

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**JAMES A. GRIFFITH**  
INTERIM CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

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

**AGENDA**  
**CITY OF PALATKA**  
**COMMUNITY REDEVELOPMENT AGENCY**  
February 12, 2015 at 4:00 p.m.

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:** December 11, 2014

**PUBLIC COMMENTS** (Speakers limited to three minutes – no action taken on items):

- \*1. **BUDGET AMENDMENTS** – FY 2104-15 Tax Increment Fund
- \*2. **RESIDENTIAL REHAB GRANT PROGRAM** – Jonathan Griffith
- \*3. **PHNNA LOAN REQUEST** for a loan to relocate and rehabilitate the James House – Coenraad Van Rensburg and Jonathan Griffith
- \*4. **PUBLIC PARK DESIGN APPROVAL** for a public pocket park and parking lot at 712 St. Johns Avenue – Jonathan Griffith
- \*5. **DPI REQUEST FOR CDB FUNDS** for low FM radio equipment purchase – Jonathan Griffith

**OTHER BUSINESS**

- \*6. **BUSINESS RECRUITMENT GRANT UPDATE** – 700 St. Johns Avenue (restaurant)
- \*7. **CRA ORGANIZATION** – Board and Committee Organization
- \*8. **DISCUSSION** regarding CRA Meeting Date and Time - staff

**REPORTS**

- \* a. Small Business Development Center 4th Quarter/Annual Report – Cheryl Lynch
- b. South Historic Neighborhood Association – Michael Gagnon, President
- c. Palatka Historic Northside Neighborhood Association – Mandi Tucker, President

**ADJOURN**

\*attachment

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

**TERRILL L. HILL**  
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CITY ATTORNEY

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

**January 26, 2015**

TO CRA MEMBERS: MARY LAWSON BROWN, JAMES NORWOOD, Jr.,  
RUFUS BOROM, JUSTIN CAMPBELL, KATHY GRIFFIN  
AND KARL N. FLAGG:

You are hereby notified that the time of the regular February 12, 2015 meeting of the Palatka Community Redevelopment Agency has been changed to begin at 4:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2<sup>nd</sup> Street, Palatka, has not changed.

Please govern yourselves accordingly.

*/s/ Terrill L. Hill*

Terrill L. Hill, MAYOR/Chairman

We acknowledge receipt of a copy of the foregoing notice of meeting time change on the 26<sup>th</sup> day of January, 2015.

*/s/ Mary Lawson Brown*  
COMMISSIONER

*/s/ Rufus Borom*  
COMMISSIONER

*/s/ James Norwood, Jr.*  
COMMISSIONER

*/s/ Justin Campbell*  
COMMISSIONER

*/s/ Kathy Griffin*  
REPRESENTATIVE  
DOWNTOWN PALATKA, Inc.

*/s/ Karl N. Flagg*  
PUTNAM COUNTY BOCC  
DISTRICT 3 COMMISSIONER

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 288.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

# *Agenda Item*

**1**



**COMMUNITY REDEVELOPMENT AGENCY AGENDA  
ITEM**

**SUBJECT:**  
**BUDGET AMENDMENTS - FY 2014-15 Tax Increment Fund Budget**

**SUMMARY:**

The City budget is governed by Chapter 166.241 and 200.065, Florida Statutes. These Statutes provide that the total budget at the fund level, once approved, cannot be exceeded unless a supplemental budget appropriation is enacted by the City Commission.

The Finance Department is requesting the attached budget amendments in order to reconcile the budgeted amounts of cash balance forward to the actual ending cash balance of the three TIF funds at year end FY2013-2014. The differences between the estimated budgeted amount and the actual year end amount are due to projects and other expenditures that were estimated to occur before fiscal year end, however some of those did not take place resulting in a higher cash balance forward than originally estimated.

<b>Fund</b>	<b>Budget</b>	<b>Actual</b>	<b>Amendment</b>
Downtown TIF	\$65,057	\$93,469	\$28,412
South Historic TIF	\$273,469	\$294,097	\$20,628
North Historic TIF	\$57,164	\$96,928	\$39,764

There is also an amendment to move \$500 from the South Historic TIF's Redevelopment Incentives line to the Home and Garden Tour Promotion line and a removal of \$3,600 in stage rental revenue due to the purchase of a stage being removed from the budget earlier this fiscal year.

Attached is a copy of the resolution that specifies the proposed amendments to the TIF Budget as well as other amendments to other Funds of the City. This is the resolution that will be presented to the City Commission for adoption if the amendments are approved by the CRA.

**RECOMMENDED ACTION:**

**Staff recommends approval of the amendments to the FY 2014-15 TIF Budget in order to be in compliance with Florida Statutes.**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
<input type="checkbox"/> Resolution	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:19 PM
City Clerk	Driggers, Belsy	Approved	2/4/2015 - 9:55 AM
City Manager	Czymbor, Michael	Approved	2/4/2015 - 10:26 AM

**RESOLUTION No. 2015-10-xx**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AMENDING THE FY 2014-2015 BUDGET**

WHEREAS, the City of Palatka deems it reasonable and necessary to amend the FY 2014-2015 budget.

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

1. That the revenues of the City of Palatka General Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>REVENUES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Revenue Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	\$ 1,010,464	\$ (203,080)	\$ 807,384
001-00-301-0-1001	EVIDENCE FUND BALANCE FORWARD	\$ -	\$ 499	\$ 499
001-00-301-0-1002	LOT DEMO/CLEANUP BAL FORWARD	\$ 20,634	\$ 6,436	\$ 27,070
001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWARD	\$ 102,435	\$ 305	\$ 102,740
001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	\$ 51,285	\$ 5,727	\$ 57,012
001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWARD	\$ 5,922	\$ (2,000)	\$ 3,922
001-00-301-0-1013	FIRE PUBLIC EDUCATION BAL FORWARD	\$ 12,254	\$ 11,888	\$ 24,142
001-00-301-0-1018	WOMENS SELF-DEFENSE CLASS BAL FRWD	\$ 556	\$ 321	\$ 877
001-00-301-0-1019	RED LIGHT CAMERA BALANCE FORWARD	\$ 153,281	\$ 121,702	\$ 274,983
<b>TOTAL REVENUES AMENDED:</b>		<b>\$ 1,356,831</b>	<b>\$ (58,202)</b>	<b>\$ 1,298,629</b>

2. That the expenditures of the City of Palatka General Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Expenditure Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
001-02-524-1-1200	REGULAR SALARIES	\$ 173,007	\$ (55,972)	\$ 117,035
001-02-524-1-2100	FICA TAX EXPENSE	\$ 18,940	\$ (4,282)	\$ 14,658
001-02-524-1-2200	RETIREMENT EXPENSE	\$ 58,182	\$ (16,500)	\$ 41,682
001-02-524-3-3400	OTHER CONTRACTUAL SERVICES	\$ 15,600	\$ 88,260	\$ 103,860
001-15-572-3-4653	MAINTENANCE-BOOKER PARK	\$ 2,500	\$ 1,500	\$ 4,000
001-15-572-3-4654	MAINTENANCE-FORRESTER FIELD	\$ 4,000	\$ (1,500)	\$ 2,500
001-82-581-9-9900	GENERAL CONTINGENCY	\$ 62,000	\$ (11,506)	\$ 50,494
001-83-581-9-9900	OPERATING CASH RESERVE	\$ 726,058	\$ (203,080)	\$ 522,978
001-83-581-9-9901	EVIDENCE FUND RESERVE	\$ -	\$ 499	\$ 499
001-83-581-9-9902	LOT DEMOLITION/CLEANUP RESERVE	\$ 22,734	\$ 6,436	\$ 29,170
001-83-581-9-9909	SPECIAL CEMETERY RESERVE	\$ 113,005	\$ 305	\$ 113,310
001-83-581-9-9910	SPECIAL POLICE RESERVE	\$ 51,285	\$ 5,727	\$ 57,012
001-83-581-9-9912	HAND GUN CLASSES RESERVE	\$ 10,122	\$ (2,000)	\$ 8,122
001-83-581-9-9913	FIRE PUBLIC EDUCATION RESERVE	\$ 12,254	\$ 11,888	\$ 24,142

001-83-581-9-9918	WOMENS SELF-DEFENSE CLASS RESERVE	\$ 556	\$ 321	\$ 877
001-83-581-9-9919	RED LIGHT CAMERA REVENUE RESERVE	\$ 285,584	\$ 121,702	\$ 407,286
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 1,555,827</b>	<b>\$ (58,202)</b>	<b>\$ 1,497,625</b>

3. That the revenues of the City of Palatka Airport Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>REVENUES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Revenue Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	\$ (209,374)	\$ 72,972	\$ (136,402)
<b>TOTAL REVENUES AMENDED:</b>		<b>\$ (209,374)</b>	<b>\$ 72,972</b>	<b>\$ (136,402)</b>

4. That the expenditures of the City of Palatka Airport Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Expenditure Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
005-05-542-9-9900	CONTINGENCY/RESERVE	\$ (209,374)	\$ 72,972	\$ (136,402)
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ (209,374)</b>	<b>\$ 72,972</b>	<b>\$ (136,402)</b>

5. That the revenues of the City of Palatka Tax Increment Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>REVENUES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Revenue Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
030-00-301-0-0001	DOWNTOWN REDEV FORWARD	\$ 65,057	\$ 28,412	\$ 93,469
030-00-369-9-1002	STAGE RENTALS	\$ 3,600	\$ (3,600)	\$ -
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$ 273,469	\$ 20,628	\$ 294,097
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$ 57,164	\$ 39,764	\$ 96,928
<b>TOTAL REVENUES AMENDED:</b>		<b>\$ 399,290</b>	<b>\$ 85,204</b>	<b>\$ 484,494</b>

6. That the expenditures of the City of Palatka Tax Increment Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Expenditure Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$ 7,315	\$ 24,812	\$ 32,127
030-31-580-3-3102	HOMES & GARDENS TOUR PROMOTION	\$ -	\$ 500	\$ 500
030-31-580-6-6336	REDEVELOPMENT INCENTIVES	\$ 221,093	\$ 20,128	\$ 241,221
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$ 54,931	\$ 39,764	\$ 94,695
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 283,339</b>	<b>\$ 88,804</b>	<b>\$ 372,143</b>

7. That the revenues of the City of Palatka Utility Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

REVENUES:		Last	Recommended	As
<u>Revenue Number</u>	<u>Description</u>	Approved	Amendments	Amended
041-00-301-0-0100	CASH BALANCE FOWARD	\$ 298,191	\$ (88,571)	\$ 209,620
041-00-301-0-0101	WATER IMPACT FEES BALANCE FORWARD	\$ 16,187	\$ (1,880)	\$ 14,307
041-00-301-0-0102	SEWER IMPACT FEES BALANCE FORWARD	\$ 29,266	\$ 820	\$ 30,086
TOTAL REVENUES AMENDED:		\$ 343,644	\$ (89,631)	\$ 254,013

8. That the expenditures of the City of Palatka Utility Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure Number</u>	<u>Description</u>	Approved	Amendments	Amended
041-29-536-9-9901	CONTINGENCY/RESERVE	\$ 281,960	\$ (88,571)	\$ 193,389
041-29-536-9-9903	WATER IMPACT FEE CONT/RESERVE	\$ 59,506	\$ (1,880)	\$ 57,626
041-29-536-9-9904	SEWER IMPACT FEE CONT/RESERVE	\$ 119,095	\$ 820	\$ 119,915
TOTAL EXPENDITURES AMENDED:		\$ 460,561	\$ (89,631)	\$ 370,930

9. That the revenues of the City of Palatka Golf Course Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

REVENUES:		Last	Recommended	As
<u>Revenue Number</u>	<u>Description</u>	Approved	Amendments	Amended
042-00-301-0-1000	CASH BALANCE FORWARD	\$ (1,564,588)	\$ 1,469,830	\$ (94,758)
TOTAL REVENUES AMENDED:		\$ (1,564,588)	\$ 1,469,830	\$ (94,758)

10. That the expenditures of the City of Palatka Golf Course Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure Number</u>	<u>Description</u>	Approved	Amendments	Amended
042-24-572-9-9900	CONTINGENCY/RESERVE	\$ (1,564,588)	\$ 1,469,830	\$ (94,758)
TOTAL EXPENDITURES AMENDED:		\$ (1,564,588)	\$ 1,469,830	\$ (94,758)

11. That the revenues of the City of Palatka Sanitation Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

REVENUES:		Last	Recommended	As
<u>Revenue Number</u>	<u>Description</u>	Approved	Amendments	Amended
043-00-302-0-0000	CASH BALANCE FORWARD	\$ 380,530	\$ (45,205)	\$ 335,325
TOTAL REVENUES AMENDED:		\$ 380,530	\$ (45,205)	\$ 335,325

12. That the expenditures of the City of Palatka Sanitation Fund Budget for the Fiscal Year 2014-2015 are amended as follows:

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<b><i>Expenditure Number</i></b>	<b><i>Description</i></b>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
043-10-534-9-9900	CONTINGENCY/RESERVE	\$ 389,208	\$ (45,205)	\$ 344,003
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 389,208</b>	<b>\$ (45,205)</b>	<b>\$ 344,003</b>

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 12<sup>th</sup> day of February, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

# *Agenda Item*

*2*



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**  
**RESIDENTIAL REHAB GRANT PROGRAM - Jonathan Griffith**

**SUMMARY:**  
Attached is a proposed program designed to address blighted vacant residential properties in the South Tax Increment District. The South district is faced with a number of vacant properties where the cost to renovate and purchase exceeds the repaired market-value. This program is intended to provide a financial incentive for the restoration/rehabilitation of vacant homes resulting in single-family owner occupied residences.

The South Historic Neighborhood Association has heard the proposed program and is recommending it for approval.

**RECOMMENDED ACTION:**  
**Approve the Residential Rehab Grant Program and recommend the City Commission adopt a resolution approving the program.**

**ATTACHMENTS:**

Description	Type
Residential Rehab Program Document	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2015 - 6:04 PM
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 10:45 AM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 10:48 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:24 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 11:10 AM



### **Residential Rehabilitation Grant Program**

The City of Palatka and the Community Redevelopment Agency (hereinafter referred to as “the City”) hereby solicit applications for the Residential Rehabilitation Grant Program for projects located within the South Tax Increment District. The Residential Rehabilitation Grant Program is intended to encourage the rehabilitation/repair of vacant residential properties for single-family owner occupied homes. To be eligible for consideration projects must be located in the South Tax Increment District, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. Applications are accepted year round and if deemed complete and eligible, will be considered at the next regularly scheduled CRA meeting. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City, request additional information, amend the program documents without notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

The criteria that the City shall use in evaluating proposals include, but are not limited to;

- quality of the proposed improvements;
- financial capability of the applicant to undertake and complete the work (i.e. approved line of credit or certified financial statement)
- the degree to which the project improves the property value
- level of detail and accurateness of project budget and/or contractor estimates
- project financial and practical feasibility and documentation of financial incentive need;
- furtherance of the goals and objectives in the CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan; and
- availability of funds

To obtain additional information please view the City of Palatka website at [www.palatka-fl.gov](http://www.palatka-fl.gov) or contact Jonathan Griffith, Project Manager/Grants Administrator at 386 329 0103 or [jcgriffith@palatka-fl.gov](mailto:jcgriffith@palatka-fl.gov).

## **Residential Rehabilitation Grant Program**

### **I. Program Description**

The Residential Rehabilitation Grant Program is intended to encourage the rehabilitation/repair of vacant residential properties for single-family owner occupied homes. Grants may be awarded up to fifty thousand dollars (\$50,000) per property. The owner will have up to one (1) year from the date of execution of the grant agreement to complete the work. The grant program is only applicable to a new work and is not retroactive. Previous work on the property may not be considered as match or for grant funding. A house must be unoccupied at the time of application. If a property owner wishes to restore/rehabilitate their unoccupied property, which is not their primary residence, with the intent to sell, program funding will be applied as a loan which will be returned in full to the South Tax Increment District Fund at closing.

The following covenants will define the use of Tax Increment Funds in a reimbursement method. Reimbursements will be provided up to forty percent (40%) of the total project cost to a maximum of fifty thousand dollars (\$50,000).

The grant recipient will be required to reside on the property and list it as their primary residence. If an owner fails to complete the project or sells the house prior to three (3) years after the date of the Certificate of Occupancy; 100% of the grant funds will be returned to the South Tax Increment District Fund. A lien will be filed on the property with the Putnam County Clerk of Courts. The City Manager and City Attorney will monitor this action to provide for compliance.

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Grant Agreement and a Release and Hold Harmless Agreement with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

### **II. Eligibility**

To be eligible for consideration projects must be located in the South Tax Increment District, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. For a project to be eligible it must:

- not currently qualify for a Certificate of Occupancy as determined by the Palatka Building Department;
- be located within the South Tax Increment district;
- submit a complete application;
- be unoccupied for a period of six (6) months at the time of application; and
- 

### **III. Application Process**

- a. Applicants interested in participating in the program must submit a completed and signed application along with supporting documentation to:

City of Palatka Community Redevelopment Agency  
Attention: Project Manager / Grants Administrator  
201 North Second Street  
Palatka, FL 32177

## Residential Rehabilitation Grant Program

b. Applications must include:

- contact information (i.e. primary contact, phone, email, mailing address);
- proof of ownership, option to purchase or agent authorization;
- project description including, scope of work, construction estimate, schedule by trade and design plans;
- proof of capital;
- current taxable value per Putnam County Property Appraiser and estimated taxable value at project completion;
- acknowledgement applicant has read and understands grant requirements; and
- additional information as requested by staff.

c. Applications must be received at least four (4) weeks prior to a regularly scheduled CRA Board meeting to be placed on the agenda for consideration.

Applications will be reviewed for completeness and eligibility and submitted to the South Tax Increment District Advisory Committee for public input. The City Manager, Planning Director and Palatka Building Official will then review applications and a final recommendation will be made to City Manager and then the CRA Board. Applications deemed to be incomplete or ineligible will not be considered.

Appeals must be filed with the City of Palatka City Clerk at 201 North Second Street, Palatka, FL 32177 and will be considered at the next regularly scheduled meeting.

### IV. Selection Criteria

Projects shall be evaluated on a case by case basis. The criteria that the City shall use in evaluating proposals include, but are not limited to;

- quality of the proposed improvements;
- financial capability of the applicant to undertake and complete the work (i.e. approved line of credit or certified financial statement)
- the degree to which the project improves the property value
- level of detail and accurateness of project budget and/or contractor estimates
- project financial and practical feasibility, scope of work, and documentation of financial incentive need;
- furtherance of the goals and objectives in the CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan; and
- availability of funds

I hereby acknowledge that I have read, understand and agree to the terms of this document.

---

Signature

Date

---

Printed Name

Title

# *Agenda Item*

3



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**PHNNA LOAN REQUEST** for a loan to relocate and rehabilitate the James House - Coenraad Van Rensburg and Jonathan Griffith

**SUMMARY:**

The James House is currently located at 208 Main Street. The Palatka Historic North Neighborhood Association (PHNNA) has negotiated with the the Episcopal Church to relocate the house to the northeast corner of the intersection of 3rd Street and Main Street. The PHNNA would then take possession of the house and lot. See attached for their detailed proposal for CRA Central Business District funds.

The CRA plan calls for the CBD to utilize TIF funds that are contributed to the CBD TIF fund by the North Historic Neighborhood Association property owners for residential improvements. The project also has the possibility of increasing the taxable property value thus increasing the tax increment due to the CBD. To fund the PHNNA Phase I request under the current fiscal year would require transferring funds from another program or capital project.

If the CRA Board wishes to fund the project, \$10,000 is available to fund the closing costs, engineering, permitting and possibly the relocation of the house. The PHNNA would either have to fund the remaining \$6,000 or the Board would have to reallocate funds. If the CRA chooses to fund the project, staff can author a loan agreement and any required budget amendments to be considered at the next regularly scheduled meeting.

**RECOMMENDED ACTION:**

**Approve the PHNNA loan request and direct staff to author a Loan Agreement and budget amendment.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Cover Letter	Backup Material
<input type="checkbox"/> James House Loan App	Backup Material
<input type="checkbox"/> Agreement between PHNNA and Episcopal Church	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2015 - 7:37 AM
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 10:48 AM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 10:54 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:25 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 11:14 AM



P.O.Box 2536, Palatka, Florida, 32178

501(c)(3) nonprofit organization

email: phnna@yahoo.com

January 30, 2015

**COMMUNITY REDEVELOPMENT AGENCY**

**PALATKA, FL 32177**

**REQUEST FOR FUNDING FOR 'JAMES HOUSE PROJECT'**

Attached please find the 'Request for Funding' for the above referenced project. This project will both enhance the North Historic District and increase the City of Palatka's tax base. Palatka Historic Northside Neighborhood Association (PHNNA) hope to use this project as the incubator to address other vacant and neglected properties in the North Historic District in future.

The costs in this request is estimates only and PHNNA will do its utmost to keep costs under budget.

Please feel free to contact Coenraad van Rensburg at (904) 377 3190 with any questions.

Sincerely,

Mandi Tucker, PHNNA President

PALATKA, FL 32177

## **REQUEST FOR FUNDING FOR 'JAMES HOUSE PROJECT'**

### **PROJECT DESCRIPTION**

St Mark's Episcopal Church (hereafter SMEC) has come to an agreement with Palatka Historic Northside Neighborhood Association (hereafter PHNNA) to transfer the property located on the northeast corner of Main Street and North 3<sup>rd</sup> Street to PHNNA upon proof of available funding. Attached in 'Addendum A' is the Letter of Intent between SMEC and PHNNA. PHNNA will purchase the James House located at 208 Main Street from St Mark's Episcopal Church for the sum of ten dollars. PHNNA will move the structure to the above referenced property and oversee the restoration thereof. See 'Addendum B' for the site plan. It is intended to sell the structure as a single family residence. Funding for the project is requested from the Community Redevelopment Agency (hereafter CRA) and some will also be provided by PHNNA. Proceeds from the sale of the relocated James House and the property will be shared on a percentage basis between the CRA and PHNNA.

### **JAMES HOUSE – EXISTING CONDITION**

The James House is currently located at 208 Main Street. Pictures in 'Addendum C' show the state of neglect. SMEC started demolition with the eventual goal of creating office space. Due to a lack of funding the James House has been vacant and in a state of decay for numerous years.

### **PROJECT ELIGIBILITY AND FEASIBILITY**

- The property is located within the Central Business District (hereafter CBD).
- James House has been empty for years and looks abandoned. Restoration and occupation thereof will greatly enhance PHNNA's entrance corridor.
- James House is currently tax exempt. Completion of the proposed project will add a property to the tax roll as a single family dwelling.
- As a single family dwelling all zoning requirements will be met.
- Funding will be in the form of a loan and not a grant as proceeds from the sale of the James House will reimburse both CRA and PHNNA.
- CRA will release funding on an as needed basis. Project progress and funding requests will be overseen by City of Palatka staff.

- A historic structure in danger of demolition will be saved. Restoration thereof will strengthen the integrity of the PHNNA district. Application made by SMEC to the Historic Preservation Board for the demolition of the James House has already been made and denied.
- Completion of this project will relieve SMEC from the financial burden of maintaining the James House and thereby free up some of their capital to invest in the other 4 buildings under their stewardship.
- Any future projects by SMEC (i.e. parking lot, community center, etc) will also be more feasible by moving the James House to the corner lot. Both corners of this city block will thus be occupied by historic structures (St Mark's Episcopal Church and James House) to protect the entry corridors to PHNNA district.
- PHNNA plans to use this project to spearhead efforts to address other vacant, foreclosed and derelict homes in the historic district.
- Completion of this project will create goodwill between the three entities SMEC, CRA and PHNNA to accomplish something that benefits them all.

### **BUDGET**

It is proposed to do the project in 2 phases. Phase 1 will be to move the structure to its new location and finish the exterior. Phase 2 will be to finish the interior and provide landscaping. It is planned to put James House on the market upon completion of phase 1. Asking price for the James House will increase as work is completed during phase 2. The following are estimated costs. Upon approval of funding bids will be procured by PHNNA. Work will only commence after review by city staff.

#### **PHASE 1**

• Closing, engineering and permitting	\$3,000.00
• New foundation	\$3,000.00
• Move James House	\$10,000.00
• Construct porch and staircases	\$15,000.00
• New roof	\$4,500.00
• Repair siding, install and repair windows	\$8,000.00
• Paint	\$4,500.00
• Project management	\$2,500.00

#### **PHASE 2**

• Electric	\$4,500.00
• Plumbing	\$4,500.00
• HVAC	\$3,000.00
• Drywall, flooring and finishing	\$16,000.00
• Landscaping	\$1,500.00
• Project management	\$2,500.00

Total estimates cost:                   \$82,500.00

## **BRIEF HISTORY OF JAMES HOUSE**

It is suspected that the structure might be pre Civil War. Verifying that is of great difficulty as very little documentation from that era is available. The following preliminary research (backed up by documentation) was provided by Mr L. Beaton, Putnam County Historical Society.

The Florida Master Site File (hereafter MSF) shows that the lot was conveyed from Mary Hart, daughter of Hubbard L. Hart, in 1882 to William W. Toller of Brighton, England. In her the obituary it states that she was active in St. Marks Episcopal Church. Not much information had been found on William W. Toller and whether he actually lived in Palatka or just owned the home. A legal notice in the September 24th, 1894 edition of the Times Herald newspaper (a Palatka paper) on microfilm at the University of Florida shows William W. Toller and Charlotte Toller (if indeed the same person) as complainants in a foreclosure of some property in Palatka. Mr. Toller could possibly be William Wilkinson Toller (1844-1902) and his wife, Charlotte Copas Bateman (1851-1942). If this is the same William W. Toller, he was born in Kettering, Northamptonshire, England and arrived in New York in 1874. He moved to Albemarle, VA and was a farmer. He married Charlotte in 1883 and he moved them back to Brighton, England. It is suspected this is the same family and research is continuing.

The MSF shows that Mr. Toller conveyed the home to H. A. Ford, a realtor, in 1893. Apparently he only used his initials as a realtor an ad was found that Mr. Ford had in the Palatka News on January 24th, 1908. The 1909 City of Palatka Directory shows an H. A. & Nettie Ford living at 109 S 2nd Street (3rd floor). H. A. & Nettie Ford are also listed in a 1905-1906 Gainesville City Directory. It shows him as a Division Superintendent for the Atlantic Coast Line Railroad and living at 501 E Church St., Gainesville. Again, That this is the same individual has not been confirmed yet but it would be an interesting coincidence that there would be another H. A. & Nettie Ford so close to Palatka. The MSF shows that H. A. Ford sold the house to May Josephine James circa 1910. The 1903 Sanborn Fire map shows the water tank removed and the area enclosed to become part of the house.

The 1910 U. S. Census shows Robert James, age 32, May S. James, age 28, and son, Robert L. James, age 5 living in the house at 208 Main Street. Robert James' occupation is shown as "hotel business". The 1915 City of Palatka Directory shows Robert James and Josephine James living at 208 Main Street. His occupation is shown as James Cafe, Lemon Street, Palatka (this was the restaurant attached to the James Hotel). The 1920 U. S. Census shows Robert W. James, age 43, born 1886, naturalized in 1899 from England living with his son Louis, age 14 at 208 Main Street. His occupation is shown as manager of the Hotel James (please note that many errors occur in spelling and initials with census takers). The 1922 City of Palatka Directory shows Robert and Florence James living at 210 Main Street. (the addresses of the two houses that burned were 212 and 214). It is suspected this is actually 208 and is an error in the directory. His occupation is listed as proprietor of the Hotel James.

Apparently, sometime after 1922 a James family rented the house. The 1930 U. S. Census shows J. E. Brown, age 39, his wife, A. T. Brown, age 38, and son, Emmett, age 14 living at 208 Main Street. His occupation is shown as pharmacist.

Florida Marriage records show Robert Lewis James and Mabel Inez Thomas married October 30th, 1931. The 1935 Florida Census shows R. L. James, age 30, occupation: bookkeeper, and Mabel James, age 24, occupation: housewife, living at 208 Main Street. The 1940 U. S. Census shows R. (Robert) Louis James, age 34, occupation: bank teller, and Mabel T James, age 29 residing at 208 Main Street. Robert Lewis James died September 30, 1954. He is buried in Oak Hill East Cemetery. The 1956 and 1957 City of Palatka Directories show Mabel T. James, widow of R. Lewis, living at 208 Main Street. On October 3rd 1958 Mabel married James William Johnson. Mr. Johnson was born November 28th, 1905 and died March 15, 1980. He is buried in Paran Baptist Church Cemetery, Grandin. Thomas James Johnson who was born March 30, 1911, died November 9th, 2002. He is buried in Oak Hill East Cemetery.

Respectfully submitted

Mandi Tucker, PHNNA President

Coenraad van Rensburg, PHNNA Representative

# **ADDENDUM A**

## **Letter of Intent**

Telephone (386)329-9081



Facimile (386)329-9082

Caron Speas  
Adam Rowe  
Ralph L. Rowe

613 St. Johns Avenue Suite 203  
Palatka, FL 32177

cspeas@speaslaw.net  
arowe@speaslaw.net  
rrowe@speaslaw.net

January 14, 2015

City of Palatka  
Attn.: Thad Crowe  
201 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

Latitudes of N.E. Florida, Ltd. Co.  
Attn: Coenraad van Rensburg  
P.O. Box 4034  
St. Augustine, Florida 32084

RE: Letter of Intent- 208 Main Street, Palatka, Florida; "James House"  
St. Marks Church

Gentlemen,

I am writing this Letter of Intent at the request of my client, St. Mark's Episcopal Church, in regard to that certain structure and real property located at 208 Main Street, Palatka, which is better known as the "James House". My client advises that it has come to general terms with the City of Palatka and the Palatka Historic Neighborhood Association, Inc. (hereinafter "PHNNA") regarding the James House, and this letter is intended to memorialize said terms.

As you know, the James House is one of, if not the oldest remaining structure in the City of Palatka. It is also in a state of almost complete disrepair, and fire damage which occurred in 2005 has rendered it un-safe for occupancy and/ or use. My client recently applied for permission to demolish the James House structure, and, though said approval was apparently recommended by the staff of the Historic Preservation Board in case HB-12-63, the Historic Preservation Board ultimately denied my client's request to demolish the structure. See letter from Historic Preservation Board attached hereto as Exhibit "A".

Since my client's request to demolish the James House was denied, there have been some negotiations regarding the structure between St. Marks, the City of Palatka, and PHNNA, and we are amenable generally to the terms that follow.

I. Proposed transaction

It appears that the City of Palatka and the PHNNA are amenable to moving the structure of the James House from its current location at 208 Main Street, Palatka; to a neighboring corner lot, presently owned by my client, located at the Northeast corner of Main Street and North 3<sup>rd</sup> Street in Palatka, Putnam

Property Appraiser's parcel ID No. 42-10-27-6850-0090-0020 (hereinafter the "New Location").

My client agrees that it will transfer title to the structure of the James House, along with title to parcel 42-10-27-6850-0090-0020 via Quit Claim Deed, to PHNNA. This proposed transfer is contingent upon, and in exchange for, PHNNA providing all funding, permitting and approval necessary to move the structure of the James House to the New Location. Thus, title to the New Location will not be transferred to PHNNA unless and until all funding, permitting and approvals necessary to effectuate the moving of the structure of the James House are secured and/ or provided to St. Marks, approved by St. Mark's vestry, and final approval for the transaction is received from the Episcopal Dioceses of Florida and the Bishop.

## II. Consideration

The consideration for the transaction hereby contemplated shall be ten dollars (\$10.00) and other valuable consideration, the sufficiency and receipt of which consideration is to be acknowledged by all parties to this transaction; to wit, PHNNA, the City of Palatka, and St. Marks Church/ Episcopal Diocese of Florida.

## III. Liabilities of Buyer and Seller

Seller shall bear all premises liability with respect to the hereby proposed transaction on the New Location and 208 Main Street until such time as the Buyer can show that it has secured all funding, permitting and approvals necessary to effectuate the moving of the structure of the James House as hereby contemplated. Upon such showing, title to the new location and the James House Structure shall be transferred to PHNNA, at the time of which PHNNA shall assume all premises liability with respect to the New Location. Furthermore, PHNNA and/ or their contractor, architect, or other authorized agent, shall secure a Contractor's General Liability policy in an amount not less than \$300,000.00 coverage per incident, and \$1,000,000.000 total liability coverage, to cover 208 Main Street and any and all work, workers, agents, or employees working thereon, during the period of time that the PHNNA and/ or their contractor, architect, or other authorized agents are occupying said property to effectuate the transfer of the structure of the James House to the New Location as hereby contemplated.

## IV. Due Diligence

Seller shall make available for copying and inspection to Buyer, to the extent reasonably possible, any and all papers, pleadings, contracts, deeds, mortgages, liens, Certificates of Title, leases, sub-leases, estates, and any and all financial information of any sort, that is in any way related to the James House and the New Location, upon reasonable written request of the Buyer. This Due Diligence period shall commence upon the final execution of this letter of intent by all parties to the hereby contemplated transaction, and shall remain open for a period of ninety (90) days following the final execution of this letter of intent. Either party may cancel this letter of intent during the Due Diligence period upon written notice to the other party. This Due Diligence period may be extended by mutual written agreement of the parties.

V. Contingencies

Transfer of title to the New Location shall be absolutely and irrevocably contingent upon PHNNA providing all funding, permitting and approvals necessary to effectuate the moving of the structure of the James House to the New Location. This transaction is further contingent upon the closing of the Due Diligence period, or PHNNA's certification in writing that it is satisfied with the results of its Due Diligence investigation and prepared to go forward and close this transaction. Further, the transaction contemplated hereby is absolutely contingent upon the execution of a final Purchase and Sale Agreement between the parties hereto, which Purchase and Sale Agreement shall memorialize and finalize the transaction terms set forth herein.

VI. Exclusivity

This letter of intent shall be in no way assignable or otherwise transferable by any party to this transaction without the express written consent of all of the parties to this transaction. This exclusivity clause shall remain in full force and effect regardless of any further action taken on the part of any party to this letter of intent. Consideration for this Exclusivity agreement is the time and expense involved in drafting this Letter of Intent and in conducting the Due Diligence investigation.

VII. Authority to Execute Letter of Intent

The undersigned parties and persons hereby represent and warrant that they are legally authorized and vested with the authority to enter into this Letter of Intent, and the hereby contemplated subsequent Purchase and Sale Agreement.

VIII. Termination of Letter of Intent

Upon the final execution of this Letter of Intent, the terms set forth herein shall remain on the table for a period of three-hundred sixty five (365) days from the date that the final signature was affixed hereto, or until any party hereto tenders a written notice of cancelation of this letter of intent, whichever comes first.

IX. Non-Binding Agreement

Except for section VI above by which the parties hereto shall remain irrevocably bound upon the execution of this instrument, this Letter of Intent is aspirational and is executed for informational purposes only, and is otherwise non-binding on the parties hereto. Any party hereto may cancel this Letter of Intent at any time by providing written notice of cancelation to all parties to this instrument.

X. Expenses

The parties hereto agree to bear their own attorney's fees and professional expenses associated with any and all provisions of this Letter of Intent, or any matter reasonably associated with this letter of intent prior to the execution of the hereby contemplated Purchase and Sale Agreement.

XI. Governing Law, Jurisdiction and Venue

This agreement shall be construed by the law of the State of Florida. The State of Florida shall be the exclusive jurisdiction for the judicial resolution of any conflict or cause which may arise from this instrument. The circuit court in and for Putnam County, Florida shall be the exclusive venue for any litigation arising from this instrument.

Very Sincerely,



Adam Rowe

I have read the foregoing Letter of Intent and agree to each and every term set forth therein:

ST. MARKS CHURCH

EPISCOPAL DIOCESE OF FLORIDA

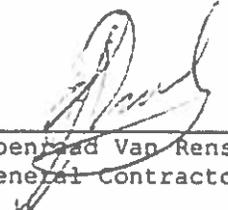
By:   
Linda Coons, Senior Warden

By: \_\_\_\_\_  
The Right Reverend  
S. Johnson Howard, Bishop  
Of Episcopal Diocese of  
Florida

PALATKA HISTORIC NEIGHBORHOOD  
ASSOCIATION, INC.

LATITUDES OF N.E. FLORIDA, LTD.  
CO.

By:   
Mandi Tucker, President

By:   
Coenraad Van Rensburg,  
General Contractor



# Putnam County Historical Society

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Post Office Box 35 • Palatka, Florida 32178-0035

Preservation Board, City of Palatka

To: Robbie Correa, Chairperson

The Putnam County Historical Society wishes to let the Board know that we are very concerned about preserving the history of our county.

At our last meeting, held on January 19<sup>th</sup>, we discuss and voted to recommend to you, the Preservation board of the City of Palatka, our stand on the future of the buildings that currently constitute St. Marks Church. It is our stand that no buildings be torn down or moved to other locations.

We believe this would have an impact on the historical nature of the City of Palatka and the North Historic District.

We also stand ready to help in any fashion that may to help in the preserving of the history of our city for the future generations.

The Putnam County Historical Society

A handwritten signature in black ink, appearing to read 'Sam Deputy'.

Sam Deputy, President

EXHIBIT A

# **ADDENDUM B**

## **SITE PLAN**



Google earth



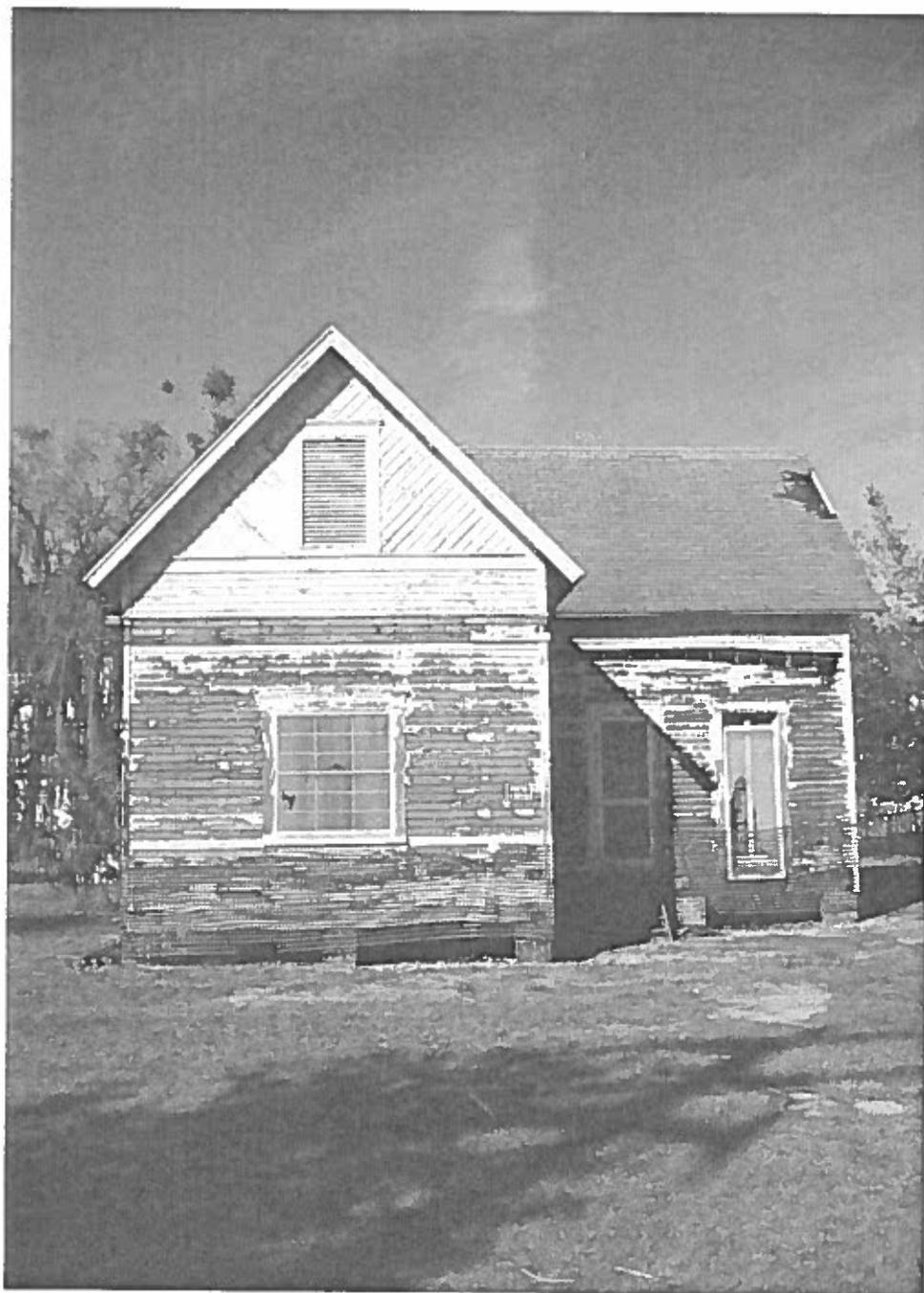
NEW LOCATION FOR  
'JAMES HOUSE'

EXISTING LOCATION FOR  
JAMES HOUSE

# **ADDENDUM C**

## **Photos of James House**

James House – front elevation



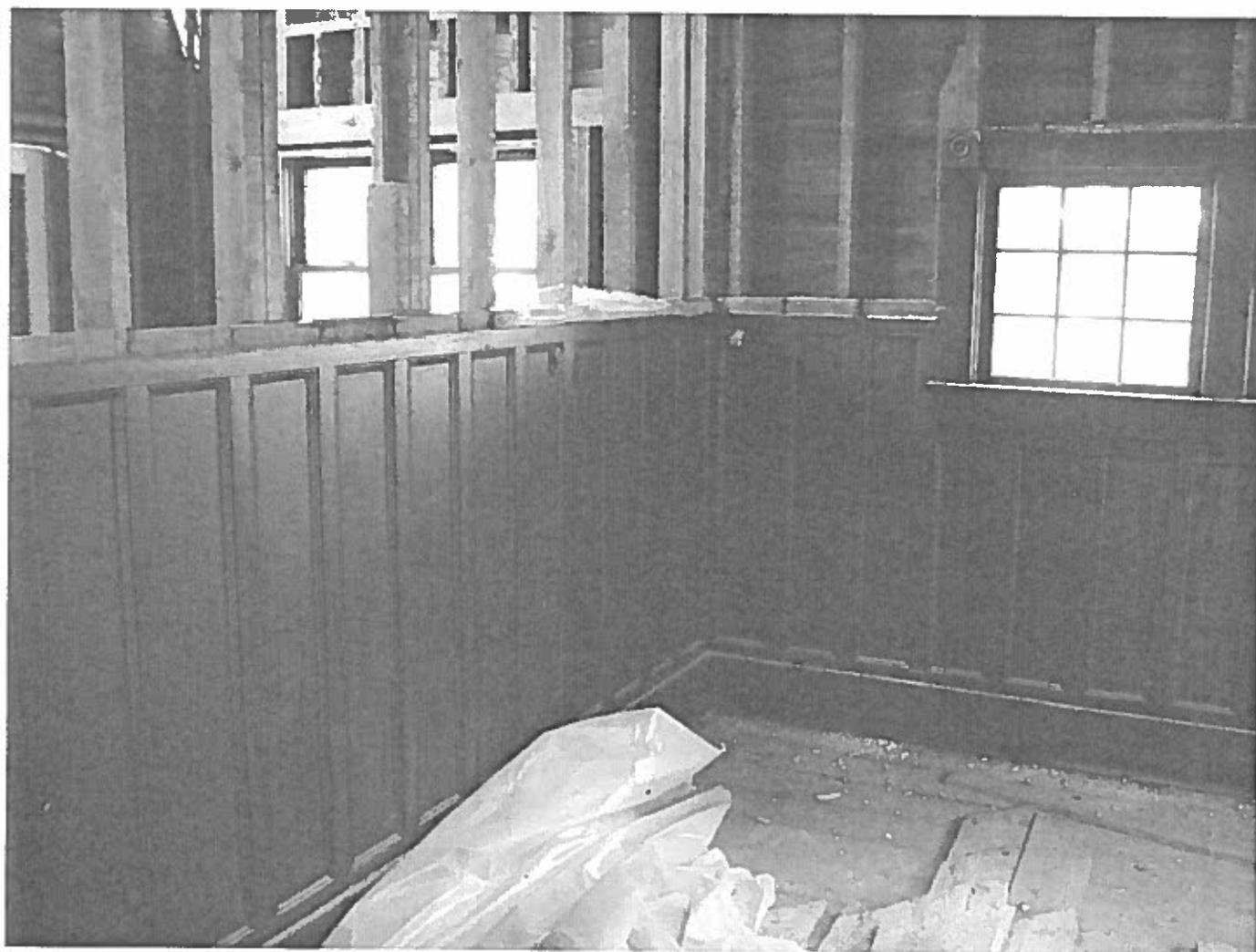
James House – east elevation



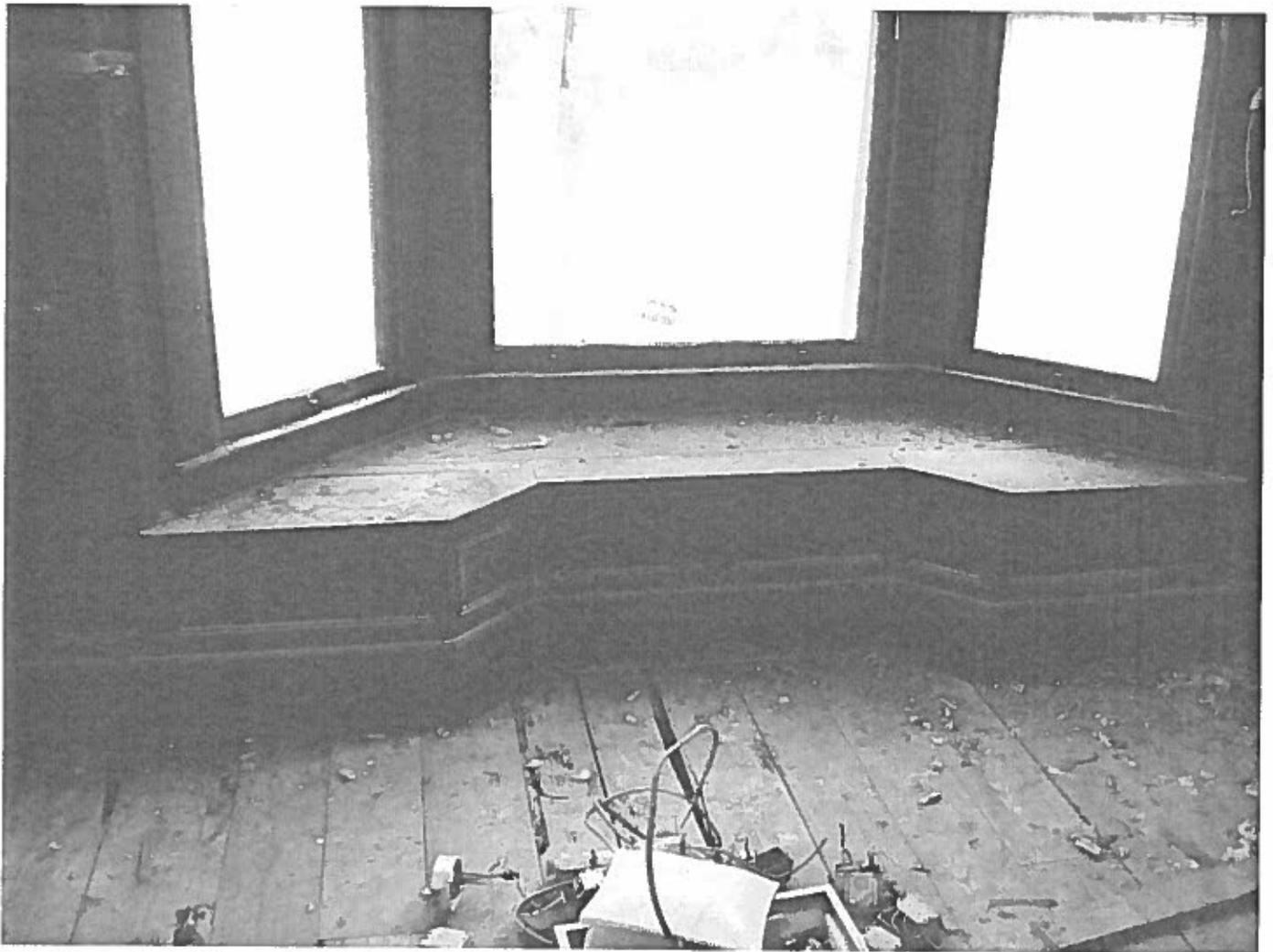
# James House – west elevation



## James House - wainscot



# James House – interior bay window



# James House – front door interior



# James House – decorative arch



## James House – roof framing



# Agenda Item

4



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**PUBLIC PARK DESIGN APPROVAL** for a public pocket park and parking lot at 712 St. Johns Avenue - Jonathan Griffith

**SUMMARY:**

On December 12 the CRA and City Commission approved a lease with AIA Rentals for 712 St. Johns Avenue for development of a pocket park. Attached is a design proposal for this Park. Staff intends to discuss two scenarios for the design of this park during this meeting.

To recap, the Public Space Agreement with the owner provides that the CRA will pay the ad valorem taxes in lieu of rent. The City would be responsible for maintenance and property insurance. The landscaping and site improvements will be made within the current year's budget..

**RECOMMENDED ACTION:**

**Approve the public park design and budget for expenditure of CRA funds for construction of the pocket park..**

**ATTACHMENTS:**

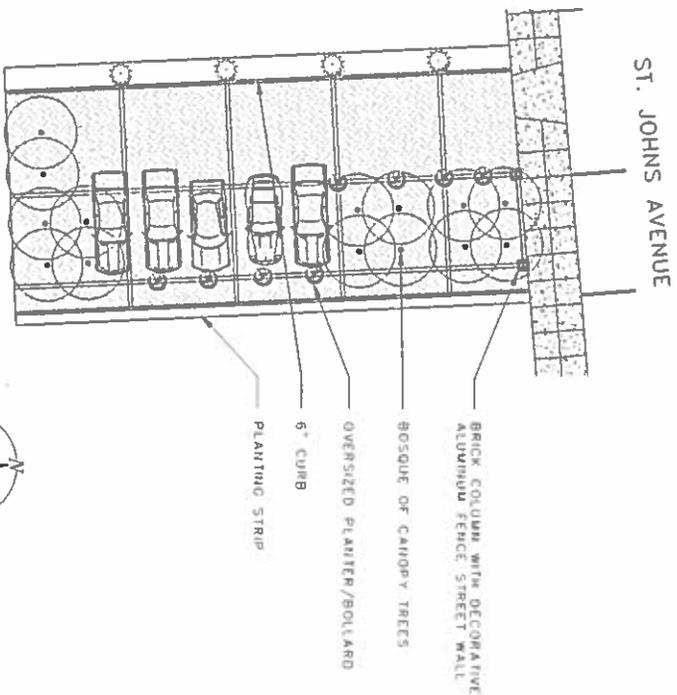
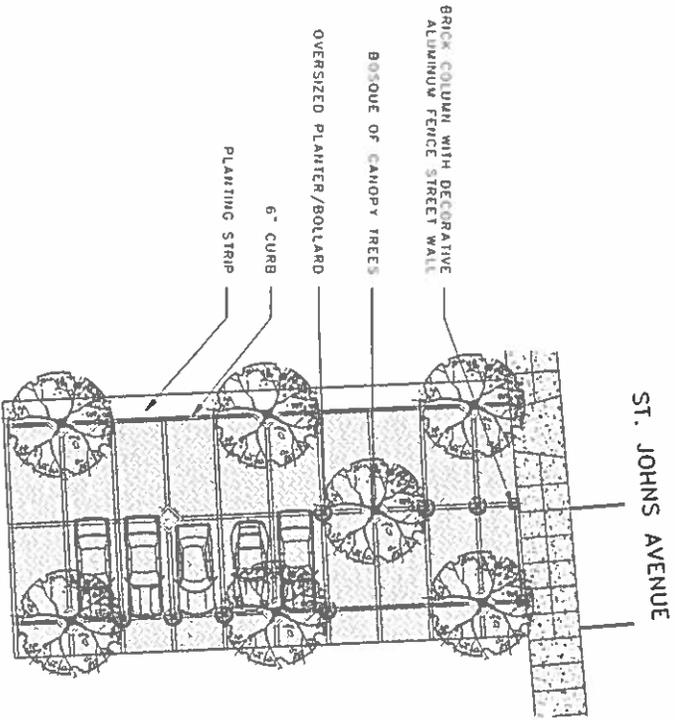
Description	Type
<input type="checkbox"/> Concept Plan	Backup Material
<input type="checkbox"/> Location Map	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2015 - 6:02 PM
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 10:36 AM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 10:44 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:25 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 12:35 PM

New Town Pocket Park

City of Palatka, FL



NTS

**CITY OF PALATKA**

201 NORTH SECOND STREET  
PALATKA, FL 32977  
FLA. 0600 200 8100



## 712 St. Johns Avenue

Proposed Pocket Park Location

All provided Putnam County GIS data are to be considered a generalized spatial representation that is subject to revisions. This information is provided as a visual representation only and is not to be used as a legal or official representation of legal boundaries. The Putnam County Board of County Commissioners as well as the constitutional offices including the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector assume no responsibility associated with its misuse.

# *Agenda Item*

5



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**DPI REQUEST FOR CBD FUNDS for low FM radio equipment purchase**

**SUMMARY:**

See attached a request from Downtown Palatka Inc. for CBD funds to purchase low FM radio equipment. They are proposing to establish a community radio station to be housed at the Welcome Center. The CRA plan encourages strategic partnerships in an effort to expand venues using multi-media coverage for the City and its Central Business District activities. Staff has not had an opportunity to adequately assess the reach and potential impact of a low fm station. It is also important to note, that Palatka has two existing radio stations.

The proposed programming is very encouraging and goes beyond the primary goal of the CBD to market Downtown Palatka as a place to live, work and recreate. Any alignment with the CRA plan is based solely on marketing and not the creation of social programming. Staff advocates for a comprehensive approach. This is evident in the approved budget. To sustain the current redevelopment momentum it is important to fund capital improvement projects, marketing, special events, redevelopment incentives and smaller beautification projects. The CRA currently has an active marketing partnership with Palatka Main Street.

This proposal has not been vetted by any other interest groups in the downtown core. Funding this request would require transferring funds from another marketing line. Staff is unprepared to make a recommendation and requests the item be tabled so that it can be presented to Palatka Main Street for input.

**RECOMMENDED ACTION:**

**Table item for presentation to Palatka Main Street**

**ATTACHMENTS:**

Description	Type
D DPI Request	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2015 - 6:03 PM
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 10:31 AM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 10:48 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:26 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 9:43 AM

Downtown Palatka Inc.  
P.O. Box 832  
Palatka, FL 32178

Proposal For the City of Palatka Redevelopment Agency:

Re: Radio Station, WDPI

Every Ten years the FCC offers low wattage radio licenses to groups, schools and agencies. Downtown Palatka Inc. put forth an application and was granted the opportunity for FM 100.5 WDPI. This will be a non-profit, sponsorship format of station.

The reach will encompass as estimated 25,000 residents of the greater Palatka area. Downtown Palatka Inc., will be reaching out to local groups, schools and clubs to provide programming and sponsorships to educate the local population on various subjects. In addition, we plan to work with these local groups to train and utilize local talent in running this station.

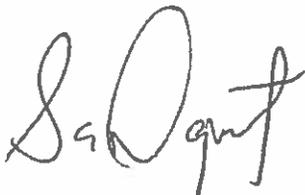
Our plan is also to include the City Of Palatka as a partner in announcing events and notices such as accidents, water boils, Amber and Silver Alert an, street closings, etc. Our hope would also be that as a sponsor the City would host a radio show for the Mayor and or City Manager.

This station will be located in the Palatka Welcome Center.

In order to provide for the equipment we are asking the Palatka Community Redevelopment Agency for \$10,000.

Attached you will see our FCC request number and a list of needed equipment.

We would be proud to partner with the City of Palatka and the Palatka CRA.

A handwritten signature in black ink, appearing to read "S. O. Gant". The signature is fluid and cursive, with a large initial "S" and "O".



LOW POWER FM RADIO STATION  
MISSION STATEMENT

Downtown Palatka, Inc. (DPI) is a non-profit Organization since December 7, 1998 and is recognized by both the State of Florida and the United States Internal Revenue Service. The principle office of this corporation is 900 St. Johns Ave., Palatka, FL 32177. The postal address of this corporation is P.O. Box 832, Palatka, FL 32178. The purpose for which this corporation was formed is as follows:

- For the economic development, enhancement and promotion of downtown Palatka, FL and any other related or corresponding charitable purposes by distribution of its funds for such purposes.
- To operate exclusively in any other manner for such business league purpose as will qualify it as an exempt organization under section 501(c) (6) of the Internal Revenue code, as amended, or under any corresponding provisions of any subsequent federal tax laws covering the distribution to organizations qualified as tax exempt.

The Low Power FM Station (LPFM) that DPI is applying for is to provide educational programs and allow local community groups an avenue to serve the broadcast community. DPI's LPFM station will enrich, inform and entertain by allowing DPI members and local organizations such as schools, the state college, local churches, city government agencies and other organizations airtime. The community will benefit from programming including but not limited to programs that will:

- Promote downtown Palatka's economic vitality and create a livable, vibrant city. Interview existing and new business owners. (5 hours / week)
- Improve science and arts education for all members of the community. (3 hours / week)
- Help eliminate illiteracy and poverty. Literacy by promoting reading programs, new and traditional ways to improve literacy. Poverty by promoting viable economic programming including job offers. (5 hours / week)
- Involve educators with kids' on-air curriculum for K – 12 age students including sports related news. (5 hours / week)
- Offer students at the St. Johns River State College, Florida School of the Arts a chance to learn professional broadcasting.
- Offer Higher Education Outreach with interviews and exchanges with area colleges and university professors and administrators on ideas and initiatives that will benefit our community. (3 hours / week)

- Provide environmental education outreach to keep the community abreast of green print realization, create an ecologically aware city and review various environmental projects. (3 hours / week)
- Connect with the new St. Johns River wetlands educational center being built within the station's broadcast area. (3 hours / week)
- Support the Palatka Main Street program by providing news related to the organization's mission statements, events calendar, progress reports and initiatives, and downtown news. (3 hours / week)
- Offer programming to the City and County Government for programs such as a calendar of meetings, interviews or offer time to officials to discuss important civic projects and plans with opportunities for young adults to become involved in community decision-making.
- Offer master gardeners with an opportunity to have a weekly horticultural program. (1 hour / week)
- Historical preservations with reviews of past and present history with and effort to preserve success stories (1 hour / week)
- Religious education with programs from various faiths about news and events calendars. (4 hours / week)
- Recreational and Sports programs on various on-going activities such as kayaking, biking, hiking, and river events. Promote the use of the City's Urban Bike Trail and St. Johns River Paddling Trail. (3 hours / week)
- Promotions of community festivals, art shows, music programs, events, etc. (1 hour / week)
- Music (6 hours / week)

DPI pledges to run the LPFM station a minimum of 6 hours a day – 42 hours a week, utilizing a minimum of 6 hours a day for local programming.

Downtown Palatka, Inc.  
 The Executive Board  
 900 St. Johns Ave.  
 Palatka, FL 32177

Equipment	Quantity	Make/Model	Price	Web site
Antenna (with shipping)	1	Nicom BKG 88 1-Bay C-pol		
Transmission Line	1	Andrew Superflex FSJ4-50B100 Feet of 1/2" Coax		
Transmitter	1	Nicom NT 250 Transmitter(with pre-emphasis thru	\$ 3,190.00	<a href="http://www.ebay.com/itm/like/291045602373">http://www.ebay.com/itm/like/291045602373</a>
EAS Decoder	1	Sage Digital Endec	\$ 2,200.00	<a href="http://www.bswusa.com/EAS-Encoders-and-Decoders-Sage-Digital-ENDEC-P4819.aspx">http://www.bswusa.com/EAS-Encoders-and-Decoders-Sage-Digital-ENDEC-P4819.aspx</a>
EAS Receiver	1	Dayton AF225	\$ 250.00	<a href="http://www.bswusa.com/EAS-Receiver-Dayton-AF225-P1901.aspx">http://www.bswusa.com/EAS-Receiver-Dayton-AF225-P1901.aspx</a>
EAS Receiver Antenna	1	F connection Telescopic Aerial Antenna	\$ 8.80	<a href="http://www.ebay.com/itm/191178851714?">http://www.ebay.com/itm/191178851714?</a>
Audio console	1	Allen & Heath ZED-14 broadcast console	\$ 399.00	<a href="http://www.sweetwater.com/store/detail/ZED14/">http://www.sweetwater.com/store/detail/ZED14/</a>
Telephone Hybrid	1	JK Audio Broadcast Host	\$ 475.00	<a href="http://www.sweetwater.com/store/detail/Host/">http://www.sweetwater.com/store/detail/Host/</a>
Automation software	1	RadioBOSS Advanced	\$ 250.00	<a href="http://www.djsoft.net/enu/buy.htm">http://www.djsoft.net/enu/buy.htm</a>
Cables, Connectors & Adaptors	TBD	BSW Cable	\$ 300.00	<a href="http://www.bswusa.com/Audio-Cables-and-Connectors-C9.aspx">http://www.bswusa.com/Audio-Cables-and-Connectors-C9.aspx</a>
Distribution Amplifier	1	Rolls DA134	\$ 125.00	<a href="https://www.scmsinc.com/shop-item/distribution-amplifiers/da134-rolls-da134-distributi">https://www.scmsinc.com/shop-item/distribution-amplifiers/da134-rolls-da134-distributi</a>
CD/MP3 Player (Dual)	1	Stanton CS02	\$ 300.00	<a href="http://www.zzounds.com/item-STAC502">http://www.zzounds.com/item-STAC502</a>
Equipment Rack	1	Middle Atlantic RK12	\$ 140.00	<a href="http://www.bswusa.com/Equipment-Racks-Middle-Atlantic-RK12-P3695.aspx">http://www.bswusa.com/Equipment-Racks-Middle-Atlantic-RK12-P3695.aspx</a>
Ethernet Switch	1	NETGEAR 5 Port Gigabit	\$ 32.99	<a href="http://www.newegg.com/Product/Product.aspx?Item=N82E16833122128">http://www.newegg.com/Product/Product.aspx?Item=N82E16833122128</a>
Flat Screen Monitors	2	HP 20" LED/LCD	\$ 220.00	<a href="http://www.newegg.com/Product/Product.aspx?Item=N82E16824176254">http://www.newegg.com/Product/Product.aspx?Item=N82E16824176254</a>
Grounding Strap for Rack	1	Harger CUFS15032	\$ 15.00	<a href="http://www.hq4g.com/ac/product.aspx?number=HRG-CUFS15032&amp;p=162288&amp;sc=1994">http://www.hq4g.com/ac/product.aspx?number=HRG-CUFS15032&amp;p=162288&amp;sc=1994</a>
Headphones	3	Sennheiser HD429 Over-The-Ear	\$ 150.00	<a href="http://www.tposales.com/">http://www.tposales.com/</a>
Headphone Amplifier	1	Behringer HA400	\$ 25.00	<a href="http://www.zzounds.com/item-HOSHPE325">http://www.zzounds.com/item-HOSHPE325</a>
Headphone Extension Cables	3	HPE-310	\$ 30.00	<a href="http://www.zzounds.com/item-HOSHPE325">http://www.zzounds.com/item-HOSHPE325</a>
Microphones stands cabled and shock mount	3	various	\$ 900.00	<a href="http://www.ebay.com/itm/261533239467">http://www.ebay.com/itm/261533239467</a>
PC	1	HP Pavilion Desktop 2 TB	\$ 479.00	<a href="http://www.bestbuy.com/site/hp-pavilion-desktop-8gb-memory-2tb-hard-drive/3199341">http://www.bestbuy.com/site/hp-pavilion-desktop-8gb-memory-2tb-hard-drive/3199341</a>
PC & Workstation UPS	1	APC® Back-UPS® X5 Series Battery Backup, BX1500G, 1500VA/865 Watt	\$ 179.00	<a href="http://www.tessco.com/products/displayProductInfo.do?sku=38851&amp;eventPage=1">http://www.tessco.com/products/displayProductInfo.do?sku=38851&amp;eventPage=1</a>
PC & Workstation Surge Protection	3	TESSCO 70236	\$ 87.00	<a href="http://www.tessco.com/products/displayProductInfo.do?sku=70236&amp;eventPage=1">http://www.tessco.com/products/displayProductInfo.do?sku=70236&amp;eventPage=1</a>
Speaker Monitors	1	JBL Control1Pro	\$ 106.00	<a href="http://bas.cc/catalog/product_info.php?cPath=222_305_227&amp;products_id=1757">http://bas.cc/catalog/product_info.php?cPath=222_305_227&amp;products_id=1757</a>
<b>Equipment Costs (List Price):</b>			<b>\$ 9,861.79</b>	

# Agenda Item

6



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**  
**BUSINESS RECRUITMENT GRANT UPDATE- 700 St. Johns Avenue (restaurant)**

**SUMMARY:**  
A Business Recruitment Grant for 700 St. Johns Avenue for a proposed restaurant was awarded to Barbara Farr, owner/applicant. at the last CRA meeting. The applicant has since notified staff that the project will no longer be moving forward. The applicant's tenant (Cups) was unable to secure the necessary financing. Cups had entered into negotiations with another investor, Darryl Middlebrooke, who agreed to partner with Cups on the venture for a controlling interest in the business. Cups declined, resulting in the proposed business not moving forward with the build out and operation of the restaurant. The grant was for the the installation of an HVAC system, pressure washing, limited demolition and painting. Mr. Middlebrooke is still actively seeking a location to open a restaurant in the downtown area. Ms. Farr and her daughter Ms. Jeansonne are still seeking a tenant and may require CRA assistance in the future. Staff will continue to assist Mr. Middlebrooke and Ms. Farr in the efforts. An application for CRA funds within this fiscal year from either party is possible. See attached a letter from Mr. Middlebrooke regarding his efforts.

**RECOMMENDED ACTION:**  
**n/a - for information only**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Darryl Middlebrooke Correspondence	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2015 - 7:37 AM
City Clerk	Driggers, Betsy	Approved	2/2/2015 - 4:35 PM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 10:41 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:24 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 11:17 AM

Jonathan;

I wanted to update you on developments that have made the Cupz/Dottie Belle's Project at 700 St John's Ave unfeasible.

My former partners, Goldie Vickers and Jimmie Morris unfortunately were unable to obtain their agreed upon capital requirements to fund the project.

This lack of funding on their part caused them to be in default on the lease agreement. My offer to fully fund the project in exchange for controlling interest in the business was not acceptable to them.

Subsequently, they have decided to not pursue the venture and our partnership agreement is dissolved.

I am committed to bringing a thriving, successful business to downtown Palatka and have reached out to the developer of the Downtown Square project for available space for this project. We believe that Dottie Belle's could be an excellent partner for Downtown Square.

If approvals and financing can be approved we would like to move forward with this project for opening within 6-9 months.

I am interested in discussing and applying for any available City funds to assist in this venture.

Thank you and please feel free to call me if you would like further details.

Kind Regards;

Darryl Middlebrook

# *Agenda*

## *Item*

7



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**  
CRA ORGANIZATION - Board and committee organization

**SUMMARY:**  
The approved CRA plan calls for a Central Business District Advisory Committee. This Committee will be comprised of seven (7) members consisting of the following: three (3) members from Downtown Palatka, Inc.; three (3) members from the Main Street Program, comprised of two members that are property owners or business operators in the CBD and one who is an owner-occupant of a residential property in the CBD; and one (1) member representing the City of Palatka. The City Manager will designate the owner-occupant of a residential property and the City representative. This committee has not been established. Currently, input is sought from Palatka Main Street's board and committees. Either the plan will need to be revised to reflect current operating procedures for the CBD advisory committee or staff can implement the approved committee structure.

The Agency Board is comprised of seven (7) members consisting of the following: City of Palatka Commissioners, Putnam County Commissioner representative and a Downtown Palatka Inc. representative. This is a legal and commonly used board structure. However, not all downtown special interest groups are represented on the board (i.e. Main Street, North and South Neighborhood Associations).

Staff is seeking direction on the structure of the board and CBD advisory committee.

**RECOMMENDED ACTION:**  
n/a

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2015 - 7:37 AM
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 10:58 AM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 11:51 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:27 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 9:43 AM

# *Agenda Item*

8



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**  
**DISCUSSION** regarding CRA Meeting Date and Time - Staff

**SUMMARY:**  
At the October 23, 2014 CRA meeting Commissioner Flagg requested the CRA consider revising the current CRA regular meeting date and time. This item was continued for discussion at the December 12 CRA meeting.

The regular meeting date and time are set by resolution of the City Commission. The CRA's meeting date and time was last amended by the City Commission in 2012, to be effective with the December 2012 meeting. A copy of that Resolution follows this Summary.

Currently the CRA is set to meet every other month beginning in February on the 2nd Thursday of the month (which coincides with the date of the regular City Commission meeting) at 5:00 p.m., for a total of six times per year. When conflicts exist, as they sometimes do, or if more time is needed to meet, the meeting time and/or date is changed and legal notice per FS 189.015 is provided to the members, press and public seven (7) days in advance. The annual meeting schedule is published in the Palatka Daily News annually each January, per the requirements of FS 189.015.

**RECOMMENDED ACTION:**  
**For discussion and possible action to make a recommendation to the City Commission to amend the Regular CRA meeting schedule.**

**ATTACHMENTS:**

Description	Type
D Resolution adopted 10-25-12 setting CRA meeting date/time	Discussion

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 11:01 AM
City Clerk	Driggers, Betsy	Approved	2/3/2015 - 11:01 AM
City Manager	Czymbor, Michael	Approved	2/3/2015 - 11:50 AM
Finance	Reynolds, Matt	Approved	2/3/2015 - 4:27 PM
City Clerk	Driggers, Betsy	Approved	2/4/2015 - 11:11 AM

**RESOLUTION NO. 9 - 48**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AMENDING THE TIME OF THE REGULAR MEETING OF THE  
CITY OF PALATKA COMMUNITY REDEVELOPMENT  
AGENCY (CRA), AND PROVIDING A COMMENCEMENT DATE**

**WHEREAS**, the Palatka City Commission adopted Resolution #4 – 7 on September 8, 1983 which declared a portion of Downtown Palatka as an area suitable for redevelopment and finding the need for rehabilitation, conservation or redevelopment of such area; and

**WHEREAS**, the Palatka City Commission adopted Resolution #4-11 on November 10, 1983 which found a need to create a Downtown Redevelopment Agency (DRA), also known as the Community Redevelopment Agency (CRA) to carry out the Community Redevelopment Purposes of Chapter 163, Part III, FS in the Community Redevelopment Area; and

**WHEREAS**, the Palatka City Commission adopted Resolution No. 8-63 on December 15, 2009 setting the regular meeting date of the CRA on the 2<sup>nd</sup> Thursday of each even month at 4:00 p.m.; and

**WHEREAS**, during regular session on October 11, 2012, the Palatka CRA recommended amending the time of the regular meeting to 5:00 p.m.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka that commencing in December, 2012, the regular meetings of the Community Redevelopment Agency (CRA) shall generally be held at 5:00 p.m. on the 2<sup>nd</sup> Thursday of each even month (February, April, June, August, October and December), unless otherwise noticed, in compliance with F.S. 187.417.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 25<sup>th</sup> day of October, 2012.

**CITY OF PALATKA**

By: \_\_\_\_\_  
**MAYOR**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

Small Business Development Center 4th Quarter/Annual Report - Cheryl Lunch

**SUMMARY:**

See report attached

**RECOMMENDED ACTION:**

Report only -- no action required

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> 4th Quarter/Annual Report	Cover Memo

**REVIEWERS:**

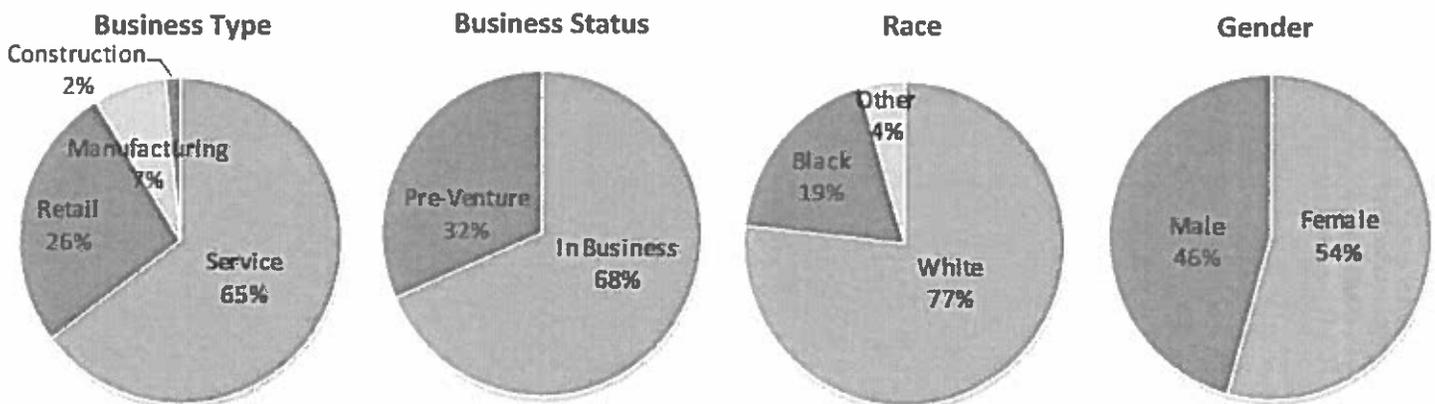
Department	Reviewer	Action	Date
City Manager	Czymbor, Michael	Approved	1/23/2015 - 3:57 PM
City Clerk	Driggers, Betsy	Approved	1/26/2015 - 12:45 PM
City Manager	Czymbor, Michael	Approved	1/26/2015 - 4:25 PM
Finance	Reynolds, Matt	Approved	1/29/2015 - 3:10 PM
City Clerk	Driggers, Betsy	Approved	1/29/2015 - 3:17 PM

Service Delivery	2014	2013	2012
<b>3 Year Comparison</b>			
Entrepreneurs Consulted	192	224	132
Total Consulting Hours	1088	883	427.5
Workshops & Events	4	23	9
Workshop Attendees	295	308	158
Jobs Created	57	17	8
Jobs Retained	8	12	8
Business Startups	20	10	2
Loans Received	\$456,000	\$210,000	\$300,000
Capital Investment	\$216,500	\$10,000	\$347,000

## Annual Highlights

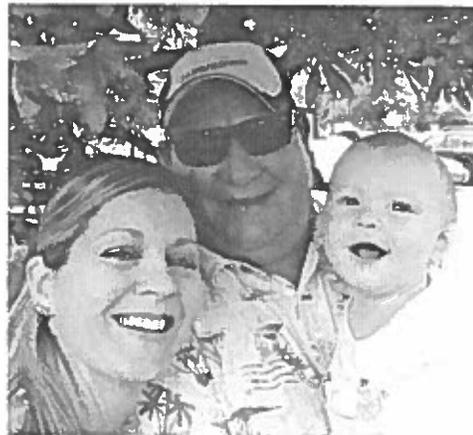
- 2014 hours listed above do not include the additional 159 Consulting hours spent by SBDC consultants and staff on Putnam clients, totaling 1247 total consulting hours which breaks down into 741 individual sessions.
- Three Success Stories – Crystal Cove Marina, Gem City Cottage and Synergy Construction (see reverse)

## Client Characteristics



## Success Story

Synergy Fabrications LLC., DBA Synergy Construction, began in 2001 by Jeff Rawls, a service disabled veteran, and his partners. By 2006, Jeff bought out his partners and was on his way to owning a profitable construction company that holds a general contractors license, a plumbing license, a roofing license and an electrical license. By the spring of 2013, Jeff, and his wife Dawn, found themselves without a bookkeeper. Taking in to consideration the difficult economy of the previous five



years and the struggle to stay in business through the difficult times, they decided they needed to take more control over the financial operations of the business. They decided to attend a QuickBooks training class conducted by the FSBDC at UNF at the Putnam County Chamber of Commerce.

After the class, Dawn realized she wanted one-on-one assistance with understanding and managing the finances and payroll of the company. "The classes were very educational to help me understand the basics of QuickBooks, but I needed more advanced help, so I made an appointment with Cheryl Lynch," said Dawn. In their subsequent meetings, Cheryl helped Jeff and Dawn with other challenges that they had faced and gave them the confidence they needed to make further sound business decisions.

"The Rawls have been clients of the FSBDC since 2009, so they were no stranger to the advantages of having no-cost consulting and low cost training available," says Cheryl. "Both Jeff and Dawn are savvy entrepreneurs and understand the value of having an expert, outside of the business, that is an advocate for them, and listens to their struggles, needs and goals."

The last four years were difficult for Synergy. However, the tides have been changing, and they have hired seven additional employees and counting, since their initial meeting with Cheryl. They are on track to increase their sales this year by 300 percent. "The services of the FSBDC at UNF are priceless," said Jeff, "Not only did they assist me with obtaining my HUB Zone certification, my service disabled veteran owned small business certification, and navigating through government contracting, they also provided me with a consultant that is helping me strategize and grow my business in a structured way, making the growing pains bearable. Every business owner in Putnam County should be meeting with Cheryl at the FSBDC, the results are proven!"