

**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.*

**AGENDA**  
**CITY OF PALATKA**  
**COMMUNITY REDEVELOPMENT AGENCY**  
June 11, 2015 at 5:00 p.m.

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:** February 12, 2015 & May 14, 2015

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

**REGULAR AGENDA/TIF REQUESTS**

- \*1. **DPI REQUEST FOR CDB FUNDS** for low FM radio equipment purchase (*tabled on 5/14*)
- \*2. **MEMORANDUM OF VOTING CONFLICT** – Kathy Mulkey Griffin, May 14, 2015 --  
Agenda Item #2 (introduce into record)

**OTHER BUSINESS**

- \*3. **DISCUSSION** – Fiscal Year 2015/16 CRA Capital Projects & Programs – Jonathan Griffith
- \*4. **DOWNTOWN PALATKA, INC REPRESENTATIVE TO CRA** – Position vacancy due to resignation of Kathy Griffin as DPI Representative (four year term expiring 12/31/18)

**5. REPORTS**

- (a) Palatka North TIF District Advisory Committee Report – Elizabeth Van Rensburg
- (b) Palatka South TIF District Advisory Committee Report – Larry Beaton
- (c) Palatka Main Street Report – Jerry Hafner

**6. 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

# *Agenda Item*

*1*



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**DPI REQUEST FOR CBD FUNDS** for low FM radio equipment purchase (*tabled on 5/14/15 for minutes from Main Street Meeting*)

**SUMMARY:**

This item was tabled at the 5/14/15 CRA meeting pending receipt of minutes from the Main Street Board concerning this request. Per the CRA, 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. Those minutes are attached.

DPI has resubmitted the request which includes a business plan (attached), which as also requested by the CRA at its 2/12/15 meeting.

**Background:** This is 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.

**RECOMMENDED ACTION:**

**no recommendation**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> DPI Request	Backup Material
<input type="checkbox"/> MS Minutes	Backup Material
<input type="checkbox"/> DPI Radio Draft Business Plan	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	6/4/2015 - 7:40 AM

City Clerk

Driggers, Betsy

Approved

6/4/2015 - 2:34 PM

City Manager

Driggers, Betsy

Approved

6/4/2015 - 2:34 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.

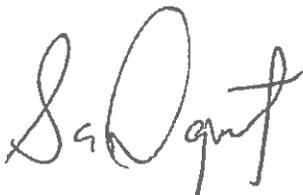
Our plan is also to include the City Of Palatka as a partner in announcing events and notices such as accidents, water boils, Amber and Silver Alert an, street closings, etc. Our hope would also be that as a sponsor the City would host a radio show for the Mayor and or City Manager.

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. Gant". The signature is written in a cursive style 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 BRG 88 1-Bay C-pol		
Transmission Line	1	Andrew Superflex FS14-50B100 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-P190L.aspx">http://www.bswusa.com/EAS-Receiver-Dayton-AF225-P190L.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.djsoft.net/enu/buy.htm">http://www.djsoft.net/enu/buy.htm</a>
Automation software	1	RadioBOSS Advanced	\$ 250.00	<a href="http://www.sweetwater.com/store/detail/ZED14/">http://www.sweetwater.com/store/detail/ZED14/</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.scmisinc.com/shop-item/distribution-amplifiers-da134-rolls-da134-distributi">https://www.scmisinc.com/shop-item/distribution-amplifiers-da134-rolls-da134-distributi</a>
CD/MP3 Player (Dual)	1	Stanton C502	\$ 300.00	<a href="https://www.zounds.com/item-5TAC502">https://www.zounds.com/item-5TAC502</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	Hager CUF515032	\$ 15.00	<a href="http://www.holdg.com/ac_product.aspx?number=HRG-CUF515032&amp;p=162288&amp;s=3994">http://www.holdg.com/ac_product.aspx?number=HRG-CUF515032&amp;p=162288&amp;s=3994</a>
Headphones	3	Sennheiser HD429 Over-The-Ear	\$ 150.00	<a href="http://www.tonsales.com/">http://www.tonsales.com/</a>
Headphone Amplifier	1	Behringer HA400	\$ 25.00	<a href="http://www.zounds.com/item-HOSHPE325">http://www.zounds.com/item-HOSHPE325</a>
Headphone Extension Cables	3	HPE-310	\$ 30.00	<a href="http://www.zounds.com/item-HOSHPE325">http://www.zounds.com/item-HOSHPE325</a>
Microphones stands cabled and shock mount	3	Various	\$ 900.00	<a href="http://www.ebay.com/itm/761533239467">http://www.ebay.com/itm/761533239467</a>
PC	1	HP Pavilion Desktop 2 TB	\$ 479.00	<a href="http://www.bestbuy.com/site/ftp-pavilion-desktop-8gb-memory-2tb-hard-drive/3199341">http://www.bestbuy.com/site/ftp-pavilion-desktop-8gb-memory-2tb-hard-drive/3199341</a>
PC & Workstation UPS	1	APC® Back-UPS® XS Series Battery Backup,		<a href="http://www.tessco.com/products/display/ProductInfo.do?sku=38851&amp;eventPage=1">http://www.tessco.com/products/display/ProductInfo.do?sku=38851&amp;eventPage=1</a>
PC & Workstation Surge Protection	3	8X1500G, 1500VA/865 Watt	\$ 179.00	<a href="http://www.tessco.com/products/display/ProductInfo.do?sku=70236&amp;eventPage=1">http://www.tessco.com/products/display/ProductInfo.do?sku=70236&amp;eventPage=1</a>
Speaker Monitors	1	TESSCO 70236	\$ 87.00	<a href="http://lbs.cc/catalog/product_info.php?cPath=222_305_227&amp;products_id=1757">http://lbs.cc/catalog/product_info.php?cPath=222_305_227&amp;products_id=1757</a>
		JBL Control II Pro	\$ 106.00	
		Equipment Costs (List Price):	\$ 9,861.79	



REVITALIZATION-IT'S OUR NATURE.

# MINUTES

## Main Street Board of Directors

March 18, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

**Present:** Charles Rudd, Jerry Hafner, Susan Detar, Robbi Correa, Michael Czymbor, Tess Simpson, Elizabeth van Rensburg, Art Leary, Luke Taft, Marcia Lane, Robert Taylor, Larry Beaton, Kirby Kennedy, Alex Sharp, Shanti Hall, Holly Schoeppel

**Absent:** Joan Turnage, Anne Allen, Harris Berns-Cadle

**Others:** Jonathan Griffith, Adam Rowe

**Call to order:** Jerry Hafner called the meeting to order at 4:05 pm

Jerry Hafner called for approval of February meeting minutes.

**Action:** Elizabeth van Rensburg motioned the minutes be approved  
Seconded by Robbi Correa  
**Motion carried**

### Financial Report

Charles Rudd presented the monthly reports.

**Action:** Robert Taylor moved the reports be approved  
Seconded by Holly Schoeppel  
**Motion carried**

### Unfinished Business

Alex Sharp distributed a draft plan for set up of the LPFM station. After reading there was discussion.

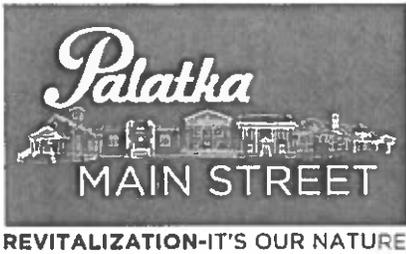
**Action:** Elizabeth van Rensburg motioned to table the topic  
Seconded by Holly Schoeppel

Further discussion ensued whether we need to loosen up some money and take action

**Motion denied**

with CRA funds

**Action:** Robert Taylor moved to not support funding set up of the radio station  
Seconded by Robbi Correa  
**Motion carried**



# MINUTES

## Main Street Board of Directors

March 18, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

### New Business

First two items were unable to be acted upon since no candidates for appointment were presented from the City or the Chamber

Charles requested board support of an extension of the deadline for participation in the CRA's Vacant Space Program. He said the reason was to try to get more participation in that program. The board approved by consensus.

Introduction of the Azalea Festival Queens and Angela Murtagh explained the plan to improve the pageant for the coming years.

Charles Rudd explained the potential changes to the organization of the CRA Board. There was discussion about the current board and how changes might affect different parties.

**Action:** Robert Taylor moved that the CRA Board membership be modified as follows:

- 1 DPI member
- 2 CBD members
- 2 North Historic District members
- 2 South Historic District members
- 1 Main Street member

Further discussion

Robert Taylor amended the motion as follows:

- 1 North Historic member
- 1 South Historic member
- No CBD representation

Seconded by Tess Simpson

Robert Taylor asked for polling of the board

Yeah 4                      Nay 8

Further discussion

**Action:** Robert Taylor moved the topic be sent to the Organization Committee for a recommendation.

Seconded by Robbi Correa

**Motion carried**



# MINUTES

## Main Street Board of Directors

March 18, 2015

4:00 pm to 5:00 pm

Wattles Meeting Room

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### Reports

No reports

Robbi Correa moved the meeting be adjourned. Robert Taylor seconded the motion.

**Meeting adjourned 6:15 pm**

Respectfully submitted

Susan Detar, Secretary



P.O. Box 832  
Palatka, FL 32178  
Phone: 386-328-0909  
[www.palatkadowntown.com](http://www.palatkadowntown.com)

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May 28, 2015

Downtown Palatka Inc. request an addition to the June 11<sup>th</sup> Community Redevelopment Agency agenda

The subject title will be, "Request for funding for the Radio WDPI".

Provided is a draft of the business plan for the station. This has already been sent to the Palatka City Commission.

Mr. Alex Sharp will make the presentation.

Downtown Palatka Inc

## Draft Use Only

### **Downtown Palatka Inc. WDPI LP FM 100.5 MHz**

900 SAINT JOHNS AVE  
Palatka, Florida 32177

**WDPI LP, 100.5 FM is a non-commercial radio station. We have four main objectives:**

- (1) Serve the City of Palatka with high-quality programming that is both entertaining and educational.**
- (2) Serve the City of Palatka area with information that the residents can use in their daily lives and that stimulates positive interaction between the local residents and the surrounding community.**
- (3) Train and educate interested community members in the field of broadcasting who wish to volunteer their services at WDPI LPFM 100.5 MHz.**
- (4) Provide emergency broadcasting for local and county governmental entities.**

### **Underwriting Guidelines and Agreement For Businesses:**

#### **What is underwriting?**

**The Federal Communications Commission (FCC) allows businesses to underwrite or fund programs on stations like WDPI LPFM 100.5 MHz, but it does not allow commercial advertising. WDPI LPFM 100.5 MHz owned by Downtown Palatka Inc., depends on underwriting donations from**

**businesses like yours and individuals to defray operating costs, as well as equipment purchases and repairs. Unlike many other non-commercial stations, WDPI LPFM 100.5 MHz does not receive funding from the government. Underwriting is highly similar to commercial advertising, but differs in a few very important areas. The FCC forbids announcements that issue a CALL TO ACTION. This means that statements like "stop in, shop here, call, call now, limited time only, and mention WDPI LPFM", etc. are not allowed. Underwriter announcements also may not contain QUALITATIVE WORDS. Qualitative words such as *largest selection, newest model, best in town, finest selection, and state of the art* are prohibited. Finally, announcements may not mention or give reference to PRICES. References such as *free, sale, discount, clearance, reduced, going out of business sale, and liquidation*, are also prohibited by the FCC.**

WDPI -LPFM, will rely on our listeners and local businesses for 100% of its operational support - we depend on listener support and business underwriters to keep us 'on the air'.

We anticipate being on the air "Live" by July 4<sup>th</sup> 2015!

WDPI -LPFM will offer the business underwriter five categories of underwriting on WDPI-LPFM, Palatka's first Low Power FM Radio Station for the residents.

WDPI-LPFM is licensed by the F.C.C. and all underwriting messages must comply with Federal Regulations.

WDPI -LPFM 100.5 Range and coverage: currently the FCC shows a limit of 12.1 miles from our broadcast station at 900 Saint Johns Ave, downtown Palatka!

### **Sample programs being considered:**

**General Underwriters:** Businesses, organizations or other entities; that donate \$60.00 are considered Underwriters. This entitles the Underwriter a minimum of three 'on-air' announcements per day for each month that is funded. We are currently running a special promotion. Underwriters who contribute two months of underwriting will receive the third month at no additional cost. This is a savings of \$60.00. WDPI-LPFM for 8 months in advance and receive 12 months of acknowledgment.

**Weather Sponsors:** Sponsors of weather reports on WDPI donate \$50.00 per week with no discount for advance payment. Each weather sponsor receives one mention per hour (with their business name mentioned on both sides of the NOAA weather forecast). This is a very inexpensive way to promote your company and support for WDPI-LPFM. Consecutive weeks of on-air promotion in this category is not guaranteed unless prepaid.

**Gospel Sponsor:** Businesses who support WDPI with \$10.00 per month will have their spot read a minimum of three times during the Sunday morning gospel show (which will air from 8 am to noon). The yearly payment of \$100.00 is a discount of \$20.00 or two months free.

**Bluegrass Sponsor:** This category is for sponsorship of the Bluegrass show that is scheduled for Saturdays at noon. A yearly gift of \$100.00 helps support WDPI with the funds needed to bring to our listeners a wide variety of Bluegrass music (including local performers) for their listening pleasure.

**Palatka Historical Hour:** This category is for sponsorship of the educational hour show that is scheduled for Wednesday evening at 5pm. A yearly gift of \$100.00 helps support WDPI with the funds needed to bring to our listeners a wide variety of historical stories read by local performers for their listening pleasure

**General items applicable:**

1. Donations and Underwriting Support are/is non-refundable.
2. There will be at least three daily 'on-air' announcements of support and presence on WDPI- LP-FM.
3. Downtown Palatka Inc. holds the FCC license for WDPI LP-FM 1-00.5 mhz. We are restricted by the F.C.C. to be 'non-commercial/educational'. Sponsors, supporters and underwriters can be mentioned 'on-air', but we cannot advertise prices or suggest any 'call to action'. Therefore, we will only be able to mention the supporters/underwriters names and offer general information. This is considered "name recognition."
4. Credits on WDPI LP-FM Radio are intended as a way of thanking and identifying underwriters. Underwriting credits must meet the test of whether they are in keeping with the noncommercial nature of public broadcasting. In general credits must maintain a non-commercial sound. Some examples follow:
5. What is allowed on WDPI- LP-FM Radio:
  - ! Credits that are less than 45 seconds.
  - ! Factual information about the underwriter, including location, product name and description of services.

- ! Credits may contain a phone number and/or Web site address.
- ! Well-established slogan or corporate positioning statements. (If not a call to action, comparative language, or qualitative statement)
- ! Preamble, "Local Underwriting is provided by" is included in the credit announcement

6. What is not allowed on WDPI- LP-FM Radio:

- ! No comparative statements (e.g. the best, bigger, faster)
- ! No qualitative statements which involve subjective evaluation of quality (e.g. fine, great, rich, superb)
- ! No price information (including "free")
- ! No call to action statements which direct the audience: to call, to visit, to try, to compare
- ! No inducement to buy statements which direct the audience to purchase the product (e.g. free trial period, 2 for 1)
- ! No first or second pronouns (e.g. I, me, you)

## Underwriting Guidelines and Agreement For Individuals

**Supporters (Sponsors):** Supporters are individuals who privately contribute \$10.00 or more. This entitles the supporter to a minimum of 3 'on-air' announcements each day for one month intervals. If a supporter contributes \$100.00 per year, and if paid in advance, we will air their support acknowledgments for the last two months at no additional cost (which is a savings of \$20.00). In other words, support for 10 months in advance and receive 12 months of acknowledgment.

**Donors:** This category is for any amount that a listener wishes to contribute to WDPI LP-FM that is not covered by the other three types of support or for those who want to help WDPI LP-FM but want to remain anonymous. Any amount would be graciously appreciated!

General items applicable:

6. Donations and Underwriting Support are/is non-refundable.
7. There will be at least three daily 'on-air' announcements of support and presence on WDPI-LPFM 100.5
8. Downtown Palatka Inc. is a non-profit organization that holds the FCC license for WDPI LPFM . We are restricted by the F.C.C. to be 'non-commercial'. Individual supporter's names will be mentioned 'on-air', combined with other individual supporters and each message will play a minimum of three times per day throughout the term of support.
9. Credits on WDPI LP-FM Radio are intended as a way of thanking and identifying individual supporters.

**Downtown Palatka Inc. WDPI- LP-FM 100.5 MHz**  
**900 Saint Johns Ave**  
**Palatka, Florida 32177**  
(Alex Sharp- DPI Executive Board Member- WDPI Station Manager)

# *Agenda Item*

*2*



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

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**SUBJECT:**

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

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**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.

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**RECOMMENDED ACTION:**

**Incorporate this form into the minutes of the meeting.**



**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 May 14, 20 15 :

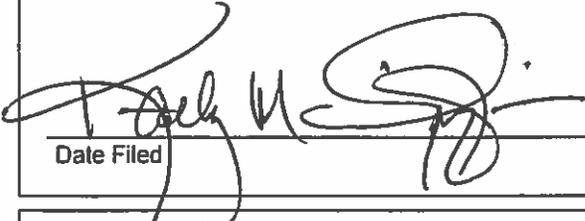
(a) A measure came or will come before my agency which (check one or more)

- 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 that I represent as 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:

**Agenda Item #2: DPI Request for funds fow Low-Impact FM Station**

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.

  
 \_\_\_\_\_  
 Date Filed

5/14/15  
 \_\_\_\_\_  
 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*

3



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

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**SUBJECT:**

**DISCUSSION - Fiscal Year 15-16 Community Redevelopment Agency capital projects and programs**

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**SUMMARY:**

Only one capital improvement project is proposed to occur within the TIF districts this year. That project is the Commercial Development Block Grant - C04. This project will complete the streetscaping of Memorial Parkway and Second Street and reconstruct the Short Laurel Street parking lot. Staff is seeking direction from the CRA board members on any additional projects the board may want to consider for the next fiscal year. To date staff has began inspections with property owners who opted into the Vacant Space Improvement Program. Estimates for the work are needed prior to the CRA ranking the projects for consideration in next year's budget. If the CRA desires to continue with this program; staff estimates \$100,000 should be made available to complete 3-4 projects.

FY 14-15 included approximately \$100,000 from the Central TIF for Main Street administered programs and the Main Street Manager's salary. Staff proposes that the CRA should continue to partner with Main Street to provide a Main Street Manager and provide regularly scheduled events and coordinated marketing for Downtown Palatka. Staff suggests this amount should be decreased to allow for the CRA and City to address much needed infrastructure improvements within the Central TIF district. Some other projects or programs for consideration are:

**Central District**

1. Converting the Riverfront Park storm water pond to a vaulted system to regain the green space;
2. Fund the building improvement and facade grant programs;
3. fabricate and install wayfinding signs (plan and design completed);
4. cleanup 11th St. lot purchased for parking and determine highest and best use;
5. purchase and install floating dock for fishing that could be used for fireworks display; and
6. complete engineering for potable, sanitary and streetscape improvements .

**South TIF District**

1. fund economic development programs (i.e. Home Improvement, Residential Rehab and Commercial Programs);
2. engineer and implement traffic calming measures on River St.;
3. complete engineering for potable, sanitary and streetscape improvements; and
4. begin under-grounding overhead electric lines.

**North TIF District**

1. fund economic development programs (i.e. Home Improvement and Residential Rehab.);
2. partner in the restoration of the James House;
3. complete engineering for potable, sanitary and streetscape improvements; and
4. begin under-grounding overhead electric lines.

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**RECOMMENDED ACTION:**

**Discussion item**

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Grants & Projects	Griffith, Jonathan	Approved	6/4/2015 - 7.40 AM
City Clerk	Driggers, Betsy	Approved	6/4/2015 - 2.32 PM
City Manager	Driggers, Betsy	Approved	6/4/2015 - 2.33 PM

# *Agenda Item*

*4*



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**Downtown Palatka, Inc. Representative to CRA - Position vacancy due to resignation of Kathy Griffin as as Downtown Palatka, Inc. Representative (four year term expiring 12/31/18)**

**SUMMARY:**

Kathy Griffin has tendered her resignation from the Community Redevelopment Agenda effective immediately. Her resignation is attached. Downtown Palatka, Inc. has accepted her resignation and has recommended Sam Deputy, its President, be appointed as DPI Representative to fill the remainder of her unexpired term. This recommendation is also attached.

Appointments to the CRA are made by the City Commission.

The Commission will take this up as a discussion item on its June 11th Agenda as part of an overall discussion concerning the Community Redevelopment Agency Structure.

**RECOMMENDED ACTION:**

**For information only -- no action required.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Kathy Griffin Resignation from CRA	Resolution
<input type="checkbox"/> DPI Appointment - Sam Deputy	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	6/3/2015 - 12:45 PM
City Clerk	Driggers, Betsy	Approved	6/3/2015 - 12:47 PM
City Manager	Driggers, Betsy	Approved	6/3/2015 - 12:47 PM
Finance	Reynolds, Matt	Approved	6/3/2015 - 1:45 PM
City Clerk	Driggers, Betsy	Approved	6/3/2015 - 2:35 PM

## Betsy Driggers

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**From:** kathy griffin [kmg15@att.net]  
**Sent:** Friday, May 22, 2015 8:53 AM  
**To:** Betsy Driggers  
**Cc:** 'graphicsiii'; kmg15@att.net  
**Subject:** CRA Position

Betsey,

Please be advised that I have resigned from my position on the DPI Board. In turn this will also be my resignation from the CRA board. Sam Deputy will be assigning someone to take my place by the next scheduled meeting in June.

Thank you for assistance during my time with the board. It was a pleasure serving.

Best regards,  
Kathy Griffin



P.O. Box 832  
Palatka, FL 32178  
Phone: 386-328-0909  
[www.palatkadowntown.com](http://www.palatkadowntown.com)

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May 28, 2015

**TO WHOM IT MAY CONERN:**

The regular May meeting of the Downtown Palatka Inc. was held on Wednesday, May 27<sup>th</sup> at the Palatka Welcome Center.

During the meeting it was announced that Kathy Griffin has had to resign her position due to some personal reasons. The Executive Board will replace her position at the next meeting.

It was noted that she was also on the CRA Board as DPI's representative. It was moved by Alice Cooper from the floor to nominate Sam Deputy to fill this term. The Motion was seconded by Angela Murtagh. Question was called. Vote was unanimous. The Secretary was asked to send a letter to Betsy Driggers with the results.

  
Alice Cooper

DPI Secretary