

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
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
August 16, 2012; 4:00 p.m.

CALL TO ORDER:

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

1. APPROVAL OF MINUTES – 6/14/12

2. PUBLIC COMMENTS - (Speakers limited to three minutes – no action taken on items)

3. CENTRAL BUSINESS DISTRICT:

- *a. **REQUEST TO APPROVE CHANGE ORDER TO DIETRICH PLANNING CONTRACT** in the amount of \$443.00, for a new contract amount of \$10,636.00 to provide additional services in connection with CRA Sunset Extension Project - Laura Diettrich, Deittrich Planning
- *b. **REQUEST TO AWARD BID** in the amount of \$21,875.00 to Designs, Inc. for CBD Signage Program, per results of RFQ - Charles Rudd, Main Street Manager
- c. **REQUEST TO ADOPT** proposed amendments to grant programs – Charles Rudd, Main St. Manager
 - *1. Building Improvement Grant (BIG) Program
 - *2. Façade Grant Program

4. SOUTH HISTORIC DISTRICT:

- *a. **REQUEST TO APPROVE NEW PROGRAM – South TIFF District Commercial Rehabilitation Grant - Pilot Program – Tabled on 6/14/12 - Mike Gagnon, President, SNHA**

5. OTHER BUSINESS/REPORTS

- *a. **RECOMMENDATION to amend CRA Fiscal Year** to coincide with City of Palatka Fiscal Year – October 1 through September 30 – Matt Reynolds, Finance Director
- *b. **BUDGET - Financial Update F/Y 2011/12 and Allocation F/Y 2012-13** – Matt Reynolds, Fin. Dir.
- c. **REPORTS:**
 - *1. **1st QUARTER REPORT - Small Business Development Center UNF at Putnam Co. – Cheryl Lynch, Certified Business Analyst/Staff**
 - 2. NORTH HISTORIC DISTRICT NEIGHBORHOOD UPDATE – Elizabeth Van Rensburg**

6. ADJOURN

*Attachment **Separate Cover

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*

3a



CRA/ CITY COMMISSION AGENDA ITEM

SUBJECT: Contract Change Order – Diettrich Planning

DEPARTMENT: CRA

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: Diettrich Planning Invoice #3 submitted to cover additional work on CRA Sunset Extension project – work done at request of former City Manager and not included in original scope of contract. Original contract amount \$10,193.00, additional \$443.00 per this invoice.

RECOMMENDED ACTION: Approve Change Order to Contract and authorize payment.

DEPARTMENT HEAD Submitted: _____ Date: 8/7/12
Requested Agenda _____ Date: 8/16/12

FINANCE DEPARTMENT Budgeted Yes No N/A Date:

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date:

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD



INVOICE FOR PROFESSIONAL PLANNING SERVICES

City of Palatka
Mayor Vernon Myers
201 North 2nd Street
Palatka, Florida 32177

Invoice Number: 03
Invoice Date: June 25, 2012
Invoice Amount: \$914.10
Contract Type: Lump Sum

Please Make Check Payable To and Mail Payment To:

Dietrich Planning LLC
Lara K. Diettrich
1332 Avondale Avenue
Jacksonville, Florida 32205

Project Name: COP CRA Sunset Extension
Project Team: Diettrich Planning LLC and
City of Palatka - CRA Board
Project Jurisdiction: City of Palatka, FL

For services rendered from May 1, 2012 through June 25, 2012:

Invoice Summary as referenced in the Scope of Work per task:

- **Task One:** COMPLETED (100%)
- **Task Two:** COMPLETED (100%).
- **Task Three:** COMPLETED (100%)
- **Mileage:** 1 hearing and 1 meeting; (106 miles x \$0.55 x 2 = \$116.60)

TOTAL EFFORT EXPENDED: \$797.50
TOTAL MILEAGE EXPENDED: \$116.60
TOTAL BALANCE DUE: \$914.10

TOTAL EFFORT REMAINING: \$443.00*
TOTAL MILEAGE REMAINING: \$0.00

TOTAL INVOICE AMOUNT: \$914.10

***Effort in the amount of \$443.00 resulted from Woody Boynton, Past City Manager, and Mayor Vernon Myers asking that I communicate with the Putnam County Tea Party (PCTP); prepare a presentation; present to the PCTP; and conduct correspondence by way of phone and email with Rep. Weinstein, the PCTP Chair and Vice Chair and citizens. This amount is an additional service per the Letter Agreement between the City of Palatka and Diettrich Planning LLC. It shall be paid pending the CRA Board approval of past performed services.**

If you should have any questions, please contact Lara Diettrich.

Cc: Matt Reynolds, Finance Director
Jonathan Griffith

*Agenda
Item*

3b



REVITALIZATION-IT'S OUR NATURE.

August 7, 2012

CRA Board
Palatka Community Redevelopment Agency
201 N. 2nd Street
Palatka, FL 32177

Dear Chairman Myers and CRA Board members,

After many months of work and preparation, we are prepared to start the construction of the wayfinding system that was approved last year. The delay was due to inclusion of the brand in the system and due to significant value engineering. Two quotes were received for this project. A third bid was solicited but not received. Included with this memo is the low bid of \$21,875 for the construction of the signs as well as rough sketches of the signs. The system includes gateway, directional, parking and facilities signs. I am happy to answer any questions you have about this proposal.

Sincerely,

Charles Rudd, CMSM
Palatka Main Street

de signs

6/27/12

PROJECT:

CITY OF PALATKA

"WAYFINDING" SIGNS

TO:

FURNISH & PRODUCE

| | |
|-------------------------|---------------------|
| # 1 - 5' x 7'6" w/post | \$1390.00 x 2 |
| + cutout parts \$350.00 | 2,780 |
| # 2 - 3' x 4' w/post | 610.00 x 10 |
| # 3 - 3' x 5' w/post | 6,100 900.00 x 7 |
| # 4 - 12" x 42" w/post | 6,700 |
| DOUBLE FALED | 160.00 x 2 |
| # 5 - (2) 18" CIRCLES | 320 |
| w/post & FINIAL | 250.00 x 4 |
| # 6 - (2) 2'7" x 8' | 1,000 |
| SANDBLASTED/INSTALLED | 5375.00 |

1309 ST. JOHNS AVE. □ PALATKA, FLORIDA 32177

①

GATEWAY
SIGNAGE

1" = 1'-0"

4' x 6'

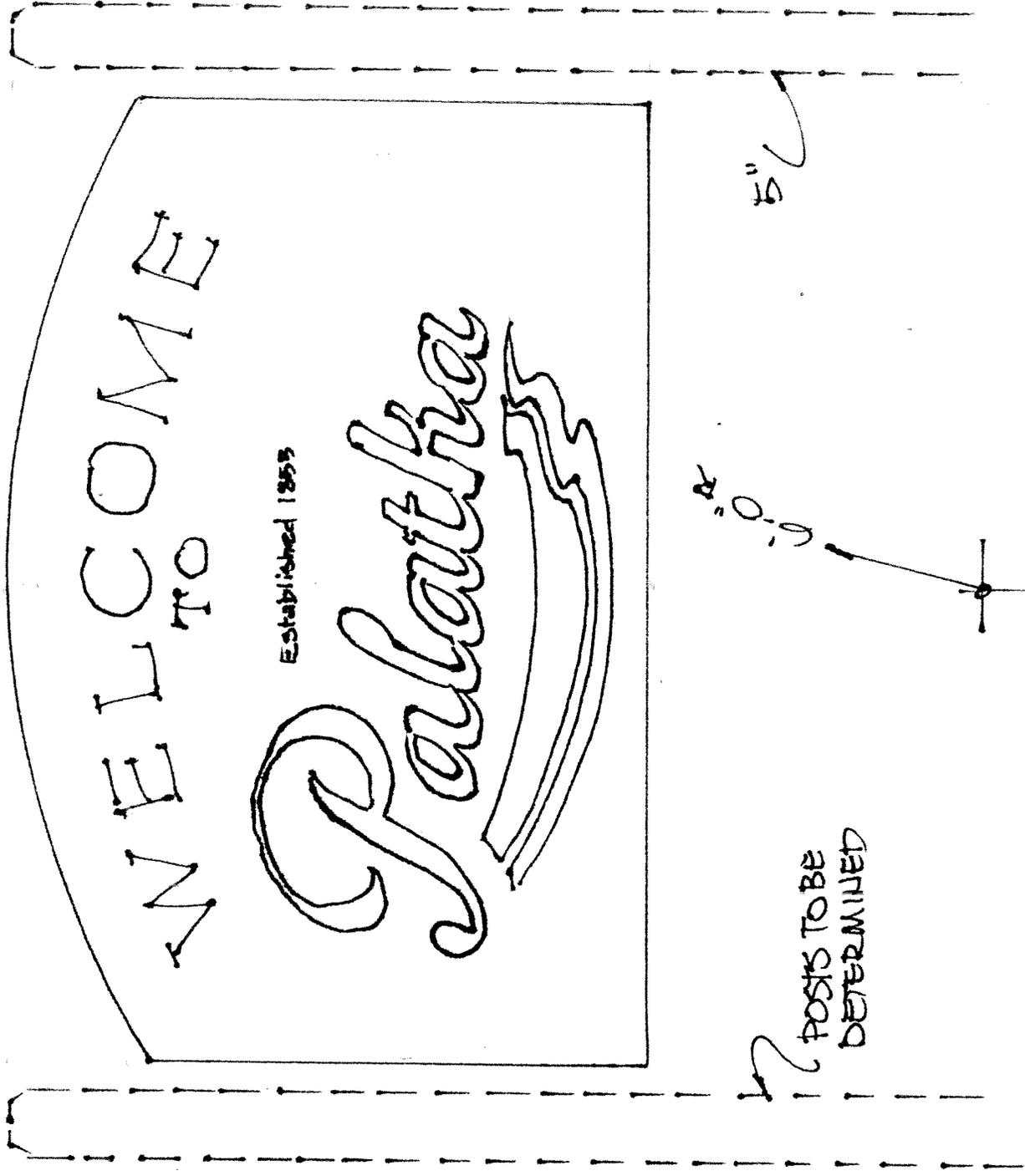
5' x 7' 6"

CUTOUT
LETTERS

WATER

③ PIECES TOTAL

MOUNTED
WITH
SPACERS
BEHIND



5"

5'-0"

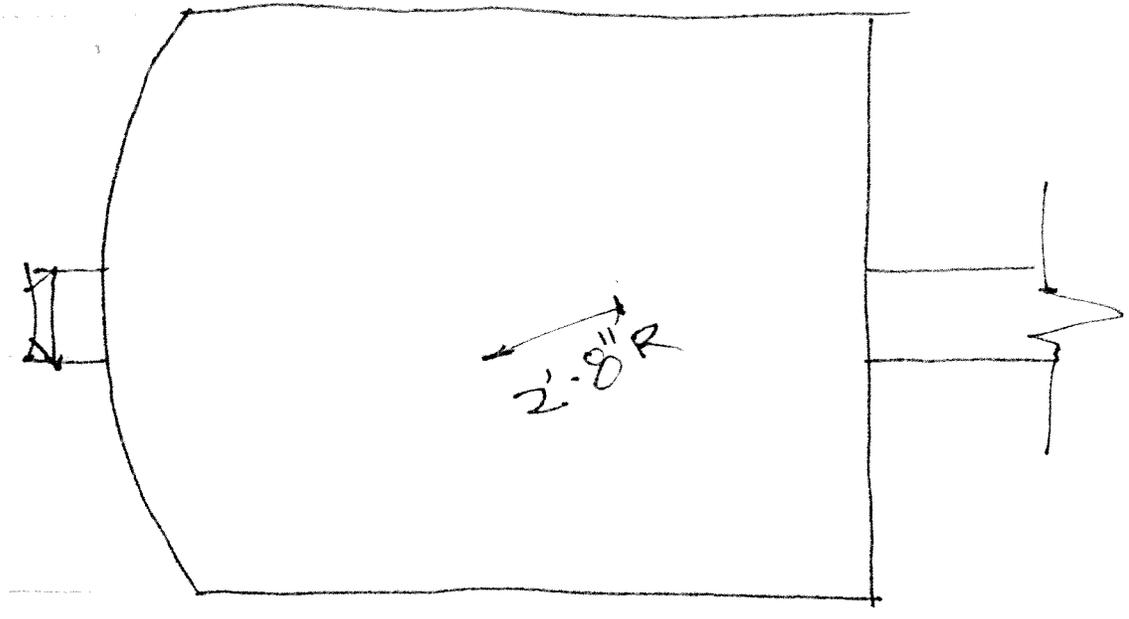
POSTS TO BE
DETERMINED

2. PRIMARY DIRECTIONAL SIGN

1" = 1'-0"

• 080 SIGN
3' x 5'

• 10' POST
5" x 5"

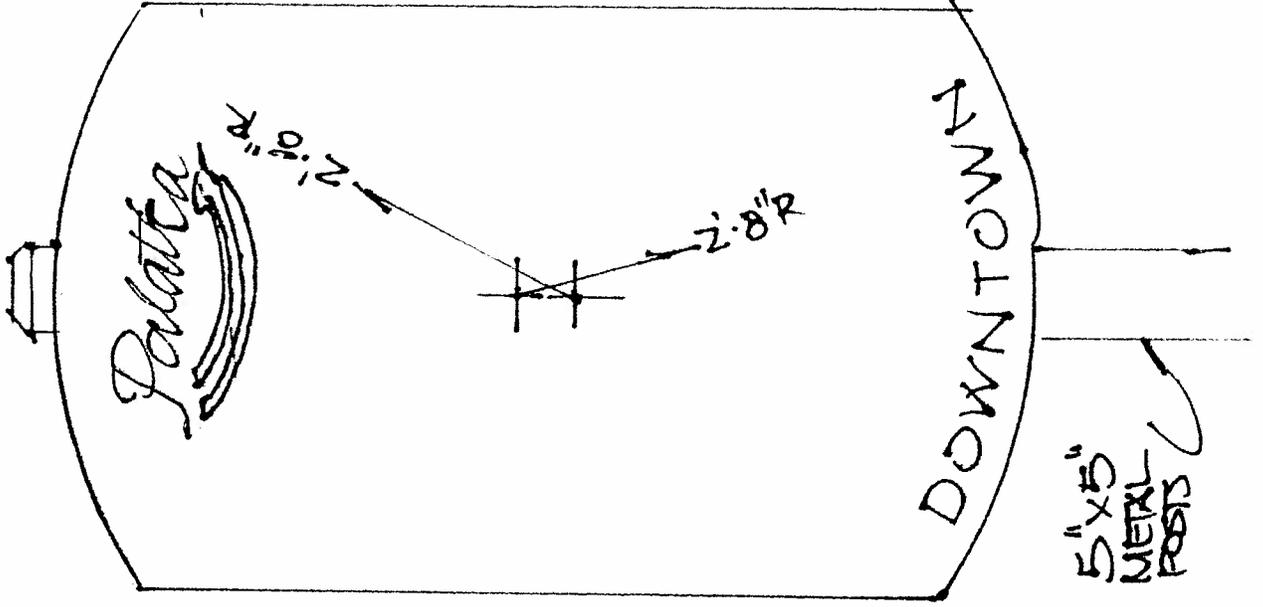


3 SECONDARY DIRECTIONAL SIGN
1" = 1'-0"

3' x 5'

BLUE & WHITE BORDER
GREEN BACKGROUND
.080 METAL SIGN

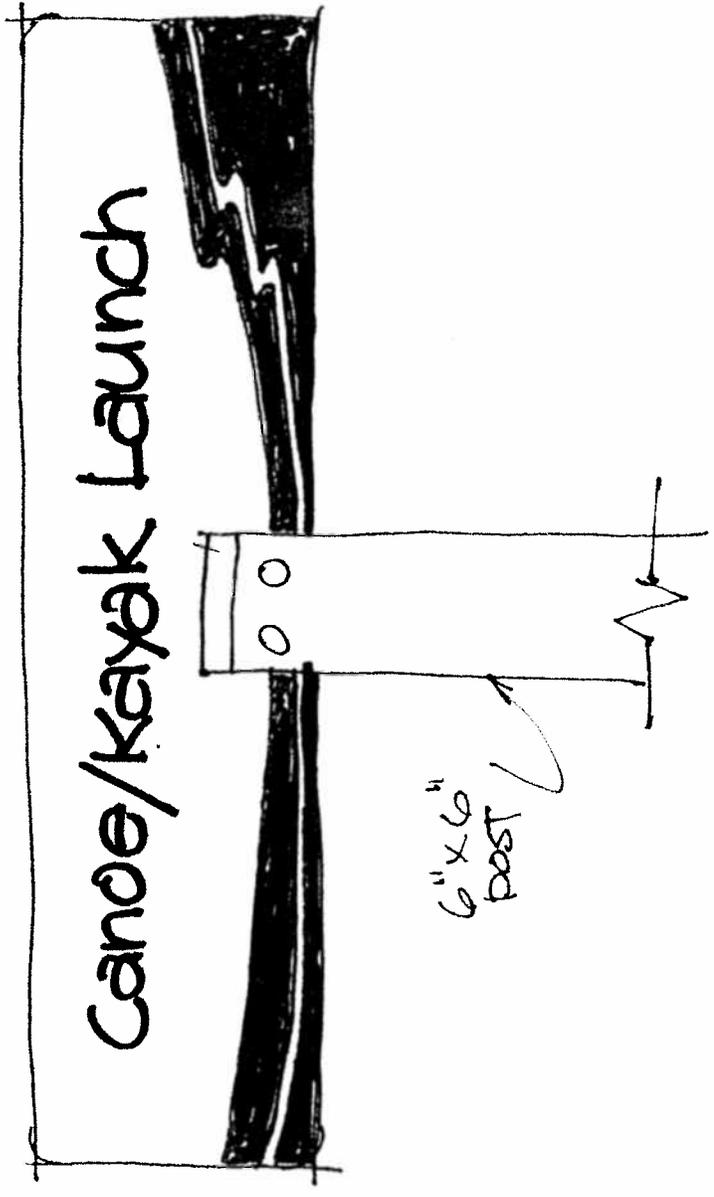
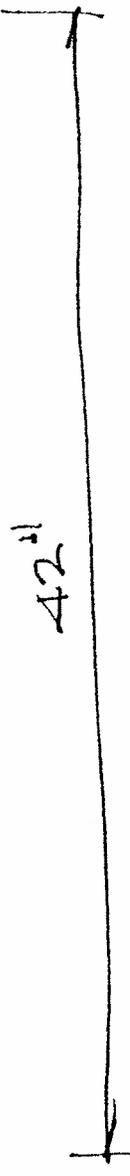
(ARROWS ON LEFT?)



④ OVERFRONT SIGNAGE (IDENTIFICATION)

1 1/2" = 1'-0"

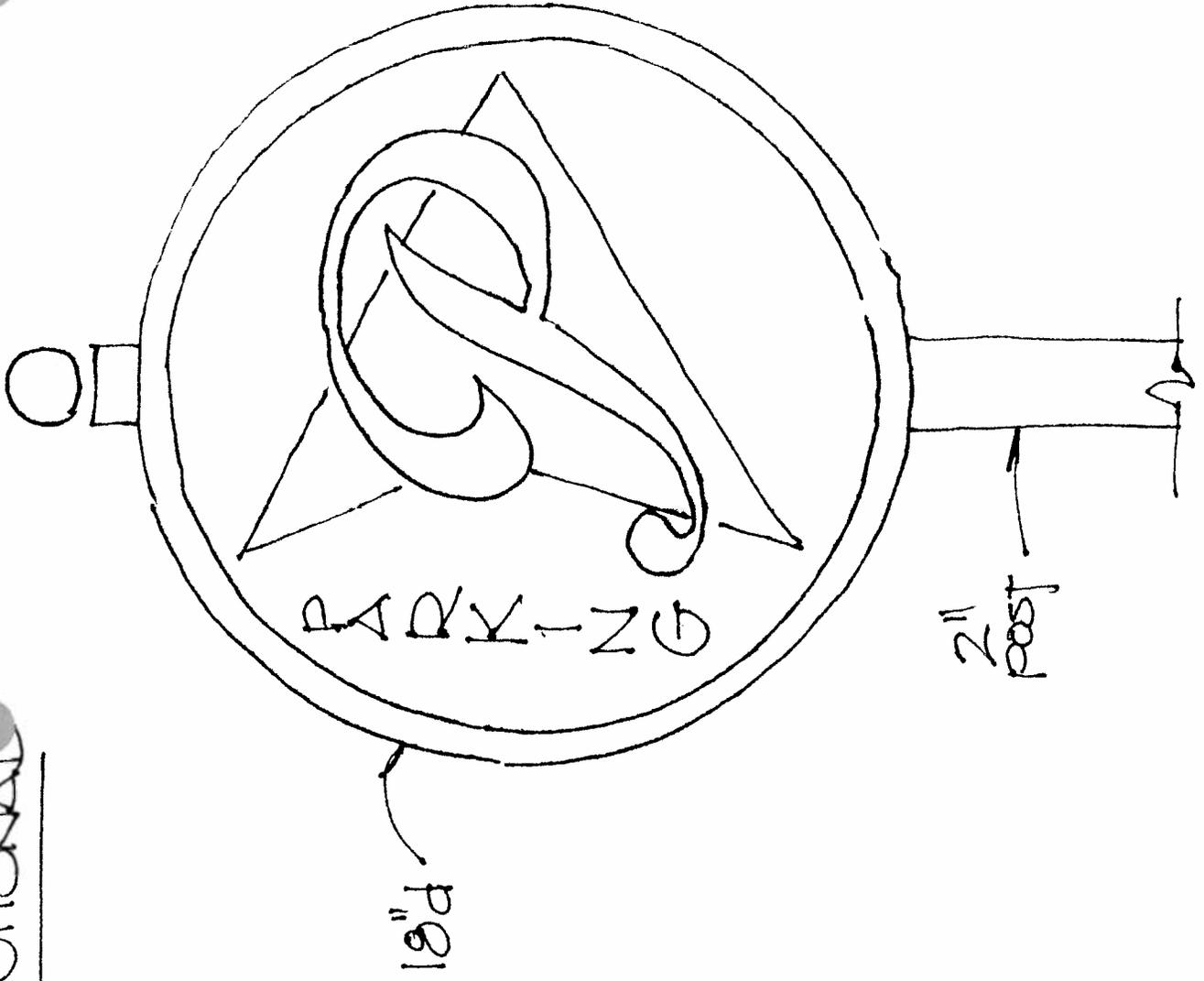
- .080 METAL 42" x 12"
- .6" x 6" x 6' PT POST



15) PARKING DIRECTIONAL

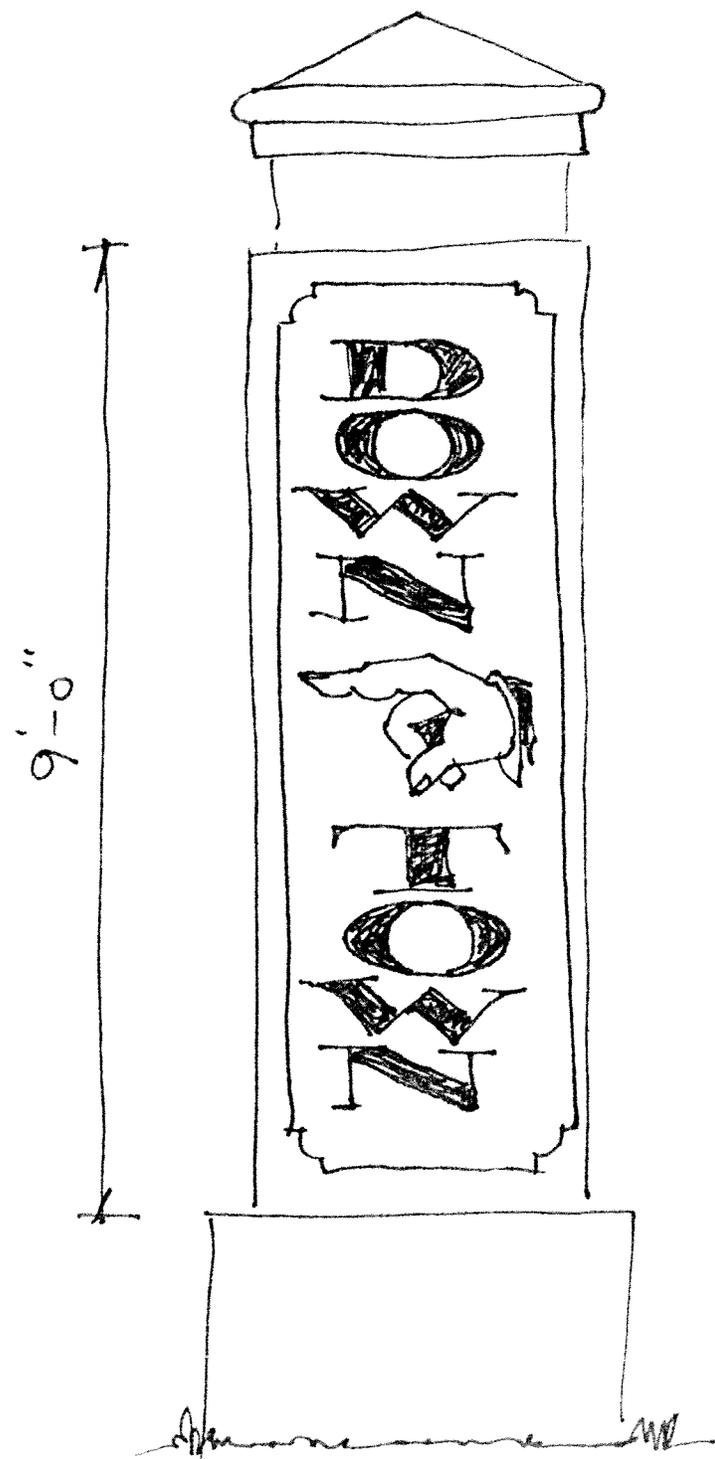
3" = 1'-0"

- .080 METAL
- .18" CIRCLE
- .12' POST



⑥ SECONDARY GATEWAY SIGNAGE

• 2'-7" x 8'-0"
SIGN FOAM
② SIDES



Agenda Item

3c-1

BIG Program



REVITALIZATION-IT'S OUR NATURE.

August 7, 2012

CRA Board
Palatka Community Redevelopment Agency
201 N. 2nd Street
Palatka, FL 32177

Dear Chairman Myers and CRA Board members,

Over the last six months or so, our Design and Economic Restructuring Committees have taken the opportunity to develop some changes to the current Façade Grant and Building Improvement Grant programs. We felt this review and subsequent changes were necessary given the concerns expressed by the CRA Board last Fall that the goals of the grant programs need to be clear. There was much discussion about the number of jobs the BIG program created, for example, when in fact, the goal of the program was not jobs creation. The Façade program, which had no set application period, was faced with approving applications as they came in, with no mechanism to dedicate funds to more impactful projects, like a competitive grant cycle would. Although it is likely that neither program will be funded in 2013, we feel it is important to amend these programs and have them in place, in the event funding becomes available and for future budget cycles. Included with this memo you will find the current and proposed CDB TIFF Façade Grant Programs and the current and proposed Building Improvement Grant (BIG) Programs. We consider these programs, along with the new Recruitment Fund program, as tools in our toolkit for the redevelopment of downtown Palatka. Our goal was to distinguish between the three programs. The Recruitment Fund is jobs related and enables us to act quickly to recruit a business to the CBD. The Façade program is improving the exterior of buildings: restoration and preservation of architectural features, removal of slum and blight and the beautification of the CBD. The BIG program addresses the condition of the interior and rent-ability of our building stock and to help improve its longevity. I am happy to answer any questions you have about these proposals.

Sincerely,

Charles Rudd, CMSM
Palatka Main Street

**2012-13 City of Palatka
Community Redevelopment Agency CRA
Building Improvement Grant (BIG) Program
Administered by Palatka Main Street**

The City of Palatka Community Redevelopment Agency was created to address conditions of blight within the Palatka Main Street District that require enhanced management and redevelopment.

Tax Increment Financing is not derived from a new tax, but allows a portion of property taxes from within the district to be used to leverage public funds to promote private sector real estate, business, and other activities in order to spur revitalization.

The Central Business District (Main Street District) boundaries are represented in the map (attachment A).

Purpose

The purposes of this Building Improvement Grant program are to:

- To encourage the opening of more new small businesses and the expansion of existing businesses by completing improvements, upgrades and renovations necessary to qualify vacant commercial space in the Central Business District for a Certificate of Occupancy; ready to rent/lease.
- Improve the appearance and utilization of downtown buildings so that they will be used in accordance with applicable building and zoning regulations (bring them up to code) and Community Redevelopment Agency plans.
- To ensure the longevity of the existing building stock by addressing deterioration of the structure, roof, plumbing, HVAC, and electrical systems.
- Fill the financial gap of a property owner for his/her qualified building/property needs or of a tenant for the build-out needs of a qualified business.

Applicants are encouraged to review current zoning and Community Redevelopment Agency Plans with the Planning Department and with Palatka Main Street.

Grant Awards

This is a competitive program that requires applicants to make formal application through Palatka Main Street.

Funding will be based on the grant application complying with program criteria and on the recommendations of an Evaluation Committee. For the 2012 B.I.G. program a maximum of \$30,000 per owner will be allowed from the Community Redevelopment Agency Tax Increment Funds; of which Palatka Main Street, Inc. will administer. All grants will have an applicant matching requirement of 25%. For example, a project which costs \$37,500 the applicant's portion would be a minimum of \$7,500.

Palatka Main Street will appoint an independent Evaluation Committee made up of a representative of its Board of Directors, Design Committee, and Economic Restructuring Committee. Evaluation Committee members are not eligible for grants or for contracts from grantees. The Evaluation Committee may take testimony or seek professional guidance on issues related to historic preservation, building and zoning codes, market analyses, business operations, and other subjects.

The right to refuse any grant application is reserved.

Application submitted before work begins is preferred and may be favored.

Grants will not be awarded for work previously completed or work in the process of being completed; however, at the discretion of the Community Redevelopment Agency, and Palatka Main Street, costs for eligible work that was completed within twelve months prior to the date of the grant application may be included for consideration as part of the total project costs, not exceeding \$10,000. Inclusion of this previously done work is no guarantee of recommendation for approval.

A portion of the grant may be used to pay for professional fees; the amount allowed for reimbursement shall not exceed 10% of the Total Project Cost. The cost of professional fees shall initially be paid for by the Owner, but may be included as an allowance in the Total Project cost.

Palatka Main Street may set grant application deadlines, review periods and award limits, and application and award dates.

Decisions of the Evaluation Committee may be appealed to Palatka Main Street and decisions of Palatka Main Street may be appealed to the City of Palatka Community Redevelopment Agency Board, for final appeal.

Program Guidelines

This Building Improvement Grant program is funded with Tax Increment Financing money to assist with:

- Exterior renovations or improvements, (in concert with interior projects)
 - Restoration, improvement, or re-creation of historically correct or compatible architectural features to facades or elements of buildings which are visible from the public street, consistent with architectural guidelines that may be established, and consistent with established priorities - including compatibility in scale, proportions, and colors.
 - Roof repair/gutters
 - Repair or addition of awnings, canopies, balconies, and galleries
 - Doors and windows
 - Painting and stucco
 - Repair or manufacture of signs consistent with architecture, sign ordinances, design standards and guidelines
 - Meeting Green Building Criteria
 - Permanent, general use, attached features or fixtures

- Interior renovations or improvements:
 - Interior demolition
 - Interior framing, windows, doors, lighting, drywall, and flooring
 - Mechanical, electrical, plumbing, HVAC repair, upgrades, or demolition
 - ADA access to building and/or restrooms
 - Improvements necessary to meet code
 - Permanent, general use, attached features or fixtures

- **The following are ineligible for the grant program:**

- Property not in the district
- Work which removes or alters historically significant features
- Use of inappropriate materials
- Non-appurtenant fixtures
- Permitting fees and work without building permit
- Work by other than licensed contractor
- Routine maintenance
- Improvements to buildings for which applicant has neither clear title nor valid lease, which are non-conforming, or which are subject to outstanding fines or liens.

Grant Criteria

Grant funds are limited and will be awarded subject to the degree to which they support Community Redevelopment Agency plans and goals, and subject to announced program procedures, grant cycles and deadlines.

The grant cycle shall span from July 9, 2012 to August 17, 2012. Applications shall be due by 5:00 pm on the final day of the application cycle. Applications deemed to be incomplete at the end of the grant cycle shall be ineligible for funding. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than 30 days or less than 15 days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

Upon submission, applications will be evaluated, within 7 days, for eligibility by the Palatka Main Street staff or designee, under the following criteria:

- Location within Community Redevelopment Agency Central Business District
- Availability of funds
- Appropriate business and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.
- Complete applications will be forwarded to Evaluation Committee which will notify applicant of review and award schedule.
- Applications found to be insufficient after the deadline for any given cycle, will not be considered for funding during that current cycle.

The Evaluation Committee will use a scoring chart (Attachment B) to determine the strength of the application and to determine whether to recommend full funding, partial funding, resubmission, or denial of funding.

Duration of Grant

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

| <u>Time</u> | <u>Amount Due CRA</u> |
|---|------------------------------|
| 0 to one (1) year after grant funds received | 90% |
| One (1) to two (2) years after grant funds received | 80% |
| Two (2) to three (3) years after grant funds received | 60% |

The specific terms of repayment shall be included within 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 funds.

Pre-Application

If requested, Palatka Main Street staff, CRA and/or City of Palatka staff will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move on to the application stage. Requests for a pre-application review must be made 15 days prior to the deadline for the current cycle.

Application

A property owner or tenant that is interested in participating in the program must submit a completed and signed application (Attachment C), along with supporting documentation, in accordance with published guidelines, to:

Palatka Main Street
c/o City Manager's Office
201 North Second St.
Palatka, FL 32177

Application package shall include:

- Proof of ownership or lease interest
- Approval of property owner
- Business plan, if occupied property; marketing plan, if vacant
- Licenses, if applicable
- Work plan, cost estimates, and timeline estimates (including proposed start date and completion date)
- Documentation of the type and source of the project funds. Verification of the funding sources may be required before final approval of the grant application.
- Applicant may be an individual, partnership, or corporation

Tenants are encouraged to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any. If an owner is awarded based on the condition of having a tenant in place, no work shall commence until a lease agreement has been executed by both parties.

Grant Process

The Palatka Main Street staff or designee will review applications for completeness and compliance with program criteria. Applications that are incomplete will be returned with guidance. Projects that do not comply with program criteria will not be considered for funding, but an explanation will be provided.

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected. All three members of the Evaluation Committee must be present and participate in any meeting at which funding is to be considered. All decision of the committee shall be by majority rule.

Disapproval by Evaluation Committee may be appealed to the Palatka Main Street Board. Disapproval by the Main Street Board may be appealed to the Community Redevelopment Agency Board, for final appeal.

All applicants will receive written notification regarding approval or denial of their application. Approval will include a funding agreement listing the amount of grant funds that are approved and the requirements for reimbursement.

Grant program description and credit signs must be displayed during project and for six (6) months following reimbursement, followed by a grant program description and credit decal or plaque to be displayed as mutually agreed for a period of not less than 2 years.

Modifications to the approved plans or construction documents, which produce visible differences in the approved design or which are not approved by City of Palatka Building Department, will require a repeat of application review and approval procedures. Failure to receive such approval may invalidate the funding agreement, and the agreement will be deemed terminated. In the event the agreement is terminated, any grant funds that have been disbursed to the applicant by the Community Redevelopment Agency shall become immediately due and payable to the Community Redevelopment Agency.

Reimbursement Procedures

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent completion of project and at one hundred percent completion of project. Palatka Main Street and the City of Palatka Chief Building Official will make the final determination as to whether the project is complete.

Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to Palatka Main Street, including:
 - Contractor invoicing and evidence of payment of funds

- Release of lien letters from contractors
 - 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 Palatka Main Street staff and submission to the Palatka City Finance Director.

Reservations

Palatka Main Street and the City of Palatka Community Redevelopment Agency expressly reserve the right to:

- Reject any or all applications
- Request additional information from any or all applicants
- Amend the program guidelines and application procedures without notice
- Display and advertise properties that receive grant funding.

Release and Hold Harmless Agreement

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

Attachment B

Evaluation:

- The application is reviewed by Palatka Main Street and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- The financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.
- 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.
- Any application which receives an "average" total score of less than 50 points shall not be awarded funds.

Scoring Criteria:

| Criteria | Points | Rank | Score |
|---|--------|------|-------|
| Consistent with City of Palatka comprehensive plans | 5 | | |
| Consistent with Community Redevelopment Agency plans | 5 | | |
| Consistent with Main Street Approach and Secretary of the Interior Standards for Historic Preservation | 10 | | |
| Degree of investment leveraging by applicant/investors landlord or tenant in matching funds | 20 | | |
| Strength of business capitalization, business plan (occupied space), marketing plan (vacant space). | 25 | | |
| Previous history of applicant. First time applicants are encouraged | 5 | | |
| Quality of proposed project and likelihood that it can be completed within the proposed schedule | 10 | | |
| Degree to which the project contributes to the economic development of the Central Business District (i.e. job creation, occupancy commitments, and new tenants within the Central Business District) | 20 | | |
| TOTAL | 100 | | |

While the Evaluation Committee scores and makes recommendations as they see fit, a score of 50 or below would generally be considered to be a weak score.

2011-12 BIG Program

**2011-12 City of Palatka
Community Redevelopment Agency CRA
Building Improvement Grant (BIG) Program
Administered by Palatka Main Street**

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- Improve the appearance and utilization of downtown buildings so that they will be used in accordance with applicable building and zoning regulations and Community Redevelopment Agency plans
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- Fill the financial gap of a property owner for his/her qualified building/property needs or of a tenant for the build-out needs of a qualified business.

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 - Roof repair/gutters
 - Repair or addition of awnings, canopies, balconies, and galleries
 - Doors and windows
 - Painting and stucco
 - Repair or manufacture of signs consistent with architecture, sign ordinances, design standards and guidelines
 - Meeting Green Building Criteria
 - Permanent, general use, attached features or fixtures

- Interior renovations or improvements:
 - Interior demolition
 - Interior framing, windows, doors, lighting, drywall, and flooring
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- Permitting fees and work without building permit
- Work by other than licensed contractor
- Routine maintenance
- Improvements to buildings for which applicant has neither clear title nor valid lease, which are non-conforming, or which are subject to outstanding fines or liens.

Grant Criteria

Grant funds are limited and will be awarded subject to the degree to which they support Community Redevelopment Agency plans and goals, and subject to announced program procedures, grant cycles and deadlines.

The grant cycle shall span from July 13, 2011 to August 26, 2011. Applications shall be due by 5:00 pm on the final day of the application cycle. Applications deemed to be incomplete at the end of the grant cycle shall be ineligible for funding. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than 30 days or less than 15 days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

Upon submission, applications will be evaluated, within 7 days, for eligibility by the Palatka Main Street staff or designee, under the following criteria:

- Location within Community Redevelopment Agency Central Business District
- Availability of funds
- Appropriate business and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.
- Complete applications will be forwarded to Evaluation Committee which will notify applicant of review and award schedule.
- Applications found to be insufficient after the deadline for any given cycle, will not be considered for funding during that current cycle.

The Evaluation Committee will use a scoring chart (Attachment B) to determine the strength of the application and to determine whether to recommend full funding, partial funding, resubmission, or denial of funding.

Duration of Grant

Should the owner transfer, sell, divest themselves of their interest in the subject property or business, or fail to maintain the renovations and improvements during the

five-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

| <u>Time</u> | <u>Amount Due CRA</u> |
|--|-----------------------|
| 0 to one (1) year after grant funds received | 90% |
| One (1) to two (2) years after grant funds received | 80% |
| Two (2) to three (3) years after grant funds received | 60% |
| Three (3) to four (4) years after grant funds received | 40% |
| Four (4) to five (5) years after grant funds received | 20% |
| Five (5) years after grant funds received | 0% |

The specific terms of repayment shall be included within 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 funds.

Pre-Application

If requested, Palatka Main Street staff, CRA and/or City of Palatka staff will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move on to the application stage. Requests for a pre-application review must be made 15 days prior to the deadline for the current cycle.

Application

A property owner or tenant that is interested in participating in the program must submit a completed and signed application (Attachment C), along with supporting documentation, in accordance with published guidelines, to:

Palatka Main Street
c/o City Manager's Office
201 North Second St.
Palatka, FL 32177

Application package shall include:

- Proof of ownership or lease interest
- Approval of property owner
- Business plan (Encouraged but not required)
- Licenses, if applicable
- Work plan, cost estimates, and timeline estimates (including proposed start date and completion date)
- Documentation of the type and source of the project funds. Verification of the funding sources may be required before final approval of the grant application.
- Applicant may be an individual, partnership, or corporation

Tenants are encouraged to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any. If an owner is awarded based on the condition of having a tenant in place, no work shall commence until a lease agreement has been executed by both parties.

Grant Process

The Palatka Main Street staff or designee will review applications for completeness and compliance with program criteria. Applications that are incomplete will be returned with guidance. Projects that do not comply with program criteria will not be considered for funding, but an explanation will be provided.

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected. All three members of the Evaluation Committee must be present and participate in any meeting at which funding is to be considered. All decision of the committee shall be by majority rule.

Disapproval by Evaluation Committee may be appealed to the Palatka Main Street Board. Disapproval by the Main Street Board may be appealed to the Community Redevelopment Agency Board, for final appeal.

All applicants will receive written notification regarding approval or denial of their application. Approval will include a funding agreement listing the amount of grant funds that are approved and the requirements for reimbursement.

Grant program description and credit signs must be displayed during project and for six (6) months following reimbursement, followed by a grant program description and credit decal or plaque to be displayed as mutually agreed for a period of not less than 5 years.

Modifications to the approved plans or construction documents, which produce visible differences in the approved design or which are not approved by City of Palatka Building Department, will require a repeat of application review and approval procedures. Failure to receive such approval may invalidate the funding agreement, and the agreement will be deemed terminated. In the event the agreement is terminated, any grant funds that have been disbursed to the applicant by the Community Redevelopment Agency shall become immediately due and payable to the Community Redevelopment Agency.

Reimbursement Procedures

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent completion of project and at one hundred percent completion of project. Palatka Main Street and the City of Palatka Chief Building Official will make the final determination as to whether the project is complete.

Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to Palatka Main Street, including:
 - Contractor invoicing and evidence of payment of funds

- Release of lien letters from contractors
 - 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 Palatka Main Street staff and submission to the Palatka City Finance Director.

Reservations

Palatka Main Street and the City of Palatka Community Redevelopment Agency expressly reserve the right to:

- Reject any or all applications
- Request additional information from any or all applicants
- Amend the program guidelines and application procedures without notice
- Display and advertise properties that receive grant funding.

Release and Hold Harmless Agreement

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

Attachment B

Evaluation:

- The application is reviewed by Palatka Main Street and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- The financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.
- 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.
- Any application which receives an "average" total score of less than 50 points shall not be awarded funds.

Scoring Criteria:

| Criteria | Points | Rank | Score |
|---|--------|------|-------|
| Consistent with City of Palatka comprehensive plans | 5 | | |
| Consistent with Community Redevelopment Agency plans | 5 | | |
| Consistent with Main Street Approach and Secretary of the Interior Standards for Historic Preservation | 10 | | |
| Degree of investment leveraging by applicant/investors landlord or tenant in matching funds | 20 | | |
| Strength of business capitalization and plans | 10 | | |
| Previous history of applicant. First time applicants are encouraged | 5 | | |
| Quality of proposed project and likelihood that it can be completed within the proposed schedule | 10 | | |
| Likelihood that the proposed project will increase value of building and/or profitability of business | 5 | | |
| Likelihood that improvements will result in long-term occupancy or increased profitability of the business | 10 | | |
| Degree to which the project contributes to the economic development of the Central Business District (i.e. job creation, occupancy commitments, and new tenants within the Central Business District) | 20 | | |
| TOTAL | 100 | | |

While the Evaluation Committee scores and makes recommendations as they see fit, a score of 50 or below would generally be considered to be a weak score.

*Agenda
Item*

3c-2

Facade Program



REVITALIZATION-IT'S OUR NATURE.

August 7, 2012

CRA Board
Palatka Community Redevelopment Agency
201 N. 2nd Street
Palatka, FL 32177

Dear Chairman Myers and CRA Board members,

Over the last six months or so, our Design and Economic Restructuring Committees have taken the opportunity to develop some changes to the current Façade Grant and Building Improvement Grant programs. We felt this review and subsequent changes were necessary given the concerns expressed by the CRA Board last Fall that the goals of the grant programs need to be clear. There was much discussion about the number of jobs the BIG program created, for example, when in fact, the goal of the program was not jobs creation. The Façade program, which had no set application period, was faced with approving applications as they came in, with no mechanism to dedicate funds to more impactful projects, like a competitive grant cycle would. Although it is likely that neither program will be funded in 2013, we feel it is important to amend these programs and have them in place, in the event funding becomes available and for future budget cycles. Included with this memo you will find the current and proposed CDB TIFF Façade Grant Programs and the current and proposed Building Improvement Grant (BIG) Programs. We consider these programs, along with the new Recruitment Fund program, as tools in our toolkit for the redevelopment of downtown Palatka. Our goal was to distinguish between the three programs. The Recruitment Fund is jobs related and enables us to act quickly to recruit a business to the CBD. The Façade program is improving the exterior of buildings: restoration and preservation of architectural features, removal of slum and blight and the beautification of the CBD. The BIG program addresses the condition of the interior and rent-ability of our building stock and to help improve its longevity. I am happy to answer any questions you have about these proposals.

Sincerely,

Charles Rudd, CMSM
Palatka Main Street

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

The purpose of the façade grant program is for the restoration and/or preservation of architectural features, the removal of slum and blight, and the beautification of the Central Business District. Grants are available for all non-governmental structures within the Central Business Tax Increment Fund District, shown on the attached boundary map.

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

1. Advertise and notify downtown building owners within the CBD TIFF District.
2. Applicants may apply any time before the advertised application deadline.
3. The Review Committee will review and score applications, after the application deadline, based on established criteria.
4. The Review Committee will make recommendations of qualified applicants to the Palatka Main Street Board of Directors. The Board of Directors shall then make recommendations to the CRA for final approval.
5. Six months will be allowed to complete the project after the grant is awarded.

Project Guidelines

- 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 features, then a proposed contributing design may be submitted to qualify for the grant program.
 - C. All facades shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, porches, signs, and awnings shall likewise harmonize with the overall character of the building.
 - D. A single owner may only have one active Façade Grant at any given time. An active grant is defined as one which has been awarded but not given final approval and reimbursement by staff. An owner may not make application for a façade grant until final approval and reimbursement have been issued on the previously awarded grant. An owner may initially submit multiple applications for consideration, but only one can be awarded and all others withdrawn. Applications not selected will not be automatically considered for the next grant cycle but may be resubmitted.
 - E. A maximum of \$20,000 per grant for a building will be allowed. Residential grants shall constitute a maximum of 25% of the annual grant funds awarded. Grant requests up to \$5,000 do not require a match. For grant requests exceeding \$5,000, a minimum match of 25% of the total project costs is required. Multiple draws of grant funds are allowed with written certification by the property owner, grant administrator, and building official (for projects requiring a local building permit) that the work and/or material has been
-

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

provided in accordance with the approved scope of work. A copy of a cancelled check documenting the applicants match percentage must be submitted to the grant administrator prior to grant funds being disbursed.

- G. To qualify for grant funds, an application including appropriate drawings and data must be submitted to the Palatka Main Street office at 205 N. Second Street.

Duration of Grant

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

| <u>Time</u> | <u>Amount Due CRA</u> |
|---|-----------------------|
| 0 to one (1) year after grant funds received | 90% |
| One (1) to two (2) years after grant funds received | 80% |
| Two (2) to three (3) years after grant funds received | 60% |

The specific terms of repayment shall be included within 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 funds.

- 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 shall begin prior to making application. Recommendations by the Main Street Façade Grant Selection Committee and Palatka Main Street Board are not considered as an issuance of award. Any encumbrances of funds following making application and prior to receiving award by the CRA are the sole responsibility of the applicant.
-

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

Scoring Criteria

| Criteria | Possible Points | Points Awarded |
|--|-----------------|----------------|
| Consistent with grant program purpose and guidelines (Preservation, Restoration, Renovation, Beautification, Removal of Slum and Blight) | 20 | |
| Completeness of application package according to checklist | 5 | |
| Investment of applicant (matching funds) | 15 | |
| Impact of project on the Central Business District | 15 | |
| Quality of the restoration or renovation (extensive vs. cursory, true restoration vs. more remodeling, improvement vs. just maintenance) | 15 | |
| Permanence of project improvements | 15 | |
| First time applicant? | 5 | |
| Property contributes to the TIFF | 10 | |
| Total points possible | 100 | |

Application

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

Applicant Name: _____

Business Name: _____

Property Address: _____

Applicant's Phone Number: _____

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

Restoration _____

Renovation _____

Exterior Painting (Approximate Sq. Ft. area) *Colors must be chosen from a historical color palette: _____

Awning _____

Sign(s) _____

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 shall begin until I have received written approval from the CRA. **I further understand that the project must be completed within six (6) months and that the grant monies will not be paid until the project is complete.**

Signature of Property Owner

Signature of Business Owner

Date: _____

Date: _____

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

Supporting Data Checklist for Applicants

Please submit this checklist as part of your application

Base Documents Required:

Provide a rendering (drawing) of proposed alterations, scope of work, and all applicable materials

- Provide plans and/ or elevation drawing of proposed alterations
- Provide list of materials for proposed alterations
- Provide a written estimate from a licensed contractor or contractors.
- Submit signed Release and Hold Harmless Agreement (see attached)

Additional documents:

PAINT:

- Provide samples of the colors chosen. Colors must be chosen from the historical color palette.
- Mark which color will be body color and which will be accent colors
- Note where each color will be used

AWNINGS:

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit written estimate

SIGNS:

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign

Awning selection must take into account the architectural style of the building.

2012-13 CBD TIFF Façade Grant Program
For Building Exterior, façade, accessibility and sign improvements

Fill out application and checklist and submit one copy to the Palatka Main Street Office with supporting data. (See attached sheet for required Supporting Data Checklist).

The Review Committee will review the project and submit the package to the Palatka Main Street Board and CRA with its recommendation.

Once the Board and CRA have approved the project, written notice will be delivered to the grantee and work can begin. No work is to start until written notice is received.

Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.

When the project is complete, an inspection for compliance will be made by the City Building Department and a Façade Grant Selection Committee member. Once approved, Palatka Main Street, Inc. will submit the required information to the Community Redevelopment Agency for payment of the grant amount to the grantee. Check(s) will be issued to the Contractor.

Grantee must submit an invoice for payment together with an affidavit from the Contractor certifying the work, as submitted, is complete. Any unapproved changes will not be reimbursed. Grantee must also provide proof of any matching funds. If grantee decides to change the project after approval, they must contact the Palatka Main Street office.

All work performed must be contracted by a Contractor who shall be a registered or certified Contractor as required by the State of Florida. Only qualified Contractors from Putnam County are eligible.

All work performed must meet the State of Florida Building Code and Design Guidelines of this program.

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the ____ day of _____, 2012, by (Property Owner) _____ and (Tenant if Applicable) _____, of (street address of tenant and owner address if different)

City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid, it is agreed that the balance shall notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s) obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 2012.

Property Owner Signature

Please Print Name

Witness

2012-13 CBD TIFF Façade Grant Program

For Building Exterior, façade, accessibility and sign improvements

Do Not Fill This Page Out

City Building Department Inspection

(Upon completion of Project)

Comments: _____

Permit Required: _____ Yes _____ No Project signed
off _____ Yes _____ No

Chief Building Official

_____ Date

**2011-12 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 and combined commercial / residential 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:

- Advertise and notify downtown building owners within the Main Street District.
- Applicants may apply at any time within the fiscal year beginning with approval by the CRA and culminating when funds have expired.
- The Design Committee will review and rank all applications on a first come, first served basis.
- The Design Committee will make recommendations of qualified applicants to the full Main Street Advisory Board for final approval
- Six months will be allowed 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 features, then a proposed contributing 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. Funds may be awarded as follows:
 - Reimbursable grants may be awarded up to a maximum of \$60,000 for 2011;
 - 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 201 N. Second Street.

When a Building which has been renovated, and has been funded in part by this grant, 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 a retroactive project).
- J. In case of a tie-breaker (i.e. more applicants qualify than there are funds), a lottery selection will be made. However, those that do not get selected by lottery, 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.

Sign Removal New Sign Awning Façade Repairs Bldg. Renovations
 Exterior Painting (Approximate Sq. Ft. area) *Colors must be chosen from a 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 the grant monies will not be paid until the project is complete.**

Signature of Property Owner

Signature of Business Owner

Date: _____

Date: _____

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

Supporting Data Checklist for Applicants

Please submit this checklist as part of your application

SUBMITTALS:

Provide a rendering (drawing) of proposed alterations, scope of work, and all applicable materials

- Provide plans and/ or elevation drawing of proposed alterations
- Provide bill of materials for proposed alterations
- Provide a written estimate from a licensed contractor or contractors.

SIGNS:

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign

PAINT:

- Provide samples of the colors chosen. Colors must be chosen from the historical color palette.
- Mark which color will be body color and which will be accent colors
- Note where each color will be used

AWNINGS:

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit written estimate

Awning selection must take into account the architectural style of the building.

ALL PROJECTS PROPOSED BY OWNERS AND TENANTS

- To be eligible for a direct grant, Tenants need to provide a notarized Authorization for Work from the property owner
 - Submit signed Release and Hold Harmless Agreement (see attached)
 - Submit copy of current Occupational License if operating a business
-

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

Grant Procedures

Fill out application and checklist and submit one copy to the Palatka Main Street Office with supporting data. (See attached sheet for required Supporting Data Checklist).

The Review Committee will review the project and submit the package to the Palatka Main Street Board and CRA with its recommendation.

Once the Board and CRA have approved the project, written notice will be delivered to the grantee and work can begin. No work is to start until written notice is received.

Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.

When the project is complete, an inspection for compliance will be made by the City Building Department. Once approved, Palatka Main Street, Inc. will submit the required information to the Community Redevelopment Agency for payment of the grant amount to the grantee. Check(s) will be issued jointly to the Contractor and Owner.

Grantee must submit an invoice for payment together with an affidavit from the Contractor certifying the work, as submitted, is complete. Any unapproved changes will not be reimbursed. Grantee must also provide proof of the required 25% match. If grantee decides to change the project after approval, they must contact the Palatka Main Street office.

All work performed must be contracted to a single Contractor who shall be a registered or certified Contractor as required by the State of Florida. Only qualified Contractors from Putnam County are eligible.

All work performed must meet the State of Florida Building Code and Design Guidelines of this program.

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

RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the ____ day of _____, 2011, by (Property Owner) _____ and (Tenant if Applicable) _____, of (street address of tenant and owner address if different)

City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid, it is agreed that the balance shall notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor=s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 2011.

Property Owner Signature

Witness

Please Print Name

Tenant Signature (if applicable)

Witness

Please Print

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

Do Not Fill This Page Out

City Building Department Inspection

(Upon completion of Project)

Comments: _____

Permit Required: _____ Yes _____ No Project signed
off _____ Yes _____ No

Chief Building Official _____ Date _____

FINAL APPROVAL from the Palatka Main Street, Inc.

President _____ Date _____

*Agenda
Item*

4



CRA/City Commission AGENDA ITEM

SUBJECT: Palatka South TIFF District Commercial Rehabilitation Grant
(tabled on 6/14/12)

DEPARTMENT: CRA

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other – Proposed Grant Appl

SUMMARY: At 6/14/12 CRA meeting the SHNA proposed a new grant program, "South TIFF District Commercial Rehabilitation Grant." Per discussion, Mr. Gagnon was asked to make certain changes to the program at suggestion of City Attorney Holmes; the matter was tabled. SHNA representatives met with Mr. Holmes and have resubmitted Grant and application inclusive of Mr. Holmes' revisions. This request is for approval of the Program and Application.

RECOMMENDED ACTION: Approve Palatka South TIFF District Commercial Rehabilitation Grant and Application.

DEPARTMENT HEAD Submitted: _____ Date: 8/7/12
Requested Agenda _____ Date: 8/16/12

FINANCE DEPARTMENT Budgeted Yes No N/A Date:

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date:

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

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Betsy Driggers

From: roberta correa [rm1correa@yahoo.com]
Sent: Tuesday, August 07, 2012 4:44 PM
To: Betsy Driggers
Cc: Michael J. Czymbor; Michael Gagnon
Subject: South TIFF CR Program
Attachments: South TIFF District Commercial Rehabilitation Program.docx; South TIFF District Commercial Rehabilitation Program App.pdf

Betsy,
Please see attached program and application inclusive of Mr. Holmes' recommendations. Hopefully we have addressed everyone's concerns and/or questions.
Thanks,
Robbi



SOUTH HISTORIC DISTRICT
PALATKA, FLORIDA

Palatka South TIFF District Commercial Rehabilitation Grant

Introduction

Palatka's South TIFF District contains many historic buildings used primarily for residential purposes. To date these residential properties have been the focus of the South TIFF District's successful revitalization efforts via the Home Improvement Program (HIP) and most recently the "Live Where You Work" program. However there are some commercial structures and residential buildings with potential for adaptive re-use within the South Historic District. These property owners also contribute to the Tax Increment Finance Fund and should have the opportunity to receive financial assistance to rehabilitate their properties and contribute to the overall revitalization of the CRA Overlay District.

The Secretary of the Interior's Standards for the Treatment of Historic Properties defines *Rehabilitation* as the process of returning a property to a state of utility, through repair or alteration, which makes possible the efficient, contemporary use while preserving those portions which are significant to historic, architectural and cultural values.

Program Objectives

The primary objective of the *Commercial Rehabilitation Grant* is to encourage revitalization and preservation of commercial buildings and/or provide an opportunity for an adaptive re-use of a residential structure in keeping with the historic nature of the neighborhood i.e., B & B. The goal is to stimulate reinvestment in the South Historic District, to preserve and revive the traditional entrepreneurial spirit and establish downtown Palatka both commercially and residentially as a center for convenient pedestrian oriented living and working activities.

Project Goals

Specific goals of the *Commercial Rehabilitation Grant* are as follows:

1. The elimination of blight and prevention of deterioration of properties in the South CRA District.
2. Encourage the establishment of commercial venues and adaptive re-use options in keeping with the historical integrity of the District and Downtown Palatka.
3. The elimination of conditions that is detrimental to health, safety and welfare.
4. The revitalization or preservation of properties deemed significant for their historical, architectural or aesthetic value.
5. Conservation of existing building stock.

Program Guidelines

1. This grant provides funding for exterior rehabilitation only.
2. Applicants must provide scaled and legible graphic depictions of proposed work including description of materials
3. Cost estimates for project must be submitted as well as amount of financial request. A timeline for completion of the project is also a requirement.
4. Applicant must obtain a Certificate of Appropriateness (COA) and follow the City of Palatka's criteria for decisions on COAs as found in Section 54-79(b) of the City's Municipal Code, Secretary of the Interior's Standard's for the Treatment of Historic Properties (Rehabilitation and Restoration Standards/Guidelines). Visit www.nps.gov/hps/tps/standguide for specifics.
5. As required in these regulations original features of historic building exteriors shall be preserved, or if that is not possible, alterations shall be compatible with the known architectural style and appearance of the structure. New construction and exterior changes of non-historic buildings shall be compatible with surrounding historic structures in terms of placement on the lot, porches, arrangement of windows and doors, etc. while not displaying excessive ornamentation or provide a "pseudo historic look". Signs, landscape features and other separate elements on historic properties shall likewise be designed in keeping with the historic and architectural character of the building and the district.
6. A business plan is also a requirement.
7. Grantee is responsible for obtaining any and all permits required to do the project.
8. Any unapproved changes will void the Grant. If Grantee decides to modify the project, approval must be obtained from the Palatka Historic Preservation Board and/or SHNA Grant Review Committee.
9. The maximum Grant amount is \$40,000 with 25% cash match. A maximum of two grants will be awarded during the initial implementation of this program.

10. One of the most important objectives is stabilization of the neighborhood. To that end, participants in the *Commercial Rehabilitation Grant* program must commit to their business operation for at least three years after completion of specific improvements. If the property owner sells said property, or transfers ownership of said property for any reason within a year of participation in the *Commercial Rehabilitation Grant* program the money shall be amortized for repayment of all funds and if the property owner sells within two years of participation there shall be a repayment of 50% of received monies and if sold within the third year the property owner will be responsible for 25% repayment of the received amount.

Eligibility Requirements

1. The applicant must be the owner of the building.
2. Property taxes must be current and paid in full.
3. The applicant must provide a current and dated title search.
4. Property must be located within the boundaries of the South TIFF District.
5. Note: the South Historic District boundaries and South TIFF District boundaries differ so please view the CRA District map on the City of Palatka website (www.palatka-fl.gov), CRA tab.
6. Business must be a legal conforming use as determined by the City's Zoning Code, Comprehensive Plan and Community Redevelopment Plan.

Program Procedures

1. Only completed applications including all supporting documentation will be accepted. Applicant will provide detailed information on proposed project as specified in the **Program Guidelines**.
2. The applicant must provide detailed drawings and scope of work to obtain three project bids from licensed, qualified contractors based in Palatka and/or Putnam County.
3. The applicant must provide documentation of matching funds.
4. The SHNA Grant Review Committee will review the application packet for compliance and Grant awards will be issued on the scope and merit of the total project. Any employment opportunities created as a result of such project will be given additional weight towards grant approval. The final approval is provided by the CRA Board with community input.
5. All materials should be purchased from suppliers in and around Palatka and/or Putnam County unless specific materials are unavailable from local vendors.
6. The Contractor awarded the project funded by the *Commercial Rehabilitation Grant* will receive direct payment from the City of Palatka via South TIFF District monies. The amount of draw will be commensurate with completed work per the Palatka Building Official and the SHNA Grant Review Committee representative.



SOUTH HISTORIC DISTRICT
PALATKA, FLORIDA

Received _____

Grant # _____

Committee Approval _____

Palatka South TIFF District Commercial Rehabilitation Grant Application

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Property Owner: _____

Property Address: _____

Contact Person: _____

Applicants Phone Number: _____ **E-Mail Address:** _____

Total Cost of Project: _____

Estimated Start Date: _____ **Estimated Completion Date:** _____

Please attach the following:

- ✓ Project design in the form of drawings with proper use and description of materials
- ✓ Comprehensive business plan
- ✓ Amount of Property Owner's contribution whether actual funds or in-kind
- ✓ Proof of current property tax payments
- ✓ Three project bids from licensed, qualified contractors based in Palatka and/or Putnam County
- ✓ Fee to file contract with the Putnam County Clerk of Courts

Application will not be reviewed without all supporting data. Send application packet to: SHNA <> PO Box 2507 <> Palatka, FL 32178 or call (386) 325-9418 for further assistance.

I hereby submit the attached plans & specifications for the proposed project and understand the Palatka Building Official and SHNA Grant Review Committee must approve these. No work shall begin without written approval. No funding is guaranteed until completed application packet has received final approval.

Acceptance of Terms

Assurances are hereby given by the undersigned South TIFF District property owner that he and/or she has read the CRG Program terms and further that the signature of the undersigned indicates full acceptance of all such terms as necessary conditions for receipt of benefits of participating in the South TIFF District CRG Program.

Date South TIFF District Property Owner

Date South TIFF District Property Owner

Property Parcel Number Address

State of Florida
County of Putnam

The foregoing instrument was acknowledged before me this _____ day of _____ 20__

by _____ (applicant(s)) who is/are

known personally or who has/have produced _____ as identification.

Type of Identification

(SEAL)

Notary Public, Commission Number _____

Signature

(Name of Notary typed, printed or stamped)

Total Amount of TIFF monies used to complete project: \$ _____

Project completion date: _____

rmc 6/8/12

*Agenda
Item*

5a

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0195

City of Palatka
Office of the Finance Director

To: Mayor Myers, Commissioners

From: Matt Reynolds, Finance Director 

Date: August 8, 2012

RE: CRA Fiscal Year Change

In the past, the CRA annual report and budget was presented and accepted in December due to the fiscal year being January 1st to December 31st. In an effort to make the budgeting process and financial statements easier to understand I am recommending that the CRA fiscal year be changed to coincide with the City's fiscal year, which is October 1st to September 30th.

We have contacted Carol Westmoreland and she has stated that there is no issue with making this change.

If you have any questions or comments, please feel free to contact me.

*Agenda
Item*

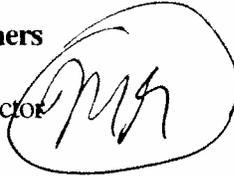
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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0195

City of Palatka
Office of the Finance Director

To: Mayor Myers, Commissioners

From: Matt Reynolds, Finance Director



Date: August 9, 2012

RE: CRA Financial Update FY2011-12 and Allocations for FY2012-13

I have included a financial update (pages 1-3) for all three Tax Increment Funds (Downtown, North Historic and South Historic) to show the revenues and expenses that have been incurred in this fiscal year up to August 2, 2012. I have also included amounts that have been allocated but unspent as of yet. We expect that several of the allocations in the Downtown fund will be spent by the end of the fiscal year on September 30, 2012. However, some of the allocations will roll forward into next fiscal year. The existing allocations for the North and South Historic are expected to roll forward to next fiscal year as well.

I have also included a proposed budget (pages 4-6) for next fiscal year which shows the revenues that each fund will be receiving as well as prior year allocations that will be carried forward along with other requested allocations for next fiscal year. The requested allocations by Main Street total \$72,200 and they include \$15,000 for Fireworks, \$10,000 for Christmas lighting, \$4,000 for advertising and \$42,000 for the Third Friday Downtown Street Parties, Dancin' in the Street Downtown Cruise-in and Second Saturday Downtown Truck and Jeep Rallies. Other requested allocations include the Main Street Manager's salary of approximately \$59,500 and a transfer of \$300,000 to the Better Place Fund to assist with the payment of the Frank George land purchase loan. The remaining amount of approximately \$40,000 is being set aside as contingency. Also, the remaining amounts in both the North and South Historic Districts have been set aside as contingency. As in the past, this amount can be re-allocated as the year progresses for other programs such as the BIG, Façade, HIP or other grant programs that may be developed during next fiscal year.

If you have any questions or comments, please feel free to contact me.

**Tax Increment Report as of 08/02/2012
(FY2011-12)**

Revenues Expenditure Balance

| <u>Downtown Redevelopment</u> | | |
|--|----------------------|----------------------------|
| Beginning Balance | \$ 434,963.27 | |
| <u>FY 2012 REVENUE</u> | | |
| Downtown Redevelopment-County share | \$145,238.78 | \$580,202.05 |
| Downtown Redevelopment-City Share | \$146,483.47 | \$726,685.52 |
| <u>FY 2012 EXPENDITURES</u> | | |
| BIG Program | \$74,833.44 | \$651,852.08 |
| Façade Grant | \$40,734.55 | \$611,117.53 |
| Downtown Palatka Inc Advertising | \$1,365.00 | \$609,752.53 |
| Outdoor advertising I-95 | \$5,600.00 | \$604,152.53 |
| City Hall Mural | \$3,900.00 | \$600,252.53 |
| Palatka Daily News | \$1,625.81 | \$598,626.72 |
| Mainstreet Director | \$1,740.25 | \$596,886.47 |
| Annual renewal fees | \$175.00 | \$596,711.47 |
| Promotions for Main Street (DPI) | \$7,473.10 | \$589,238.37 |
| Downtown Promotions | \$7,016.95 | \$582,221.42 |
| Mainstreet Promotions (Charles) | \$22,677.74 | \$559,543.68 |
| Signage | \$2,500.00 | \$557,043.68 |
| Small Business Development Center | \$4,062.50 | \$552,981.18 |
| Side street loops at intersections on St Johns Ave from 3rd to 11th St | \$11,727.73 | \$541,253.45 |
| Wayfinding | \$8,612.00 | \$532,641.45 |
| Historic Rehabilitation-Jonathan | \$104.81 | \$532,536.64 |
| Verisign-Domain Renewal | \$125.00 | \$532,411.64 |
| Aluminum Hatch for Fountain | \$800.00 | \$531,611.64 |
| Branding | \$8,000.00 | \$523,611.64 |
| CRA Extension | \$4,958.60 | \$518,653.04 |
| Recruitment | \$14,000.00 | \$504,653.04 |
| Transfer to General Fund for Mainstreet Manager Salary | \$61,305.53 | \$443,347.52 |
| Transfer to General Fund for Fireworks | \$15,000.00 | \$428,347.52 |
| FY 2012 Bank Balance | | <u>\$428,347.52</u> |
| <u>Allocated but unspent</u> | | |
| Mural Lighting | \$2,700.00 | \$425,647.52 |
| Recruitment | \$36,000.00 | \$389,647.52 |
| Remaining Main Street expected expenditures | \$16,365.86 | \$373,281.66 |
| Transfer to Better Place for Downtown Parking/Streetscaping | \$210,000.00 | \$163,281.66 |
| Façade Grant | \$8,594.20 | \$154,687.46 |
| Outdoor Advertising I-95 | \$1,400.00 | \$153,287.46 |
| Wayfinding | \$25,422.00 | \$127,865.46 |
| FY 2012 Year End Balance | | <u>\$127,865.46</u> |

| (FY2011-12) | Revenues | Expenditure | Balance |
|--|-------------|-------------|--------------------|
| North Historic District | | | |
| Beginning Balance | \$ | 32,010.91 | |
| <u>FY 2012 REVENUE</u> | | | |
| North Historic-County Share | \$25,338.02 | | \$57,348.93 |
| North Historic-City Share | \$25,555.17 | | \$82,904.10 |
| <u>FY 2012 EXPENDITURES</u> | | | |
| <u>Actual amount spent</u> | | | |
| 414 Bronson St-AllNu painting, Gooding | | \$9,226.00 | \$73,678.10 |
| 419 Bronson St-Northeast FI Roofing | | \$9,850.00 | \$63,828.10 |
| 412 Madison St-Northeast FI Roofing | | \$8,828.00 | \$55,000.10 |
| 508 N. 2nd St-Neil Strickland Roofing | | \$10,250.00 | \$44,750.10 |
| Tour of Homes | | \$299.50 | \$44,450.60 |
| 419 Bronson St-Precision | | \$2,950.00 | \$41,500.60 |
| 419 Bronson St-Robert Taylor | | \$2,200.00 | \$39,300.60 |
| Reid Garden Signs | | \$884.00 | \$38,416.60 |
| FY 2012 Bank Balance | | | \$38,416.60 |
| <u>Allocated but unspent</u> | | | |
| Reid Garden Designs | | \$2,836.00 | \$35,580.60 |
| Christmas Tour | | \$500.00 | \$35,080.60 |
| Street Sign Clean-Reid Garden Designs | | \$530.00 | \$34,550.60 |
| FY 2012 Year End Balance | | | \$34,550.60 |

Tax Increment Report
(FY2012-13)

Revenues Expenditure Balance

Downtown Redevelopment

| | | |
|----------------------------------|--------------|--|
| Beginning Balance | \$127,865.46 | |
| Downtown Parking Balance Forward | \$88,000.00 | |
| Recruitment Balance Forward | \$36,000.00 | |
| Mural Lighting Balance Forward | \$2,700.00 | |

FY 2013 REVENUE

| | | |
|-------------------------------------|--------------|--------------|
| Downtown Redevelopment-County share | \$125,457.56 | \$380,023.02 |
| Downtown Redevelopment-City Share | \$134,210.99 | \$514,234.01 |

FY 2013 EXPENDITURES

Allocated from prior year

| | | |
|-----------------------------------|-------------|--------------|
| Small Business Development Center | \$4,062.50 | \$510,171.51 |
| Recruitment | \$36,000.00 | \$474,171.51 |
| Mural Lighting | \$2,700.00 | \$471,471.51 |

Requested

| | | |
|--|--------------|--------------|
| Transfer to Better Place (Frank George Repayment) | \$300,000.00 | \$171,471.51 |
| Transfer to General Fund for Mainstreet Manager Salary | \$59,475.51 | \$111,996.00 |
| Fireworks | \$15,000.00 | \$96,996.00 |
| Downtown Christmas Lighting | \$10,000.00 | \$86,996.00 |
| Quarterly Events Calendar Posters | \$400.00 | \$86,596.00 |
| Quarterly Events Calendar table tents | \$800.00 | \$85,796.00 |
| Advertising for parades, retail events, etc | \$4,000.00 | \$81,796.00 |
| 12 Third Friday Downtown Street Parties | \$18,000.00 | \$63,796.00 |
| 12 Dancin' in the Streets Downtown Cruise-ins | \$12,000.00 | \$51,796.00 |
| 12 Second Saturday Downtown Truck & Jeep Rallies | \$12,000.00 | \$39,796.00 |
| Contingency | \$39,796.00 | \$0.00 |

FY 2013 Balance

\$0.00

(FY2012-13)

Revenues Expenditure Balance

| <u>North Historic District</u> | | |
|--|--------------|---------------|
| Beginning Balance | \$ 38,416.60 | |
| <u>FY 2013 REVENUE</u> | | |
| North Historic-County Share | \$21,763.16 | \$60,179.76 |
| North Historic-City Share | \$23,281.62 | \$83,461.37 |
| <u>FY 2013 EXPENDITURES</u> | | |
| <u>Allocated from prior year</u> | | |
| Reid Garden Designs | \$2,836.00 | \$80,625.37 |
| Christmas Tour | \$500.00 | \$80,125.37 |
| Street Sign Clean-Reid Garden Designs | \$530.00 | \$79,595.37 |
| <u>Tentative allocation for FY2012-13</u> | | |
| Contingency | \$79,595.37 | \$0.00 |
| FY 2013 Balance | | \$0.00 |

(FY2012-13)

Revenues Expenditure Balance

| South Historic District | | |
|--|----------------------|---------------|
| Beginning Balance | \$ 186,578.04 | |
| <u>FY 2013 REVENUE</u> | | |
| South Historic-County Share | \$38,117.94 | \$224,695.98 |
| South Historic-City Share | \$40,777.51 | \$265,473.50 |
| <u>FY 2013 EXPENDITURES</u> | | |
| <u>Allocated from prior year</u> | | |
| HIP (Allocated but unassigned to any project) | \$120,392.79 | \$145,080.71 |
| Live Where You Work | \$20,000.00 | \$125,080.71 |
| Hammock Hall | \$4,999.50 | \$120,081.21 |
| Signage | \$4,190.00 | \$115,891.21 |
| <u>Tentative allocation for FY2012-13</u> | | |
| Contingency | \$115,891.21 | \$0.00 |
| FY 2013 Balance | | \$0.00 |

Agenda Item

5 *c-1*

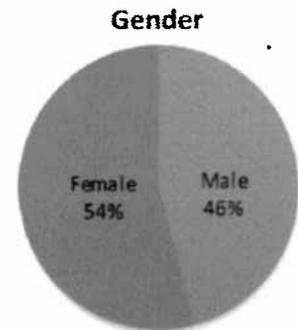
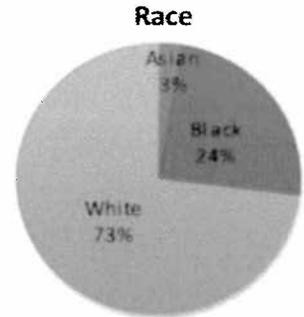


Putnam County IMPACT

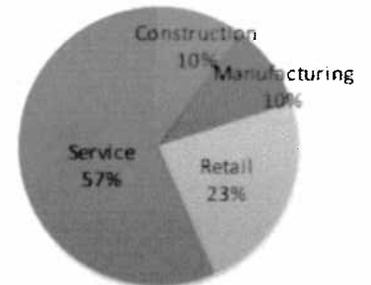
April 1 - June 30, 2012

Service Delivery 2012

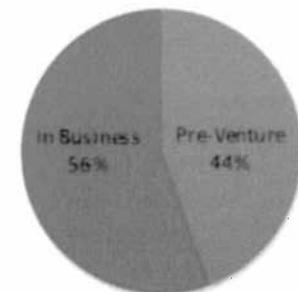
| | Jan. - Mar. | Apr. - Jun. |
|-------------------------|-------------|-------------|
| Entrepreneurs Counseled | 4 | 33 |
| Total Counseling Hours | 9.5 | 85 |
| Workshops | 0 | 1 |
| Workshop Attendees | 0 | 22 |
| Jobs Created | 0 | 4 |
| Business Startups | 0 | 1 |



Business Type



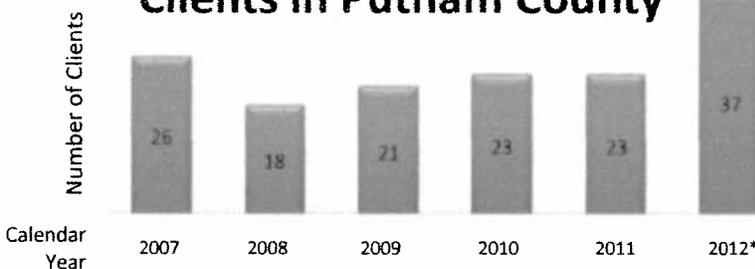
Business Status



Cheryl Lynch achieved her Certified Business Analyst status on May 9, 2012. Since assuming her position, Lynch has:

- Visited 56 Businesses to promote the SBDC
- Made 20 public appearances and meetings. Including:
 - networking events
 - public or private board meetings
 - public speaking engagements.
- Received 58 Hours of professional development and training.

Clients in Putnam County



*Full-time CBA started in April 2012

* Through June 30, 2012

Agenda Item

5 *c-2*