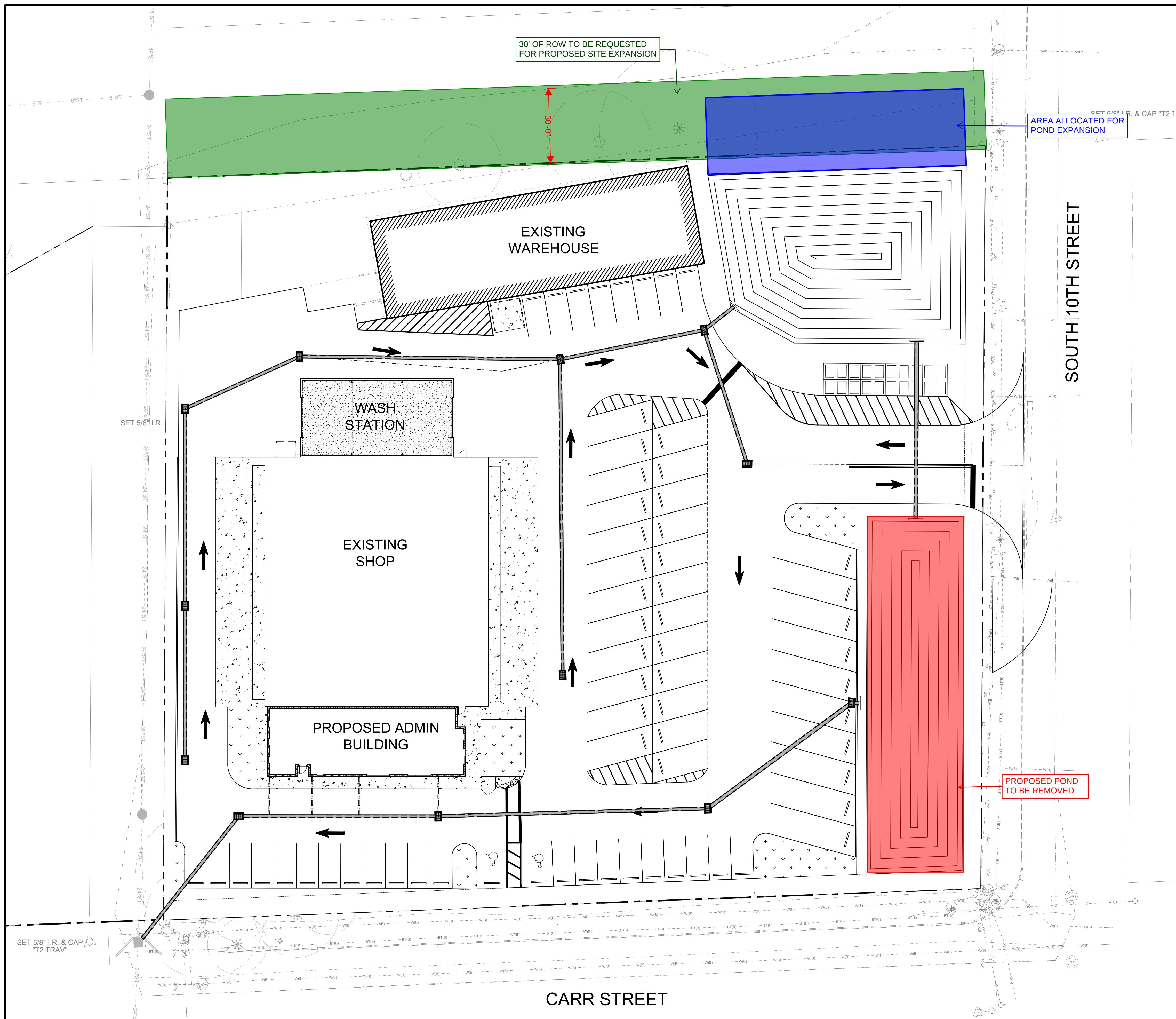
**Begin** At The Northeast Corner Of Block 160 Of Plat Of The Town Of Palatka As Recorded In Plat Book 2, Page 46 Of The Current Public Records Of Putnam County Being Marked By A Concrete Monument, Said Point Being At The Intersection Of The Existing Westerly Right Of Way Line Of S Street, Also Known As Johns Street (60' Width Right Of Way Per Plat), With The Existing Southerly Right Of Way Line Of Laurel Street (60' Width Right Of Way Per Plat), Thence North 81°07'22" West Along The Existing Southerly Right Of Way Line Of Said Laurel Street, A Distance Of 300.15 Feet; Thence North 11°23'57"East, A Distance Of 60.06 Feet To The Existing Northerly Right Of Way Line Of Said Laurel Street; Thence South 81°07'22"East Along The Existing Northerly Right Of Way Line Of Said Laurel Street, A Distance Of 300.20 Feet To The Intersection With Aforementioned Existing Westerly Right Of Way Line Of S 10 Street; Thence South 11°26'48"West, A Distance Of 60.06 Feet To The **Point Of Beginning**.

Containing 18,010 Square Feet, More Or Less.

LEGAL DESCRIPTION SHEET  
NOT VALID WITHOUT SIGNED AND SEALED SHEET 1.

|                                                                               |          |    |      |                                                |      |            |                                                                                                  |  |                                      |              |
|-------------------------------------------------------------------------------|----------|----|------|------------------------------------------------|------|------------|--------------------------------------------------------------------------------------------------|--|--------------------------------------|--------------|
| CITY OF PALATKA<br>PARCEL 100 SKETCH<br>AND DESCRIPTION<br>NOT A FIELD SURVEY |          |    |      | PROPOSED VACATED RIGHT OF WAY OF LAUREL STREET |      |            |                                                                                                  |  | PUTNAM COUNTY                        |              |
|                                                                               |          |    |      |                                                | BY   | DATE       | PREPARED BY: T2 UTILITY ENGINEERS<br>159 SW SPENCER COURT, SUITE 106<br>LAKE CITY, FLORIDA 32024 |  | DATA SOURCE:<br>SURVRD01_4622028.DGN |              |
|                                                                               |          |    |      | DRAWN                                          | C.T. | 11-05-2025 |                                                                                                  |  |                                      |              |
|                                                                               |          |    |      | CHECKED                                        | B.F. | 11-05-2025 | F.P. NO. N/A                                                                                     |  | SECTION N/A                          | SHEET 3 OF 3 |
|                                                                               | REVISION | BY | DATE |                                                |      |            |                                                                                                  |  |                                      |              |





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|     |      | DES         | DRN | REV |

ISSUE:

PROJECT NO: 25L0110\_00

CAD FILE: 25L0110\_00 GRADING AND DRAINAGE PLAN.DWG

DESIGN BY

DRAWN BY

REVIEWED BY:

SHEET TITLE

## SITE EXPANSION EXHIBIT

**NOT FOR CONSTRUCTION**

## C-5.0

# **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: "Laurel Steet vacation" More specifically:

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, VACATING AND ABANDONING THAT PORTION OF LAUREL STREET LOCATED BETWEEN S. 10TH STREET AND S. 11TH STREET AND ADJACENT TO PARCEL 42-10-27-6850-1600-0010, WITHIN THE CITY OF PALATKA, ACCORDING TO THAT COPY ON DICK'S MAP OF PALATKA ON FILE AT THE CIRCUIT CLERK OF COURT OF PUTNAM COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SCRIVENER'S ERRORS.**

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law<sup>1</sup> 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:

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<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

- a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):  
The ordinance will serve the public interest by accommodating the expansion of the sole source of transit in the City of Palatka.

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.

Zero.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Zero.

4. Additional information the governing body deems useful (if any):