

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

**AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
February 11, 2010; 4:00 p.m.**

1. **CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
2. **APPROVAL OF MINUTES – 12-10-09**
3. **PROSPERITY BANK APPRAISAL** – Discuss whether or not to enter into agreement with Michael Limanti in the amount of \$2,700.00 for appraisal of Prosperity Bank
4. **FAÇADE GRANT** – Approve new cycle of façade grants up to \$100,000
5. **REQUEST** for Central Business District Tax Increment Funds: Up to \$50,000 for 2010 Blue Crab Festival Sponsorship - C. J. Morris, Tri-Chair, 2010 Blue Crab Festival Committee
6. **UPDATE/DISCUSSION:**
 - a. Purchase of Downtown Properties
 - b. Billboard Advertising Campaign
 - c. Update on CRA Needs Assessment Report
 - Resolution to dissolve TIF Oversight Committee
 - Resolution to dissolve DRA and create CRA
7. **REMARKS/COMMENTS**
8. **ADJOURN**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS 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

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KARL N. FLAGG
MAYOR - COMMISSIONER

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**MINUTES
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
Price Martin Community Center
December 10, 2009; 3:00 p.m.**

Proceedings of a called meeting of the City of Palatka, Florida Community Redevelopment Agency held on the 10th day of December, 2009.

PRESENT: Mayor Karl N. Flagg
Commissioner Allegra Kitchens
Commissioner Vernon Myers
Commissioner James Norwood, Jr.
Member Sam Deputy, President
Downtown Palatka, Inc.

ABSENT: Commissioner Mary Lawson Brown

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald Holmes; City Clerk Betsy Driggers; Finance Director Matt Reynolds; Fire Chief Mike Lambert; Police Chief Gary Getchell; Parks Supervisor Jeff Norton; Planning Administrator Debbie Banks

CALL TO ORDER Mayor Flagg called the meeting to order at 3:05 p.m. and read the following call, dated November 25, 2009:

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS, JAMES NORWOOD, AND SAM DEPUTY:

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the Price Martin Community Center, 220 N. 11th Street, Palatka, on Thursday, Dec. 10, 2009 at 3:00 p.m.

The purpose of the meeting is to consider the following items:

1. Adoption of CRA Annual Plan, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD)
2. Adoption of proposed Main Street Building Improvement Grant Program
3. Adoption of Regular meeting Schedule

/s/ Karl N. Flagg
Karl N. Flagg, MAYOR

The following members acknowledged receipt of a copy of the foregoing notice of a special meeting on the 18th day of November, 2009.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Vernon Myers
COMMISSIONER

/s/ Sam Deputy
PRESIDENT
DOWNTOWN PALATKA, Inc.

Vacant
MAIN STREET MANAGER

INVOCATION - Commissioner Kitchens

PLEDGE OF ALLEGIANCE – Sam Deputy

APPROVAL OF MINUTES – 11-12-09 – Commissioner Norwood moved to adopt the minutes as read. Commissioner Myers seconded the motion, which passed unopposed.

ADOPTION OF PROPOSED MAIN STREET BUILDING IMPROVEMENT GRANT PROGRAM – John Hodge – tabled from 11/10/09 – Mr. Hodge said their committee met with Mr. Holmes and the legal language was added. The final copy has been distributed. Mr. Deputy said he did not receive updated changes. Mr. Boynton said it came to his attention late yesterday that the changes made were not incorporated into this version. Mr. Holmes will read into the record the changes that were made. Mayor Flagg asked if the corrected version was circulated. Mayor Flagg asked if revisions are made to a document, they noted the revision date at the bottom.

Mr. Holmes said no changes were made to pages 1 and 2. On page three there are substantial changes under Grant Criteria. Changes begin with the 2nd paragraph, which was added as a result of their meeting. Mr. Holmes read that paragraph into the record. Mr. Deputy said he's fine with the newspaper advertisement clause, but many people don't read the PDN or its advertising section daily. They need to mail this to each building owner so everyone is aware of this program. Mr. Hodge said one of the Main Street committees, such as promotional, will do that. This is a Main Street program. Mr. Boynton said he will direct main street staff to send the program to each property owner.

Mr. Holmes said on Page 4, duration of grant, he added language to this yesterday to provide a method of fixing a lien on property to insure that grant payments would be repaid if necessary. He added "The specific terms of repayment shall be included in a written agreement executed between Palatka Main Street/City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant."

Mr. Holmes said on page 5, under Grant Process, in the 2nd paragraph, he added a 2nd sentence reading "All three members of the evaluation committee must be present and participate in any meeting at which funding is to be considered. All decisions of the committee shall be by majority rule."

Mr. Holmes said there were no changes to page 6. Page 7 contains changes under Evaluation: After the 4th bullet point he added "Each member of the Evaluation Committee shall score each

application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes." A bullet point added yesterday reads "Any application which receives an "average" total score of less than 50 points shall not be awarded funds."

Mr. Holmes noted the total criteria points equal 100. The language at the bottom of the chart was stricken. It was not necessary in view of the additions he noted. This concludes the changes.

Commissioner Kitchens said, regarding scoring criteria, at the last meeting Mayor Flagg and Commissioner Brown had concerns with making certain that existing businesses receive due consideration. She doesn't note that there is any language stating they have extra consideration. She suggested they give that long-term occupancy category 5 points and add a category for existing business, giving them 5 points. Mr. Hodge said this document is mostly for making business buildings complete -- finishing walls, HVAC, making sure the buildings are rentable, finished shells. Fixing buildings is exactly doing work to increase business downtown. He wants to support new business rather than fix up empty buildings that aren't occupied. He wants to tie this to tenant occupancy. They wanted this to be a "broad brush" so that most any case that shows up with a legitimate application can be considered, whether an old or new business. Commissioner Kitchens said the South Historic District has taken part of their TIF funds to bring buildings up to code for those who can't afford it. This is something the downtown district can do. Mr. Hodge said they have had success with façade grants; this program builds on that. They will be able to do far more in the future. Mr. Deputy stated he has no objections. Mr. Boynton asked the Clerk to advertise this program in the newspaper to meet the deadline. This program will be ready to begin January 1. Commissioner Kitchens moved to adopt the proposed Main Street Building Improvement Grant Program as amended. Mr. Deputy seconded the motion, which passed unopposed.

SOUTH HISTORIC NEIGHBORHOOD ASSOCIATION recommendation to reallocate 2008 funds – Mr. Boynton said this item comes before the CRA at the request of the South Historic District. The home improvement program is very successful and they wanted to allot another \$50,000 this year. This will take that total allocation for 2008 to over \$261,000. This program has matured over time and continues to work. He recommends these funds be reallocated. Commissioner Myers asked what amount of funds are generated annually? Mr. Boynton said approximately \$127,000 for the South Historic District at this time. Much of their current balance was accumulated in years past. They had around \$480,000 entering the year. Over \$200,000 was spent on the Tilghman House. Commissioner Myers moved to recommend reallocation of 2008 South Historic District TIF funds to move \$50,000 into the Home Improvement Program. Commissioner Norwood seconded the motion which passed unopposed.

ADOPTION OF CRA ANNUAL PLAN, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD) – Mr. Boynton said each TIF district has to have an annual plan for fund allocation. If a project changes or more money is needed, they can reallocate the funds that are needed as available. He asked for and received input from each TIF association regarding their needs. Over the past year they completed a needs assessment in which several critical elements were identified. They will still need a work plan. The only money assigned to a specific project is the \$200,000 for the building improvement project. There is still a significant amount of money on that program. They have tentatively allocated the remaining funds as noted in his memorandum (filed). The funds can be reallocated at any time. This tentative allocation meets government standards. Mr. Boynton then read his memorandum into the record (filed). The following is the proposed 2010 assignment of funds by district:

South Historic District

Home Improvement Grant Program	\$100,000
Interior Restoration Grant Program	\$ 15,000
Reserve Funds (estimated)	\$ 25,000

Total **\$140,000**

North Historic District

Home Improvement Grant Program	\$200,000
Reserve Funds (estimated)	\$ 45,000

Total **\$245,000**

Mr. Boynton noted that the NHD should have an approval on their HIP within the next several months. This does not include projects that were already approved in 2009.

Central Business District:

Land use and zoning	\$ 00
Directional Signage and Way-finding	\$ 50,000
Streetscape and Infrastructure	\$150,000
Parking	\$150,000
Design Guidelines	\$200,000
Historic Preservation	\$ 00
Riverfront, Parks and Open Space	\$ 50,000
Public Investment Properties	\$ 00
Public Involvement	\$ 00
Marketing	\$110,000
Additional Economic Dev. Funding Mechanisms	\$400,000

Subtotal **\$1,110,000.00**

CBD Preapproved and/or Recurring costs include the following:

Legal Fees (est)	\$ 10,000
Riverfront Master Plan	\$ 60,000
Main Street Manager (est.)	\$ 70,000

Subtotal **\$ 140,000.00**

Total **\$1,250,000.00**

Mr. Boynton said several projects can be funded under each heading. This also does not mean all the funds need to be spent in that category; this is a preliminary assignment. No formal spending has been formulated for any of these categories except for the BIG program. A more formal program will come in February.

Mr. Deputy said in the future they need to come up with a policy regarding the funding of festivals. They will be fielding requests from many festivals. They need to develop a policy to handle those requests. Commissioner Myers had several questions concerning balances carried forward, income and expenditures, which were addressed.

There being no further discussion, Mr. Deputy moved to adopt the 2010 CRA Annual Plan as presented. Commissioner Kitchens seconded the motion, which passed unopposed.

REGULAR MEETING SCHEDULE – Mr. Boynton noted at the 11-12-09 City Commission meeting he asked for input in a regular meeting date. Hearing none, he and the Clerk have recommended regularly scheduled meetings on the even months on the 2nd Thursday of the Month. They will advertise this schedule in the PDN and meetings can be cancelled if they are not needed. This means amending regular Board of Zoning Appeals meetings to the 2nd Tuesday instead of the 2nd Thursday. Commissioner Kitchens asked if the Code needs to be changed. The Clerk noted they can change the Board of Zoning Appeals meeting date by resolution.

REMARKS/COMMENTS

Commissioner Norwood said the CRA has put together a good plan that helps all neighborhoods maintain their historic quality. He thanked all those who worked on these plans.

Commissioner Myers thanked Mr. Hodges for his work on the BIG Program. He noted all those who worked on this program should be commended.

Commissioner Kitchens noted she is excited about the BIG Program, and thanked the Districts for their work.

Mr. Deputy said the Tour of Homes was held this past week and was very successful. The Riverfront Development Meeting held Tuesday was heartening. He thanked Mr. Hodge and Sam Carr for their work on the BIG Program.

Mayor Flagg commended city staff working in partnership with these districts. It is refreshing to have guidelines to work from.

Roberta Correa, 703 Emmett Street, said there is a display on the side board showing the houses granted funds for renovation under the program. People are also privately working on their homes because of the improvements made under the program. There have been many positive actions taken because of this program.

ADJOURN – There being no further business to discuss, the meeting was adjourned at 3:50 p.m. upon a motion by Commissioner Kitchens, seconded by Mr. Deputy.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS 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

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Agenda Item

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: February 8, 2010

RE: Prosperity Bank Appraisal



Attached is a quote from Michael Limanti, Appraiser, to conduct an appraisal of the Prosperity Bank Building on St. Johns Avenue. Originally the parking lot associated with the facility was being considered for purchase by the CRA; however, during discussions with the Bank, it was mentioned that the entire property could be for sale to the City with Prosperity Bank leasing space from the City. When this was brought to the CRA at a recent meeting I was asked to have a property appraisal conducted to have an idea of the property's value.

The cost for this appraisal is \$2,700.00. I am asking for confirmation from the CRA that they want to expend these TIF funds to have this building appraised. I understand that the long-term vision of possibly acquiring this building would be for future City offices, but I am not sure we want to take this building off the tax roles at this time. I am also aware of various other buildings that have been discussed that could serve as Welcoming Centers, office space for City personnel, etc. Before spending even \$2,700.00, I think we should have a vision in place on where we see the City in five, ten, or even twenty years out, and whether or not existing space is adequate to meet those needs. I believe it would also be appropriate to identify and prioritize all buildings that would serve the above purposes, and then focus our attention of the top priority.

At this time, I am recommending that this appraisal not be completed until a workshop is conducted to discuss the overall vision of Downtown and the City's role in this process.

Should you have any questions, please call.

Woody Boynton

From: Michael Limanti [mlimanti@bellsouth.net]
Sent: Wednesday, December 23, 2009 3:08 PM
To: Woody Boynton
Subject: Prosperity Bank Appraisal

Woody,

In reference to your call yesterday regarding an appraisal of the Prosperity Bank property located at 601 Reid Street in Palatka, we would be able to prepare a full commercial appraisal for a fee of \$2,700. It would be similar in scope to the appraisal we prepared on the 100 block of Reid Street we did for the City a few years back. We could start as early as next week. We would just need a point of contact to be able to do a full inspection of the interior of the property. Thanks again and we await your response. Happy Holidays.

-Michael Limanti

LIMANTI APPRAISALS, INC.

Agenda Item

4

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: February 8, 2010

RE: Façade Grant Program

It has been discussed in the Main Street Program (minutes attached) that the Façade Grant Program (Program Guidelines attached) be reinstated for at least one more year. The main reason to reinstate this program is so that the recently approved Building Improvement Grant (BIG) Program is not overwhelmed with Façade improvement requests. The BIG program is intended to allow owners to make more substantial upgrades to their buildings. An owner/tenant may apply for both grants simultaneously, but are only eligible to receive money from one grant program per calendar year.

The Façade Program attached is the same program that has been in-place for the past several years. This program has assisted in several store fronts being completed renovated and encouraging some development in these stores. The Main Street Program is requesting that \$100,000 be set aside for this program. This is a similar amount to what was previously been allocated. Money for this program would be reallocated from the \$400,000 that was set aside for Additional Economic Development Funding Mechanisms.

City Staff supports this recommendation.

Should you have any questions please call.



MINUTES

MAIN STREET BOARD OF DIRECTORS

1/21/2010
4:00 PM to 5:00 PM
Putnam County Chamber of Commerce

Present: Chairman J. Browning, L. Myers, W. Boynton, S. Carr, T. Turner, D. Jones, A. Murtagh, J. Hafner, and B. Taylor

Absent: M. Rhadigan

Call to Order: Chairman Browning called the meeting to order at 4:00 p.m..

Action: Motion Boynton, second Myers to approve the minutes from December 3, 2009.
Motion Carried.

Reports and Matters Requiring Action

Facade Improvements Grant: B. Taylor briefed the Main Street Board on the Façade Grant. The program benefits applicants who wish to make exterior changes to their buildings. The grant will be awarded to qualified applicants through a lottery. The number of applicants awarded depends upon the amount of funds requested and funds available.

T. Turner asked if applicants will be able to apply for other TIF funded grant programs administered by Palatka Main Street. J. Browning stated that applicants awarded through one program cannot be awarded funds through another TIF funded program administered by Main Street (Specifically the Building Improvement Grant).

T. Turner also requested that it be made clear that no one serving on an evaluation committee apply or be awarded grant money.

Action: Motion Turner, Second Boynton to approve allocation of \$100,000 in funding for the Façade Improvements Grant. **Motion Carried.**

Bill Boards: A. Murtagh briefed the Main Street Board on the status of the advertising agreement with CBS for two billboards. The billboards are located on I-95 7,920 feet south of SR 16 and US 17 1.2 miles north of SR 207. A. Murtagh suggested that the start date on the agreement was too soon to develop art work for the billboards. A. Murtagh suggested moving the start date on the agreement to March 1, 2010 to allow some time to develop artwork for the billboards.

W. Boynton stated that the representative from CBS has been very gracious and has extended A. Murtagh time to get approval while holding on to the above mentioned billboards.



MINUTES

MAIN STREET BOARD OF DIRECTORS

1/21/2010
4:00 PM to 5:00 PM
Putnam County Chamber of Commerce

Action: Motion Myers, Second Boynton to approve the changing of the start date on the agreement to March 1, 2010 and authorize W. Boynton to enter into an agreement with CBS on behalf of Palatka Main Street. **Motion Carried.**

A. Murtagh explained that the price of the board located on US 17 increased \$100 with the removal of the billboard on SR 20 from the previous proposed advertising agreement.

W. Boynton explained how Palatka Main Street cannot support the third billboard because it was proposed to advertise specific businesses.

A. Murtagh suggested that the initial agreement with three billboards be considered for general advertisement of Palatka and events, not specific businesses.

Action: Motion Turner, Second Myers to authorize W. Boynton to enter into an agreement with CBS on behalf of Palatka Main Street for three billboards instead of the previously approved action for two billboards with the advertising agreement commencing on March 1, 2010. **Motion Carried.**

Azalea Festival Finances: D. Jones presented a document detailing the accounting process for the 2010 Azalea Festival.

Action: Motion Turner, Second Boynton to authorize Dana Jones as a cosigner on the Azalea Festival checking account. **Motion Carried.**

Action: Motion Turner, Second Taylor to authorize Linda Myers to transfer existing balance to Main Street account. **Motion Carried.**

Azalea Festival Sponsors: D. Jones explained that no sponsors have been pursued for the 2010 Azalea Festival. Comcast has committed to sponsor and contribute advertising time. All members agreed to pursue one potential sponsor. Board members will not pursue the same potential sponsor by communicating to one another their prospects.

Wayfinding & Signage Committee: J. Hafner briefed the Main Street Board on the recommendations of the Organization Committee on the status of the Wayfinding and Signage project. J. Hafner explained that a committee of volunteers does not have the time to adequately perform the tasks associated with such a project. The committee proposed that an RFQ be sent out to determine the feasibility of



MINUTES

MAIN STREET BOARD OF DIRECTORS

1/21/2010
4:00 PM to 5:00 PM
Putnam County Chamber of Commerce

contracting research and design services that could be provided from either a private firm or university. The committee identified ownership of R.O.W. as potential problem and suggested that representatives from Putnam County and FDOT be invited to attend future Wayfinding and Signage Committee meetings.

S Carr suggested that the committee only focus on the Main Street area and immediate surrounding area.

D. Jones explained that the Chamber has information regarding Wayfinding and past studies the Chamber has conducted. D. Jones offered that information to the committee.

Action: Motion Myers, Second Turner to pursue options on acquiring services to conduct the Wayfinding and Signage research and design. **Motion Carried.**

Main Street Manager Position: W. Boynton told the committee that approximately the same number of applicants has applied for the Main Street Manager position as the previous time. W. Boynton asked that the same process as before be used except to have one person from the initial selection committee be also assigned to the final selection committee. Other than that change process should stay the same.

Action: Mr. Browning turned the Chair over to L. Myers. Motion Browning, Second Carr to approve T. Turner to the final selection committee.

Discussion: W. Boynton stated Mary Rhadigan would be a better fit to represent Downtown Palatka Inc.. J. Browning withdrew motion to approve T. Turner to final selection committee.

Action: Motion Browning, Second Turner to approve Annette Barrineau to final selection committee. **Motion Carried.**

Financial Procedures for Azalea Festival: L. Myers explained that the operating account for Main Street will have \$5,200. A request for money should be prepared and submitted to the CRA. **No Action taken.**

Main Street Domain Names: W. Boynton presented a list of domain names that J. Trendler has purchased and maintained. W. Boynton asked that the board purchase these and then move forward with developing a website for Palatka Main Street.



MINUTES

MAIN STREET BOARD OF DIRECTORS

1/21/2010
4:00 PM to 5:00 PM
Putnam County Chamber of Commerce

Action: Motion Turner, Second Taylor to purchase the domain names listed from J. Trendler for the amount of \$558.05. **Motion Carried.**

Building Improvement Grant: S. Carr explained the status of the BIG program to the committee. The program was advertised via the City webpage, newspaper, and by mail to all property and business owners within the Central Business District. S. Carr presented the qualifications of the evaluation committee and asked that they be approved.

Action: Motion Turner, Second Boynton to approve appointment of Carl Stewart, Skip Lorenzen, and Kerry Rowell to BIG program evaluation committee.

Discussion: L. Myers asked why consideration is not given for women with the same qualifications. J. Browning asked that the issue of appointing persons of different race or sex should be considered before it is brought before they are brought to the board for appointment. **Motion Carried.**

S. Carr presented the BIG program application and changes that members of the evaluation committee had suggested. The changes included the requirement of personal financial information should be included in addition to a business plan.

A. Murtagh explained that this will deter people from applying because of the sensitive nature of supplying past tax returns.

T. Turner asked why the application was altered if it had already been approved as is.

W. Boynton stated that a business plan was part of the original application and that these documents be asked for at the discretion of the evaluation committee when a business plan is found to be insufficient for evaluation.

S. Carr stated the alterations will be removed and the original application will be used. **No Action taken.**

Tenant Improvement Grant Program: S. Carr presented the Tenant Improvement Grant Program to the board. S. Carr asked for approval to pursue the development of a Tenant Improvement Grant Program.

W. Boynton suggested that we should concentrate on our present projects. If this project was to be pursued by the Economic Restructuring Committee it should not hinder the administration of the BIG program.



MINUTES

MAIN STREET BOARD OF DIRECTORS

1/21/2010
4:00 PM to 5:00 PM
Putnam County Chamber of Commerce

S. Carr asked for approval to continue research on a Tenant Improvement Grant Program.

Action: Motion Myers, Second Boynton to approve the Economic Restructuring Committee to work on developing a Tenant Improvement Grant Program.
Motion Carried.

Adjournment: Being no further business, Chairman Browning adjourned the meeting at 5:45 p.m.

Respectfully Submitted,

Jonathan Griffith

City of Palatka

MATCHING GRANT PROGRAM FOR BUILDING EXTERIOR, FACADE, ACCESSIBILITY and SIGN IMPROVEMENTS

Project Guidelines

The purpose of the incentive grant program is to restore, improve, or create historic architectural features to façades of commercial buildings anywhere within the Palatka Main Street District. The Palatka Main Street District boundaries are from the Riverfront west on St. Johns Avenue to 11th Street, the north side of Oak Street and short Laurel, Reid Street and the south side of Main Street to include all side streets within these boundaries.

Upon approval to receive funding from the City of Palatka, Community Redevelopment Agency (CRA) Board, the time frame for this grant project is as follows:

- § 27 January to 26 February (30 days) to advertise and notify downtown building owners within the Main Street District
- § 26 February to 27 April (60 days) for submittal of applications
- § A Review Committee will review and rank all applications prior to a Public Hearing which will be established at a later date
- § The Review Committee will make recommendations of qualified applicants to the full Main Street Board for final approval
- § Six months to complete the project after the grant is awarded

The project guidelines are as follows:

- A. Where practical, all building façades shall be restored to the original period design. If it is deemed not practical by the Review Committee, then a similar architectural design shall be used.
- B. If a building does not have a historically significant architectural design or feature, then a proposed historic design may be submitted to qualify for the grant program.
- C. All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, and awnings shall likewise harmonize with the overall character of the building.
- D. All color schemes shall accent the building as well as harmonize with adjacent buildings. Colors must be chosen from the historical color palette.
- E. One grant shall be awarded per owner annually. Multiple applications will be accepted. However only one will be approved per year unless there are residual funds available at the end of the filing deadline date. Funds may be awarded as follows:

- § Reimbursable grants may be awarded up to a maximum of \$100,000 for 2010;
- § A maximum of \$10,000 per owner will be allowed from the Community Redevelopment Agency B Tax Increment Funds; of which Palatka Main Street, Inc. will administer;
- § The first \$ 5,000 will have no Owner matching requirement.
- § The second \$ 5,000 will have an Owner matching requirement of 25%.
- § Example: Grantee may receive up to \$10,000 for a Project which cost \$11,250.

- F. The Owner of a structure that has undergone recent qualifying renovations within the last eighteen months from the onset of this program is eligible to apply.
- G. To qualify for grant funds, an application including appropriate drawings and data must be submitted to the Palatka Main Street office at 1100 Reid Street.

When Building renovations, funded in part by this grant, if the Building is sold within the first five years after the grant award, the grant is to be repaid on a pro-rata basis as follows:

- § Sold within the first year of the first five years, rebate 80 % of grant.
- § Sold within the second year of the five years, rebate 60 % of grant.
- § Sold within the third year of the five years, rebate 40 % of grant.
- § Sold within the fourth year of the five years, rebate 20 % of grant.
- § Sold within the fifth year of the five years, rebate 0 % of grant.

- H. No grants will be made to government-owned properties or to tenants in government- owned properties.
- I. No proposed work for which a grant is sought should begin until authorized by the Review Committee (with the exception of retroactive project).
- J. In the case of a tie-breaker (i.e.: more applicants qualify than there may be funds to support), a lottery selection will be made. However, those that do not make the lottery selection will be considered for the following year including retroactive applicants.

**MATCHING GRANT PROGRAM FOR
BUILDING EXTERIOR, FAÇADE, ACCESSIBILITY and SIGN
IMPROVEMENTS**

Application

Applicant Name: _____

Business Name: _____

Property Address: _____

Applicant's Phone Number: _____

Type of Façade Improvement Planned (note all that apply). Please attach Supporting Data Checklist.

9 Sign Removal 9 New Sign 9 Awning 9 Façade Repairs 9 Bldg. Renovations
Exterior Painting (Approximate Sq. Ft. area) Colors must be chosen from the historical color palette:

Structural Alterations: _____

Cosmetic Alterations (Moldings, etc.): _____

Other work (Please specify, Awnings, etc.): _____

Total Cost of Project: _____

Amount Requested: \$ _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Review Committee. No work should begin until I have received written approval from Review Committee. **I further understand that the project must be completed within six (6) months and that grant monies will not be paid until the project is complete.**

Signature of Property Owner

Signature of Business Owner

Date: _____

Date: _____



NEWS RELEASE/ PUBLIC NOTICE

Palatka Main Street Façade Grants Ready!

Façade Grants available for Downtown Property Owners

Palatka, Florida. – The Palatka Main Street Program will once again be receiving applications for Grants to improve Building Exteriors, Façades, Handicapped Accessibility and Signs for Main Street Property owners. In cooperation with the City's Community Redevelopment Agency and Palatka Main Street, the opportunity to obtain financial assistance to restore, improve, or create historic architectural features to façades of commercial buildings is available. Each grant will be up to \$10,000.00 with a match of 25% required for the second \$5,000.00 of the grant. Grants will be available only to properties that fall within the tax increment business district. Up to \$100,000.00 in grants may be awarded in 2010. If more applications are received than there are funds available, a lottery will be held to select grantees. Applications to qualify will be available at the Putnam County Chamber of Commerce 8:00 a.m. to 4:30 p.m. daily until 26 February 2010. For further information, call the Putnam County Chamber of Commerce at 386-328-1503, extension 208.

Agenda Item

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager 

Date: February 8, 2010

RE: Request for Sponsorship – 2010 Blue Crab Festival

The Blue Crab Festival organizers are again requesting that the CRA sponsor the Blue Crab Festival in an amount not to exceed \$50,000.00. Last year the Blue Crab Festival organizers requested the same amount but ended up using only \$41,500.00 to pay the insurance premium, portable toilet expense, EMS fees and City of Palatka fees. Of this amount \$15,000 was returned to the CRA during the last City Commission meeting. This is a net contribution by the CRA of approximately \$26,500.00.

As you know there was preliminary discussion of the City stepping in and assisting the Blue Crab Festival organization in holding this year's event. It was believed that the tri-chairs of the Blue Crab organization were looking to the City to fill this role. After meeting with the Blue Crab organization and its lone returning tri-chair, it became apparent that the Blue Crab Festival would continue to manage the festival without the need for the City's assistance. It should be noted; however, that the management of the organization has changed. Instead of the tri-chairs that have been mentioned in the past with Marshall Fulghum representing the group, the organization is being chaired by CJ Morris, the sole remaining tri-chair member. In my discussions with CJ, she has received commitments from existing and new members to fill each and every committee. It is also my understanding that the festival is ready to go.

I am attaching my email from last year that identifies some of the benefits as well as some of the concerns sponsoring the Blue Crab festival has on this community. Many of the same concerns are relevant this year. Of the items that were identified last year as requirements of the sponsorship, I believe these still need to be part of any allocation of money. They are as follows:

- Budget oversight
- Program oversight (traditional festival values)
- New venues (i.e. no new venues unless a revenue source is identified)
- Transparency of income and expenditures
- Guidelines for working closely with downtown businesses
- Competitive bidding of services (local vendors)

I have spoken to CJ and explained to her these very concerns especially the ones associated with working with the existing downtown businesses and ensuring the competitive bidding of services. In addition, I have expressed my concern about the cost of the festival and the need to reduce costs where costs can be reduced. These items need to be taken seriously this year and accountability of these actions monitored. Of the budget items and transparency of income and expenditures, I believe these items were forthright in their presentation.

In conclusion, Staff makes the following recommendations:

1. *That up to \$50,000 be appropriated from the Central Business District TIF funds;*
2. *That you entrust Staff to insure that all issues are properly addressed;*
3. *Those policies are put in place to minimize future requests from other festivals for sponsorship monies.*

These are the same recommendations as last year, as you can see the only item that was not carried out was the policy issue. I take responsibility for this action item not being completed. I do believe this issue will be addressed this year. The relationship between Downtown Palatka Inc., Main Street, City and County has never been stronger. I believe that a committee can be assembled from these groups as well the Blue Crab organization and other major festivals that express interest or need to be included (the Azalea Festival is represented by Main Street and other major events like parades by Downtown Palatka Inc.) to address this issue and bring a recommendation back to the CRA by the end of the fiscal year.

Should you have any questions, please do not hesitate to call.

BLUE CRAB FESTIVAL

P. O. Box 1351
Palatka, FL 32178



904-325-4406

FAX: 904-328-7348

FEBRUARY 4, 2010

TO: CITY OF PALATKA

RE: REQUEST FOR CRA FUNDING

TO WHOM IT MAY CONCERN,

THE BLUE CRAB COMMITTEE IS LOOKING FORWARD TO THE 2010 BLUE CRAB FESTIVAL AND IS PLEASED THAT THE CITY IS JOINING US AGAIN THIS YEAR. DUE TO A LATE START , LOWER SPONSORSHIP COMMITMENTS AND A SAGGING ECONOMY, THE COMMITTEE FEELS THAT WE AGAIN NEED YOUR FINANCIAL SUPPORT. WE ARE REQUESTING THAT THE CITY CONSIDER OUR REQUEST FOR CRA FUNDING IN THE AMMOUNT OF \$50,000, WHICH IS THE SAME AMMOUNT OFFERED TO US LAST YEAR.

WE HOPE THAT WE WILL HAVE GOOD WEATHER AND THAT OUR GUESTS WILL ENJOY THEMSELVES AS THEY HAVE IN THE PAST, AND LOOK FORWARD TO A VERY SUCCESSFUL FESTIVAL.

THANK YOU FOR YOUR SUPPORT, AS ALWAYS!

SINCERELY,

Carla Jayne Morris

CARLA JAYNE MORRIS

CHAIRPERSON

BLUE CRAB FESTIVAL COMMITTEE

Always Memorial Day Weekend !!

January 22,2010

TO : JEFF NORTON

FROM: C J MORRIS, CHAIRPERSON
BLUE CRAB FESTIVAL

DEAR JEFF,

I HAVE BEEN WORKING VERY HARD TO LINE UP NEW PEOPLE TO TAKE OVER FOR COMMITTEE MEMBERS WHO HAVE STEPPED DOWN. I AM HAPPY TO REPORT THAT I HAVE BEEN MOSTLY SUCCESSFUL.

FOR ENTERTAINMENT I HAVE CONTACTED DEAN PARRISH , WHO SOUNDS POSITIVE. DEAN HAS WORKED WITH US FOR YEARS IN PRODUCTION SO HE HAS A BASIC KNOWLEDGE OF HOW THE PIECES WORK TOGETHER, AND HE IS A MUSICIAN SO HE KNOWS A LOT ABOUT THE MUSIC WORLD. I THINK HE WILL BE A PERFECT FIT IF HE AGREES TO TAKE OVER FOR ANNE JONES. HE WOULD LIKE TO MEET WITH ANNE TO SEE WHAT THE JOB ENTAILS BEFORE HE GIVES ME AN ANSWER, BUT I HAVE A VERY POSITIVE FEELING ABOUT IT AND I THINK HE WILL TAKE THE JOB. HE WILL GET BACK TO ME ASAP , AT LEAST BEFORE NEXT THURSDAY.

STEVE YOUNG AND HIS PRODUCTION TEAM ARE IN PLACE AND WILL GLADLY WORK WITH WHOEVER COMES IN AS ENTERTAINMENT CHAIR.

ANNE JONES HAS AGGREGED TO NEGOTIATE THE CONTRACT WITH THE BATHROOM COMPANY AND WILL TRY TO GET THE BEST PRICE POSSIBLE FOR US, BUT SHE WILL NOT SIGN THE CONTRACT. I ASKED HER TO HAVE IT SENT TO OUR PO BOX AND WE WILL TAKE IT FROM THERE.

RICHARD STEINMETZ IS ON BOARD WITH SECURITY, AND HAS DELEGATED SENIOR SECURITY TO SUPERVISE DIFFERENT AREAS OF THE FESTIVAL AND REPORT BACK TO HIM. BY DOING THIS , IT WILL FREE UP TIME FOR HIM TO WORK WITH HIS WIFE, TRACY, WHO WILL BE TAKING OVER FOR RITA ARRINGTON,OUR ACCOUNTANT. TRACY WILL HANDLE OUR CHECK BOOK AND ON-SITE MONEY COLLECTIONS DURING THE FESTIVAL AS RITA HAS ALREADY INFORMED YOU . SHE WILL COORDINATE THE ACCOUNTING WITH MATT SO THAT WE HAVE A CHECKS AND BALANCES SYSTEM BETWEEN THE FESTIVAL AND THE CITY.

JON BELLAMY WILL NEGOTIATE THE AGREEMENT WITH HASTY COMMUNICATIONS ABOUT OUR RADIOS THAT WE USE DURING THE FESTIVAL. SINCE HIS WIFE IS EXPECTING THEIR 1ST CHILD, HE IS NOT SURE IF HE WILL BE AVAILABLE DURING THE FESTIVAL, BUT SECURITY WILL HANDLE RADIOS IF NEEDED.

MIGUEL DEPEIRRE IS ON BOARD TO HANDLE THE BACKSTAGE ' RITZ' AND IS EAGER TO GET STARTED CONTACTING HIS SPONSORS FOR FOOD AND SUPPLIES.

MARY CONNOR IS ON BOARD TO TAKE OVER ADVERTISING , HOPEFULLY ALONG WITH MARCIA LANE, WHO IS BEEN ON STAFF FOR YEARS. I THINK THEY WILL WORK TOGETHER JUST FINE.

FOOD AND DISPLAY APPLICATIONS HAVE BEEN UPDATED ON OUR WEBISTE AND THE

DATES HAVE BEEN CHANGED FOR THIS YEAR. STEVE AND SHERREL MACK WILL STAY ON WITH THE COMMITTEE AS ALWAYS.

LYNDA CRABILL IS ON BOARD STILL AS T SHIRT CHAIR., AND HAS SPOKEN TO HOT ACTION TO GET THEM STARTED ON A DESIGN.

I HAVE A NEW ARTS AND CRAFTS CHAIR , MICHELLE RIDER,WHO IS VERY EXCITED AND EAGER TO GET STARTED. ELAINE RIDAUGHT WILL GIVE MICHELLE HER NOTES AND CELL PHONE NUMBER SO THAT IF THERE ARE ANY QUESTIONS BOTH BEFORE AND DURING THE FESTIVAL, THE CAN BE IN CONTACT.

ENCLOSED IS A REPORT FROM HOLLY ENGLISH, WHO IS THE CHAIR FOR THE BEAUTY PAGEANT. I THINK YOU WILL BE PLEASED WITH HER IDEAS, AND HER HOPES TO MAKE THE PAGEANT BIGGER AND BETTER EVERY YEAR, AND BRING HOPE TO LOTS OF YOUNG GIRLS IN OUR AREA.

THE ONLY PERSON I CAN'T REPLACE SO FAR IS OUR ELECTRICIAN, GARY JONES. I HAD HOPED THAT HIS ASSISSTANT WOULD STEP UP AND TAKE OVER FOR GARY, BUT HE DOES NOT WANT THE RESPONSIBILITY. I HOPE WE CAN WORK ON THIS.

IF YOU HAVE ANY QUESTIONS, CALL ME ANYTIME. IF NOT, I WILL SEE YOU AS PLANNED ON TUESDAY,

SINCERELY,

A handwritten signature in cursive script that reads "Carla Jayne Morris". The signature is written in black ink and is positioned above the typed name.

CJ MORRIS
CHAIRPERSON
BLUE CRAB FESTIVAL, INC.

Agenda Item

6a

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: February 8, 2010

RE: Purchase of Downtown Properties

This is an update memo to confirm that the two (2) properties that the City Attorney and I were to close on and purchase have been completed. The owner of both properties was Alex Sharp. The two properties: the southwest corner of 11th Street and St. Johns Ave and the area directly behind Angels Diner were purchased for the appraised value. The Board had approved the purchase of both properties for the appraised value, however at the time there was some discussion that Mr. Sharp had only accepted the appraised value of the 11th Street property but had countered with an offer of \$25,000 for the lot behind Angels. During the negotiations, Mr. Sharp decided to settle for the appraised value of each property. The actual check written for these two properties was \$49,941.75.

Should you have any questions please call.

Agenda Item

6b

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: February 8, 2010

RE: Billboard Advertising

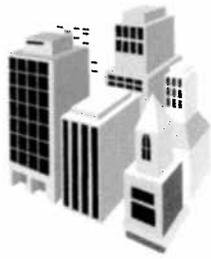
This is an update memo to confirm that the Downtown Palatka Inc. has worked with the Main Street program to purchase advertising on three (3) billboards. The three billboards are located on I-95 near the SR 207 exit, on US17 as you enter the City in East Palatka and on SR-20 near Florahome. This idea had unanimous support throughout the process. It is believed by the each group that advertising of the downtown business community is important and that people from both outside the City and citizens of Putnam County do not think first to shop downtown. These advertisements are an attempt to raise the awareness of our downtown business community as well as advertisements for upcoming festivals.

The agreement with CBS Outdoor for this service is attached and is for one year in the amount of \$21,600.00. This agreement is the same agreement that other Downtown Merchants have signed without issue. We support this effort by the downtown business community as a way of promoting this area. Billboards reach thousands of people each day and are an important first step in highlighting what our downtown area has to offer.

Should you have any questions please call.

Agenda Item

6_c



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: Community Redevelopment Agency
From: Betsy J. Driggers, City Clerk
Cc:
Date: 2/5/2010
Re: Resolution 8-66 re-establishing the CRA and Resolution 8-67
dissolving the Downtown TIF Oversight Committee

Behind this memorandum you will find two (2) resolutions. These resolutions are being put before the Palatka City Commission tonight for adoption.

Resolution #8-66 abolishes the Downtown Redevelopment Agency and establishes the Community Redevelopment Agency. It also provides for membership, terms, meetings and authority. This resolution is being put before the Palatka City Commission tonight for action because action was taken to adopt the CRA Needs Assessment Report on September 10, 2009. That action included a restructuring of the CRA, originally set up as the Downtown Redevelopment Agency. Adoption of Resolution 8-66 accomplishes that. A copy of those minutes is attached.

Resolution #8-67 dissolves the Downtown TIF Oversight Committee. This action is being by the City Commission because in the new CRA structure, adopted on September 10, its scope of work no longer exists. A copy of that structure is attached.

If there are questions, please contact me or Mr. Boynton.

RESOLUTION No. 8 - 66

Entitled

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ABOLISHING THE DOWNTOWN REDEVELOPMENT AGENCY; ESTABLISHING A COMMUNITY REDEVELOPMENT AGENCY; DECLARING ITSELF PLUS TWO ADDITIONAL MEMBERS AS THE COMMUNITY REDEVELOPMENT AGENCY TO CARRY OUT THE COMMUNITY REDEVELOPMENT PURPOSES OF CHAPTER 163, PART III, FLORIDA STATUTES IN THE CENTRAL BUSINESS DISTRICT, THE SOUTH HISTORIC DISTRICT AND THE NORTH HISTORIC DISTRICT; PROVIDING FOR TERMS OF OFFICE, A REGULAR MEETING DATE, AND AN EFFECTIVE DATE.

WHEREAS, on November 10, 1983, by Resolution No. 4-11, the Palatka City Commission found a need to create a Downtown Redevelopment Agency to carry out the community redevelopment purposes of Chapter 163, Part III, Florida Statutes, subject to all responsibilities imposed thereof; and

WHEREAS, on November 10, 1983, by Resolution No. 4-12 the Palatka City Commission declared itself as the downtown redevelopment agency for the City of Palatka, Florida; and

WHEREAS, on March 22, 1984, by Ordinance No. 84-4 the Palatka City Commission established boundaries for the North and South Historic Districts for Tax Increment Purposes and on October 25, 1994, incorporated these districts into the Community Redevelopment Area; and

WHEREAS, a Community Redevelopment Area Needs Assessment Report, adopted by the Palatka City Commission on September 10, 2009, recommended rescinding the current Downtown Redevelopment Agency, also known as the CRA, and establishing a new Community Redevelopment Agency comprised of the Palatka City Commission, the President of Downtown Palatka, Inc. and one (1) member of the Putnam County Board of County Commissioners whose district included the Central Business District, the North Historic District and the South Historic District; and

WHEREAS, The City of Palatka deems it appropriate to exercise its authority under F.S. Chapter 163.357 and declare itself to be the Agency; and

WHEREAS, the City of Palatka also deems it appropriate to exercise its authority under F. S. Chapter 163.357 and appoint two additional persons to act as members of the Community Redevelopment Agency, who shall serve four year terms, except that the first additional member appointed shall serve a term of two years initially.

NOW, THEREFORE, BE IT RESOVED by the City Commission of the City of Palatka, Florida, as follows:

1. That the Downtown Redevelopment Agency is hereby abolished;
2. That the Community Redevelopment Agency, is hereby created and established to carry out the community redevelopment purposes of Chapter 163, Part III, Florida Statutes, in the Central Business District, the North Historic District and the South Historic District;
3. That the City Commission of the City of Palatka, Florida is hereby declared as the Community Redevelopment Agency for the City of Palatka, Florida;
4. That the City Commission hereby appoints the President of Downtown Palatka, Inc. to serve as an additional member of the Community Redevelopment Agency for an initial term of two (2) years effective immediately and expiring December 31, 2011, and every four years thereafter. Should the individual holding that position cease to hold that office, he/she shall be deemed no longer eligible to serve on the Community Redevelopment Agency and his/her membership shall terminate immediately, and his/her successor shall be appointed to hold this office.
5. That the City Commission hereby appoints one (1) member of the Putnam County Board of County Commissioners whose district encompasses the Central Business District, the North Historic District and the South Historic District, to serve as an additional member of the Community Redevelopment Agency for a term of four (4) years effective immediately and expiring on December 31, 2013. Should the individual holding that office cease to hold that office, he/she shall be deemed no longer eligible to serve on the Community Redevelopment Agency and his/her membership shall terminate, and his/her successor shall be appointed to hold this office.

6. The Community Redevelopment Agency shall have all the rights, powers, duties, privileges and immunities granted by Chapter 163, Part III, Florida Statutes subject to all responsibilities and liabilities thereof.
7. The Community Redevelopment Agency shall carry out the community redevelopment purposes authorized by Chapter 163, Part III, Florida Statutes.
8. That commencing February 11, 2010, the regular meetings of the Community Redevelopment Agency shall generally be held at 4:00 p.m. on the 2nd Thursday of each even month (February, April, June, August, October and December) unless otherwise noticed in compliance with FS 187.417.
9. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 11th day of February, 2010.

PALATKA CITY COMMISSION

By: _____
Its **MAYOR**

ATTEST:

CITY CLERK

Approved as to Form and Content:

CITY ATTORNEY

RESOLUTION No. 8 - 67

Entitled

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
DISSOLVING THE DOWNTOWN TAX INCRECEMENT FUND
OVERSIGHT COMMITTEE**

WHEREAS, on April 25, 28, 2005, by Resolution No. 7-136, the City of Palatka City Commission established the Downtown Tax Increment Fund Oversight Committee (TIF Oversight Committee); and

WHEREAS, a Community Redevelopment Area Needs Assessment Report, Adopted by the Palatka City Commission on September 10, 2009, recommended the adoption of a new CRA Structure; and

WHEREAS, as the TIF Oversight Committee does not exist in the CRA structure adopted on September 10, 2009, its scope of work no longer exists.

NOW, THEREORE, be it resolved by the City Commission of the City of Palatka, Florida, that the Downtown Tax Increment Fund Oversight Committee is hereby dissolved.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 11th day of February, 2010.

PALATKA CITY COMMISSION

By: _____
Its **MAYOR**

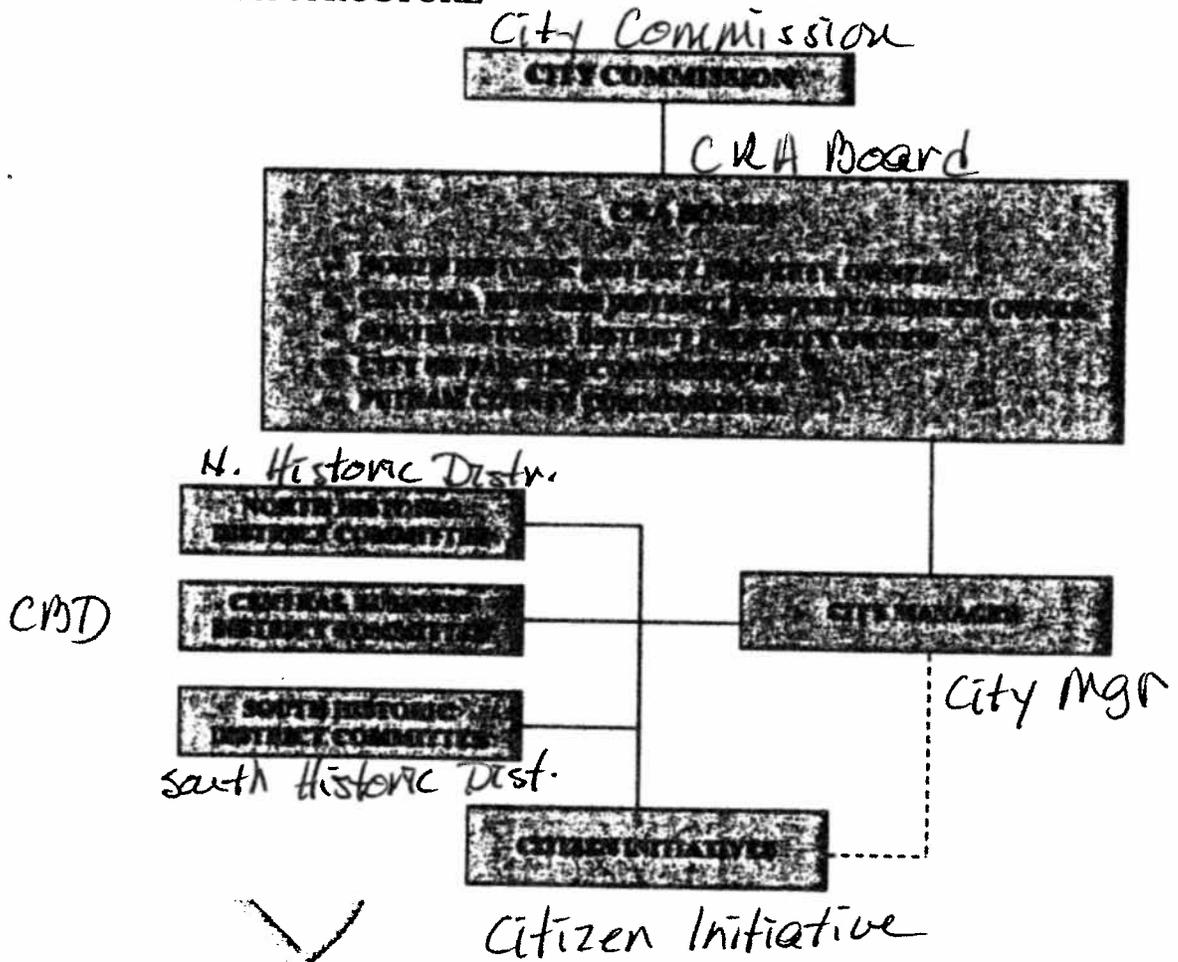
ATTEST:

CITY CLERK

Approved as to Form and Content:

CITY ATTORNEY

PROPOSED CRA STRUCTURE



* The proposed structure provides for an additional “dashed” line of communication for citizens to communicate directly with the City Manager, however; the “solid” line of communication from citizens to the respective TIF District Committees is the preferred method.