

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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.

April 3, 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 date and time of the regular April 9, 2015 meeting of the Palatka Community Redevelopment Agency has been changed to and is called to be held on Thursday, May 14, 2015 beginning at 4:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2nd 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 CRA meeting date and time change on the 3rd day of April, 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.

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
May 14, 2015 at 4:00 p.m.

CALL TO ORDER:

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

APPROVAL OF MINUTES: February 12, 2015

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

REGULAR AGENDA/TIF REQUESTS

- *1. **SOUTHERN RIVERFRONT FESTIVAL INFRASTRUCTURE IMPROVEMENTS** – Presentation, Discussion & Budget Amendment FY 2104-15 Tax Increment Fund – Jonathan Griffith
- *2. **DPI REQUEST FOR CDB FUNDS** for low FM radio equipment purchase – Jonathan Griffith
- *3. **RESIDENTIAL REHAB GRANT PROGRAM** – Jonathan Griffith
- *4. **MEMORANDUM OF VOTING CONFLICT** – Kathy Mulkey Griffin, February 12, 2015 Agenda Item #5

OTHER BUSINESS

- *5. **CRA ORGANIZATION** – Board and Committee Organization
- *6. **DISCUSSION** regarding CRA Meeting Date and Time - staff
- *7. **REPORTS**
 - (a) Small Business Development Center 4th Quarter/Annual Report – Cheryl Lynch
 - (b) Palatka North TIF District Advisory Committee Report – Elizabeth Van Rensburg
 - (c) Palatka South TIF District Advisory Committee Report – Larry Beaton
 - (d) Palatka Main Street Report – Charles Rudd & Jerry Hafner

8. 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.

PHONE: (386) 329-0100

201 N. 2ND STREET • PALATKA, FLORIDA 32177
www.palatka-fl.gov

FAX: (386) 329-0106

*Agenda
Item*

1



**COMMUNITY REDEVELOPMENT
AGENCY AGENDA ITEM**

SUBJECT:

SOUTHERN RIVERFRONT FESTIVAL INFRASTRUCTURE IMPROVEMENTS - Budget Amendment, Discussion & Presentation - Jonathan Griffith

SUMMARY:

In the past four years the Blue Crab Festival has modified its setup to fit the evolving riverfront park landscape. While the park plans took into consideration Blue Crab's use of the space, the plans did not include a complete electrical infrastructure setup. The City has worked with Blue Crab to make adjustments as necessary and as their layout has changed. The southern riverfront project did include the installation of two (2) transformers and the "undergrounding" of overhead lines to power the festival and docks. This work is underway.

The largest expense is the construction of an 800 amp service for the entertainment tent. The cost to do this is approximately \$19,000. In addition, it would be beneficial to install smaller services throughout the southern riverfront for smaller commercial vendors for Blue Crab, Azalea and other events. Staff is requesting a \$30,000 budget amendment to the Site Amenities line. To do so, staff is proposing a \$5,000 reduction to the aquatic midge control project line and \$25,000 from the contingency line.

Staff and Blue Crab are also proposing to forego the installation of tent anchors and the larger service until after the 2015 Festival. Since there is still one major project planned to reconfigure the southern portion of the park to begin this summer, this will allow them one more year to get a feel for the new layout and make layout adjustments. Blue Crab is planning on using the generator one more year to make certain that the large service for the tent is installed in the best location. The tent contractor will be required to patch the asphalt to the City's satisfaction.

Another consideration should be the conversion of the Memorial Parkway storm water pond to a vaulted storm water system. Converting this space would create valuable green space for the festivals, car shows, fishing tournaments and passive recreation. Staff estimates this project to cost \$150,000. The board should consider this as a CRA capital project in the next few years as additional TIF revenue comes in from the adjacent redevelopment projects.

RECOMMENDED ACTION:

Approve the \$30,000 budget amendment to the Site Amenities line for festival infrastructure improvements at the Riverfront Park and recommend approval of same to the City Commission.

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	5/5/2015 - 9:26 AM
City Clerk	Driggers, Betsy	Approved	5/6/2015 - 2:29 PM
City Manager	Bush, Allen	Approved	5/7/2015 - 9:47 AM
Finance	Reynolds, Matt	Approved	5/7/2015 - 4:50 PM

Agenda *Item*

2



**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.

Per the recommendation of the CRA Board. This proposal was presented to the Palatka Main Street Board in March. The Main Street Board passed a motion to not support funding of the radio station with TIFF funds.

RECOMMENDED ACTION:
no recommendation

ATTACHMENTS:

Description	Type
DPI Request	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	4/1/2015 - 12:22 PM
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 12:58 PM
City Manager	Bush, Allen	Approved	4/1/2015 - 2:48 PM
Finance	Reynolds, Matt	Approved	4/1/2015 - 3:06 PM
City Clerk	Driggers, Betsy	Approved	4/29/2015 - 4:14 PM

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.

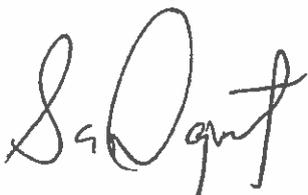
Our plan is also to include the City Of Palatka as a partner in announcing events and notices such as accidents, water boils, Amber and Silver Alert an, street closings, etc. Our hope would also be that as a sponsor the City would host a radio show for the Mayor and or City Manager.

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. Quint". The signature is written in a cursive style with a large, looped initial "S".



**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	http://www.ebay.com/itm/like/291045602373
EAS Decoder	1	Sage Digital Endec	\$ 2,200.00	http://www.bswusa.com/EAS-Encoders-and-Decoders-Sage-Digital-ENDEC-P4819.aspx
EAS Receiver	1	Dayton AF225	\$ 250.00	http://www.bswusa.com/EAS-Receivers-Dayton-AF225-P1901.aspx
EAS Receiver Antenna	1	F connection Telescopic Aerial Antenna	\$ 8.80	http://www.ebay.com/itm/191178851714?
Audio console	1	Allen & Heath ZED-14 broadcast console	\$ 399.00	http://www.sweetwater.com/store/detail/ZED14/
Telephone Hybrid	1	JK Audio Broadcast Host	\$ 475.00	http://www.sweetwater.com/store/detail/Host/
Automation software	1	RadioBOSS Advanced	\$ 250.00	http://www.djsoft.net/enu/buy.htm
Cables, Connectors & Adaptors	TBD	BSW Cable	\$ 300.00	http://www.bswusa.com/Audio-Cables-and-Connectors-C9.aspx
Distribution Amplifier	1	Rolls DA134	\$ 125.00	https://www.scmsinc.com/shop-item/distribution-amplifiers/da134-rolls-da134-distribut
CD/MP3 Player (Dual)	1	Stanton CS02	\$ 300.00	http://www.zounds.com/item-STAC502
Equipment Rack	1	Middle Atlantic RK12	\$ 140.00	http://www.bswusa.com/Equipment-Racks-Middle-Atlantic-RK12-P3695.aspx
Ethernet Switch	1	NETGEAR 5 Port Gigabit	\$ 32.99	http://www.newegg.com/Product/Product.aspx?Item=N82E16833122128
Flat Screen Monitors	2	HP 20" LED/LCD	\$ 220.00	http://www.newegg.com/Product/Product.aspx?Item=N82E16824176254
Grounding Strap for Rack	1	Harger CUFS15032	\$ 15.00	http://www.hol4g.com/ac/product.aspx?number=HRG-CUFS15032&p=162788&sc=3994
Headphones	3	Sennheiser HD429 Over-The-Ear	\$ 150.00	http://www.tposales.com/
Headphone Amplifier	1	Behringer HA400	\$ 25.00	http://www.zounds.com/item-HOSHPE325
Headphone Extension Cables	3	HPE-310	\$ 30.00	http://www.zounds.com/item-HOSHPE325
Microphones stands cabled and shock mount	3	various	\$ 900.00	http://www.ebay.com/itm/261533239467
PC	1	HP Pavilion Desktop 2 TB	\$ 479.00	http://www.bestbuy.com/site/hp-pavilion-desktop-8gb-memory-2tb-hard-drive/3199341
PC & Workstation UPS	1	APC® Back-UPS® XS Series Battery Backup, BX1500G, 1500VA/865 Watt	\$ 179.00	http://www.tessco.com/products/displayProductInfo.do?sku=38851&eventPage=1
PC & Workstation Surge Protection	3	TESSCO 70236	\$ 87.00	http://www.tessco.com/products/displayProductInfo.do?sku=70236&eventPage=1
Speaker Monitors	1	JBLControl1Pro	\$ 106.00	http://baq.cc/catalog/product_info.php?cPath=222_305_227&products_id=1757
Equipment Costs (List Price):			\$ 9,861.79	

Agenda *Item*

3



**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
<input type="checkbox"/> Revised Residential Program	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	5/5/2015 - 9 23 AM
City Clerk	Driggers, Betsy	Approved	5/6/2015 - 2 30 PM
City Manager	Bush, Allen	Approved	5/7/2015 - 9 45 AM
Finance	Reynolds, Matt	Approved	5/7/2015 - 4 46 PM
City Clerk	Driggers, Betsy	Approved	5/7/2015 - 5 38 PM



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 or contact Jonathan Griffith, Project Manager/Grants Administrator at 386 329 0103 or 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). Approved projects will receive reimbursement at fifty percent (50%) completion of project and at one hundred percent (100%) completion of project. Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to the Project Manager, including:
 - Contractor invoicing and evidence of payment of funds
 - Release of lien letters from contractors, suppliers.
 - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by the City of Palatka Chief Building Official and closed permit reports.
- Verification that any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner.
- Certification of completion of grant project by the Project Manager and submission to the Palatka City Finance Director.

The grant recipient will be required to reside on the property for one (1) year 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;

Residential Rehabilitation Grant Program

- 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
- be taxable property.

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

- 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 financial ability to fund the applicant's portion of the project;
- 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 (i.e. material, design and construction method);
- 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

Residential Rehabilitation Grant Program

- 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

4



**COMMUNITY REDEVELOPMENT
AGENCY AGENDA ITEM**

SUBJECT:

Memorandum of Voting Conflict - Kathy Mulkey Griffin, February 12, 2015 Agenda Item #5

SUMMARY:

Florida law requires elected or appointed officials serving on boards of commissions to file a Division of Ethics Form 8B, Memorandum of Voting Conflict, when that official is presented with a voting conflict of interest under Section 112.3143, Florida Statutes. This form must be filed with the Clerk and entered into the record of the meeting.

At the meeting held on February 12, 2015, Ms. Griffin declared the appearance of a voting conflict of interest citing her appointment to the Community Redevelopment Agency Board and recused herself from voting on Item 5, DPI request for CDB Funds for low FM radio equipment purchase.

RECOMMENDED ACTION:

Incorporate this form into the minutes of the meeting.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> 8B Voting Conflict	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	5/8/2015 - 11:43 AM

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kathy M. Griffin, hereby disclose that on February 12, 20 15 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Downtown Palatka, Inc., an organization of which I am a member by whom I am retained; or
- inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Item 8b. Downtown Palatka, Inc. request for funds to purchase low FM radio station equipment

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/13/2015
Date Filed

Kathy M. Griffin
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Agenda
Item

5



**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
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 10:22 AM
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 10:23 AM
City Manager	Bush, Allen	Approved	4/1/2015 - 11:38 AM
Finance	Reynolds, Matt	Approved	4/1/2015 - 1:45 PM
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 1:46 PM

Agenda Item

6



**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 and again to the February 12 meeting. It was continued again to the April 9th 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
<input type="checkbox"/> Resolution adopted 10-25-12 setting CRA meeting date/time	Discussion

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 10:24 AM
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 10:24 AM
City Manager	Bush, Allen	Approved	4/1/2015 - 11:40 AM
Finance	Reynolds, Matt	Approved	4/1/2015 - 1:44 PM
City Clerk	Driggers, Betsy	Approved	4/1/2015 - 1:47 PM

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 2nd 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 2nd 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 25th day of October, 2012.

CITY OF PALATKA

By: _____
MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Agenda *Item*

7



**SUBJECT:
REPORTS**

- * a. Small Business Development Center 4th Quarter/Annual Report – Cheryl Lynch
- b. North TIF District Advisory Committee Report – Elizabeth Van Rensburg
- c. South TIF District Advisory Committee Report – Larry Beaton
- d. Palaka Main Street Report – Charles Rudd & Jerry Hafner

SUMMARY:

Reports only - no action required

The report for Item (a), SBDC 4th Quarter/Annual Report, is attached.

RECOMMENDED ACTION:

Reports only - no action required

ATTACHMENTS:

Description	Type
<input type="checkbox"/> SBDC 2015 First Quarter Report	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	5/5/2015 - 9:28 AM
City Clerk	Driggers, Betsy	Approved	5/6/2015 - 3:33 PM
City Manager	Bush, Allen	Approved	5/7/2015 - 9:46 AM
Finance	Reynolds, Matt	Approved	5/7/2015 - 4:47 PM
City Clerk	Driggers, Betsy	Approved	5/7/2015 - 5:38 PM

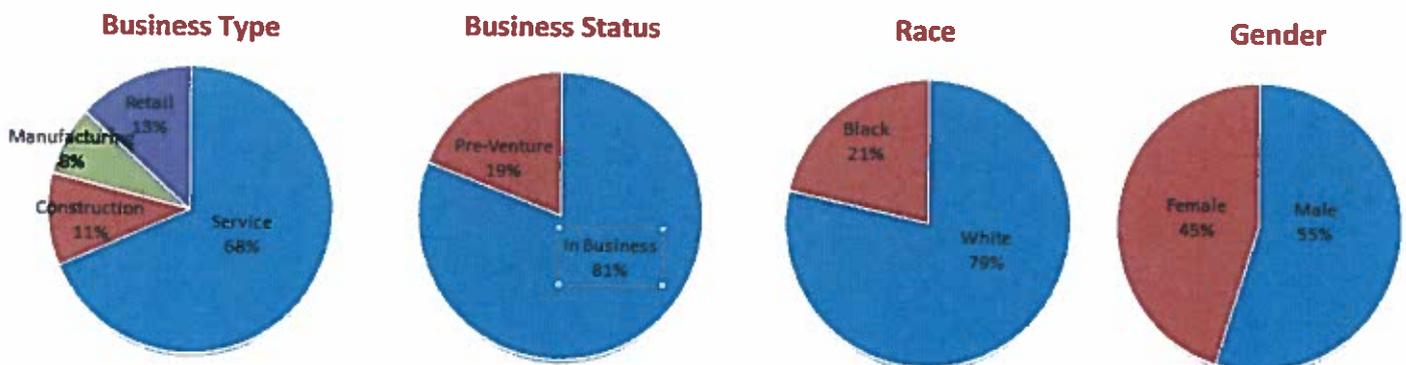
Service Delivery

	Jan. - Mar.	2015 YTD	2014 CY
Entrepreneurs Consulted	92	92	192
Total Consulting Hours	340	340	1088
Workshops & Events	0	0	4
Workshop Attendees	0	0	295
Jobs Created/Retained	6	6	8
Business Startups	2	2	20
Loans Received	\$0	\$0	\$456,000
Capital Investment	\$27,000	\$27,000	\$216,500

Quarterly Highlights

- Access to capital is essential for the growth of any business. Currently, the FSBDC at UNF in Putnam County is working with businesses who have a total of \$2,590,000 in loan applications pending.
- Jeff Rawls, owner of Synergy Construction was successfully nominated by the FSBDC at UNF for U.S. Small Business Administration Veteran Owned Business of the Year. Rawls was name the 2015 North Florida District Winner and will receive his award in May at the 23rd Annual Small Business Week Awards in Jacksonville.

Client Characteristics



Success Story

City Cafe

Casey Fields, an aspiring restaurateur, spent over 18 months working on making his dream of reopening a city legacy and staple of the community. Casey is a fifth generation Palatka native and remembers fondly the hustle and bustle of the downtown area when the City Café was originally open, since he worked there during his high school years. He relished every aspect of working at the restaurant and when it closed, he knew he would re-open the old fashioned café one day. While attending classes at St. Johns River State College (SJRSC) Cheryl Lynch, consultant at the Florida SBDC, was speaking to his business class about requirements and expectations when starting a business. Casey had many questions and once he was ready to make his dream happen, he reached out to the SBDC for help.



"Cheryl told me that day in class, when I was ready to make this a reality to come see her and she would help me every step of the way, and that is exactly what she did", says Fields, "She

advised me on how to save and budget my funds, how to prepare a business plan for a bank loan, how to apply for a loan and put projections together, all the way to preparing me for any unexpected things I never even thought about. She covered everything and more, and on top of all that, is still guiding me through some of my decision making processes."



"Casey, now 22, is your ideal entrepreneur. Although his age could have and should have hindered the process, he had years of experience in the restaurant industry, and listened and took direction when planning for his dream." said Lynch. "He took every single piece of advice, paid attention to the details and processes, asked the questions to educate himself and combined with his existing knowledge; put it into action making his dream a reality."