

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

PEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
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 25, 2011; 4:00 p.m.

CALL TO ORDER:

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

1. APPROVAL OF MINUTES – June 9, 2011

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

3. CENTRAL BUSINESS DISTRICT:

- *a. **FINANCIAL OVERVIEW** – Woody Boynton, CRA Director
- *b. **REPORT - 2011 Façade Grant Program Allocation** – Woody Boynton
- *c. **REQUEST** to allocate \$5,472.25 for DPI Welcome Center Expense – Angela Murtaugh
- *d. **PRESENTATION** – Downtown Palatka Billboards & Commercial – Angela Murtaugh

4. NORTH HISTORIC DISTRICT

- *a. **REQUEST** to allocate \$5,000.00 for NHD Signage, Wayfinding, Logo Design and Kiosk Construction

5. SOUTH HISTORIC DISTRICT

- *a. **SHNA Live/Work Program** – Mike Gagnon

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

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, CRA Director

Date: August 22, 2011

RE: Tax Increment Fund Report

Attached is the latest Tax Increment Report dated August 16, 2011. This report contains most if no all transfers and expenditures to date that have been approved. As you can see from the report approximately \$500,000 remains in the account

Of the remaining balance, the following money (estimated) has been allocated but not appropriated:

Façade Grant Program 2010	\$10,000
BIG Program 2010	\$30,000
Promotions 2010	\$20,000
Façade Grant Program 2011	\$60,000
BIG Program 2011	\$90,000
Evaluation of CRA Extension	<u>\$10,000</u>
	\$220,000

We expect that all of this money will be requested and spent over the next 6-9 months (BIG applications are still being received and evaluated). This leaves an approximate fun balance of **\$280,000**. In addition to the above allocations, the 2011 annual plan allocated \$90,000 to be set aside for marketing, an additional \$70,000 was set aside for funding of the Main Street Manager position, \$10,000 was set aside for legal representation. It is not expected that these amounts will be realized this fiscal year. The Main Street program is interviewing eight applicants on August 31st for the position of Main Street Manager. We are hopeful that this position can be filled by the end of September 2011.

As for next year, we are expecting that approximately \$350,000 will be added to the CRA through tax increment funds. As is in the past, a plan to expend this money and any reserves will be presented at the December 2011 CRA meeting.

Should you have any questions, please call.

Tax Increment Report as of 8/16/2011
 (10/01/2010 to 8/16/2011)

Revenues Expenditure Balance

Downtown Redevelopment		
Beginning Balance	\$ 831,094.20	
REVENUE		
Downtown Redevelopment-County share	\$189,177.40	\$1,020,271.60
Downtown Redevelopment-City Share	\$190,798.64	\$1,211,070.24
Blue Crab Repayment	\$15,000.00	\$1,226,070.24
EXPENDITURES		
Actual Amount Spent		
Mary Lawson Hospital Mural	\$4,907.70	\$1,221,162.54
County Courthouse Parking Area	\$9,729.33	\$1,211,433.21
Kimley-Horn and Associates, Inc.	\$7,494.49	\$1,203,938.72
Department of Community Affairs	\$175.00	\$1,203,763.72
Palatka Daily News	\$939.89	\$1,202,823.83
Downtown Palatka Inc Advertising	\$15,368.39	\$1,187,455.44
Wattles Office Supply-A Frame Signs	\$920.00	\$1,186,535.44
Don Holmes-Legal Costs	\$405.00	\$1,186,130.44
BIG Program	\$213,166.02	\$972,964.42
CBS Outdoor-Billboards	\$9,000.00	\$963,964.42
Preston Electric-Electric upgrades-downtown	\$3,609.38	\$960,355.04
Reimburse DPI for repairs at Azalea Festival	\$507.96	\$959,847.08
Riverfront Stormwater Master Plan-Rourke	\$7,608.90	\$952,238.18
Façade Grant	\$43,113.40	\$909,124.78
Main Street annual membership fee	\$250.00	\$908,874.78
Palatka Waterfront Development	\$2,880.00	\$905,994.78
Bike rack loops	\$1,500.00	\$904,494.78
Outdoor advertising I-95	\$3,218.00	\$901,276.78
Supplies	\$20.79	\$901,255.99
Welcome Center Renovations	\$1,000.00	\$900,255.99
3x15 Banner	\$135.00	\$900,120.99
Recording Fees for Grant Contracts	\$416.50	\$899,704.49
Transfer to Better Place for Loan payment	\$200,000.00	\$699,704.49
Transfer to Better Place for Riverfront project	\$100,000.00	\$599,704.49
Transfer to Better Place for Michael Redd Plan	\$89,480.00	\$510,224.49
Transfer to General Fund for Interim Mainstreet manager's salary	\$10,000.00	\$500,224.49
Bank Balance		\$500,224.49

North Historic District		
Beginning Balance	\$	226,903.83
REVENUE		
North Historic-County Share	\$23,887.68	\$250,791.51
North Historic-City Share	\$24,092.40	\$274,883.91
EXPENDITURES		
Actual amount spent		
516 N 4th St (roofing Armstrong, check #1271)	\$3,150.00	\$271,733.91
417 N 4th St (roofing Armstrong, check #1272)	\$10,200.00	\$261,533.91
516 N 4th St (general contract Mathe, check #1268)	\$2,275.00	\$259,258.91
417 N 4th St (general contract Mathe, check #1282)	\$3,896.00	\$255,362.91
208 Madison St (general contract Mathe, check 1274)	\$7,329.00	\$248,033.91
516 N 4th St (painting M and L, check #1275)	\$5,477.50	\$242,556.41
600 N 3rd St (roofing Armstrong, check #1288)	\$6,255.00	\$236,301.41
417 N 4th St (painting Precision, check #1296)	\$2,600.00	\$233,701.41
303 Bronson St (contractor Mathe, check #1299)	\$1,840.00	\$231,861.41
417 N 4th St (additional painting Precision, check #1300)	\$500.00	\$231,361.41
511 N 3rd St (general contracting Mathe, check #1313)	\$1,220.00	\$230,141.41
508 N 4th St (GC, Synergy, check #1314 change order +\$200)	\$8,779.00	\$221,362.41
511 N 3rd St (painting M&L, signed PO)	\$3,250.00	\$218,112.41
605 N 3rd St (general contract Mathe, signed PO)	\$1,443.00	\$216,669.41
303 Bronson St (painting Massey, signed PO)	\$4,650.00	\$212,019.41
600 N 3rd St (general contract Mathe, check #1308)	\$3,830.00	\$208,189.41
503 N 4th St (painting Precision, check #1309)	\$4,500.00	\$203,689.41
503 N 4th St (contractor Mathe, check #1324)	\$6,160.00	\$197,529.41
303 Bronson St (roofing Armstrong, check #1327, \$3,480 + \$177.50 Change c	\$3,687.50	\$193,841.91
208 Madison St (painting Allnu, check #1341)	\$4,735.50	\$189,106.41
508 N 4th St (general contract Mathe, check #1348, \$10,288 + \$575 Change c	\$10,863.00	\$178,243.41
401 Olive St (painting Precision, check #1349, partial \$3,000 + \$1,400 Change	\$4,400.00	\$173,843.41
407 Olive St (roofing Armstrong, check #1350)	\$2,892.00	\$170,951.41
407 Olive St (painting M&L, check #1351)	\$1,399.00	\$169,552.41
401 Olive St (roofing Armstrong, check #1357 \$8,180 + \$872 Change order)	\$9,052.00	\$160,500.41
401 Olive St (general contract Mathe, check #1352 \$2,750 + \$650 Change orc	\$3,400.00	\$157,100.41
401 Olive St (painting Precision, check #1355, final \$3,500 + \$250 Change orc	\$3,750.00	\$153,350.41
509 N 4th St (general contract Mathe, check #2378)	\$1,935.00	\$151,415.41
515 N 4th St (roofing Armstrong, check #2377)	\$8,310.00	\$143,105.41
515 N 4th St (painting Allnu, check #2376)	\$11,690.00	\$131,415.41
406 Bronson St (general contract Mathe, paid)	\$1,079.00	\$130,336.41
503 N 3rd St (general contract Mathe, 1st draw)	\$4,500.00	\$125,836.41
406 Bronson St (painting Allnu, paid)	\$10,600.00	\$115,236.41
218 Madison St (general contract David Church, PO \$6155.78, CO \$1752)	\$7,907.78	\$107,328.63
503 N 3rd St (roofing Northeast Florida, signed PO)	\$2,400.00	\$104,928.63
509 N 4th St (roofing Northeast FL, signed PO)	\$9,532.50	\$95,396.13
406 Bronson St (roofing Armstrong, signed PO)	\$6,150.00	\$89,246.13
511 N 3rd St (general contract Mathe, signed PO)	\$7,330.00	\$81,916.13
503 N 3rd St (general contract Mathe, remaining signed PO)	\$1,495.00	\$80,421.13
511 N 3rd St (roofing Armstrong, signed PO)	\$925.00	\$79,496.13
503 N 3rd St (painting M and L, signed PO)	\$6,900.00	\$72,596.13
218 Madison St (roofing Tilton Roofing, signed PO)	\$1,800.00	\$70,796.13
400 Olive St (painting M&L, signed PO)	\$8,124.00	\$62,672.13
400 Olive St (general contract David Church, signed PO)	\$5,308.50	\$57,363.63
414 Bronson St (general contract David Church, signed PO)	\$3,873.90	\$53,489.73
420 N 3rd St (Painting Horowitz, signed PO)	\$9,975.00	\$43,514.73
218 Madison St (roofing Tilton Roofing, signed PO, additional)	\$296.11	\$43,218.62
Letter of Interest for Contractors advertisement	\$17.71	\$43,200.91
Logo and Brand development for Reid's Gardens	\$750.00	\$42,450.91
Bank Balance		\$42,450.91
Allocated but unspent		
414 Bronson St (roofing Northeast Florida, signed PO)	\$7,200.00	\$35,250.91
Balance		\$35,250.91

<u>South Historic District</u>		
Beginning Balance	\$	58,189.65
REVENUE		
South Historic-County Share	\$	57,253.68
South Historic-City Share	\$	57,744.34
		\$115,443.33
		\$173,187.67
EXPENDITURES		
<u>Actual Amount Spent</u>		
HIP 603 Emmett St.	\$5,200.00	\$167,987.67
HIP 215 Dodge St.	\$3,875.00	\$164,112.67
HIP 703 Emmett St.	\$4,550.00	\$159,562.67
Hammock Hall Interior	\$89.95	\$159,472.72
HIP 528 Kirby St.	\$1,000.00	\$158,472.72
HIP 326 River St	\$8,000.00	\$150,472.72
HIP 419 Emmett St.	\$10,250.00	\$140,222.72
HIP 116 Hotel St.	\$2,860.00	\$137,362.72
HIP 528 Kirby St.	\$7,500.00	\$129,862.72
HIP 116 Kirkland St.	\$4,768.00	\$125,094.72
HIP 117 Hotel St.	\$1,150.00	\$123,944.72
HIP 528 Kirby St.	\$250.00	\$123,694.72
HIP 326 River St	\$2,945.00	\$120,749.72
HIP 507 Laurel St	\$5,550.00	\$115,199.72
Laurel St-Winters-M and L. Painting	\$4,850.00	\$110,349.72
HIP Laurel St-Winters-David Church	\$619.92	\$109,729.80
HIP 617 Emmett St-Thompson-David Church	\$1,369.00	\$108,360.80
HIP 617 Emmett St-Thompson-Precision	\$3,600.00	\$104,760.80
HIP 617 Emmett St-Thompson-Precision	\$4,000.00	\$100,760.80
HIP 617 Emmett St-Thompson-Precision	\$5,000.00	\$95,760.80
Letter of Interest for Contractors advertisement	\$17.71	\$95,743.09
Hammock Hall	\$1,925.00	\$93,818.09
Bank Balance		\$93,818.09
<u>Allocated but unspent</u>		
<u>(Signed Purchase Orders)</u>		
HIP (Allocated but unassigned to any project)	\$50,667.79	\$43,150.30
Historic Bronze Marker	\$5,000.00	\$38,150.30
Hammock Hall Interior (remaining allocation)	\$1,860.20	\$36,290.10
Balance		\$36,290.10

*Agenda
Item*

36

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

City of Palatka
Office of the City Manager

To: Community Redevelopment Agency Board

From: Woody Boynton, CRA Director 

Date: August 19, 2011

RE: Façade Grant Allocation Increase

The Façade Grant program for fiscal year 2011 has been very successful and all monies allocated at the beginning of the year have been expended. As you may recall, the CRA appropriated \$60,000 to the Façade Program for 2011, typical allocations in the past have been at \$100,000.

The Main Street Board believes strongly in this program and with the expenditure of these funds sees a need to continue with this program and implement a second cycle. A request of \$60,000 is being made by this Board (see August 17, 2011 meeting minutes attached) to fund this next cycle. I take no exception to this request. It is apparent from recent transfers and completion of all projects, that nearly \$280,000 +/- remains in the Central Business District Fund to be spent. This amount was designated for additional economic development funding mechanisms. We believe the Façade grant program is a key component in this initiative.

If the Board is not in support of funding a second cycle, I strongly request that \$10,000 be allocated to the Façade grant program. During the initial cycle a total of ten grant requests were received, the first nine received funding from the initial \$60,000 that was allocated. The one project that was not funded was a proposal from Beef O' Brady's to construct three signs, one additional parking sign and miscellaneous painting on the Quality Inn. Because there was no definitive deadline for receipt of proposal requests, this request came in one day after the initial nine were approved and the \$60,000 expended. As has been reported Beef O' Brady's is moving to the Quality Inn in the very near future and should provide an anchor tenant for the downtown district for years to come. We believe strongly that this request needs to be funded. This request is supported by Main Street.



MINUTES

MAIN STREET BOARD OF DIRECTORS

8/17/2011
4:00 PM to 5:00 PM
City of Palatka Mayor's Office, 205 N. 2nd St.

Present: Wayne McClain, John Browning, Robert Taylor, Terry Turner, Jerry Hafner, Susan Loosberg, and Woody Boynton

Call to Order: Chairman Browning called the meeting to order at 4:05 p.m.

Action: Motion W. McClain to approve July 20, 2011 Minutes, seconded by T. Turner.

Motion Carried

Façade Grant:

<u>Applicant</u>	<u>Grant Amount</u>
201 North First St. - Beef 'O' Brady's	\$10,000.00
	(\$60,000 Previously Awarded)

R. Taylor went over listed awards and stipulations.

L. Moody's project was previously approved with a stipulation that the property boundary issue be resolved before grant dollars were spent. Since then she has proposed removing the painting of the carport. The carport structure resides on the boundary line in question. R. Taylor stated that the Design Committee has recommended this application for approval with the carport being removed.

R. Taylor stated that Beef 'O' Brady's and the Quality Inn have applied for a façade grant to erect three signs and for reimbursement for painting work previously done. The Design committee has recommended this project for approval, but only if additional funds are not taken out of the 2011 Building Improvement Grant Program.

Action: Motion T. Turner to approve the Quality Inn and Beef 'O' Brady's façade grant application, seconded W. McClain.

Discussion

J. Browning suggested that they let the City Manager decided where the funds need to come from to fund the additional program.

All in Favor

Additional 2011 Grant Program Allocations;

W. Boynton stated that there is approximately \$270,000 in the Central Business District Tax Increment Fund. This does not include \$90,000 for promotions and the main street manager salary. Roughly there is \$360,000 left. It was very obvious that the Façade program was successful. He asked the board if they would consider allocating additional funds to the 2011 program.



MINUTES

MAIN STREET BOARD OF DIRECTORS

8/17/2011
4:00 PM to 5:00 PM
City of Palatka Mayor's Office, 205 N. 2nd St.

T. Turner asked what the status of the realtor referral program was and that the board is aware of future programs when setting aside money.

J. Browning said he would like to see the Board support funding the participatory fountain on the riverfront.

W. Boynton explained that the riverfront master plan calls for the relocation of the clock tower and construction of a plaza with an interactive fountain/splash pad.

J. Browning stated that he believes elements such as the fountain will bring people downtown.

R. Taylor suggested that if the fountain is a focal point and if we are cheap it is going to look cheap. We can't do something piddley in this location or else it will be laughed at.

W. Boynton suggested that we can always apply for grant funds to make it nicer.

J. Hafner asked that we strongly consider a recirculation system. Wasting water would not be wise.

W. Boynton asked the board if they wanted to ask for only an additional \$10,000 for the façade program or more to open it back it up.

J. Browning suggested they ask for an additional allocation of \$60,000 to the 2011 Façade Grant Program.

Action: Motion R. Taylor requesting an additional allocation of \$60,000 for the 2011 Façade Grant Program, seconded W. McClain.

All in Favor

W. McClain noted that at the Badcock Grand Re-Opening the owners were very thankful for the grant monies they received to do the needed renovations.

T. Turner asked that the Board think about what they can do to help existing businesses do the things they can't afford to do.

J. Browning said that TJ is absolutely struggling to acquire the funding needed to make the necessary renovations to move Beef 'O' Brady's downtown. We need to be able to move quicker with these funds. The governor has what is called a closing fund to help draw potential business in to the state. We should look at something similar.



MINUTES

MAIN STREET BOARD OF DIRECTORS

8/17/2011
4:00 PM to 5:00 PM
City of Palatka Mayor's Office, 205 N. 2nd St.

W. Boynton stated that when the BIG program came along we made a mistake and funded a larger project. We have now moved the money around and don't fund projects at that level. The programs have evolved over the short amount time they have been in effect.

T. Turner asked that someone look into establishing a "closing fund" to allow the board or the City Manager to act quickly to assist potential businesses in locating downtown. We need to reduce the amount of time it takes to get assistance.

W. Boynton suggested a committee be tasked with this.

Chairman Browning had to leave the meeting at this time. Vice President W. McClain chaired the remainder of the meeting.

The Economic Restructuring Committee was tasked with looking into establishing a business incentive fund.

Riverfront Update:

W. Boynton gave a brief update on the status of the riverfront construction. The contractor will be looking to put in all their storm water elements in the next month. Following that they will begin constructing the parking lots. You will not begin to see the final touches until later September or early October.

W. Boynton stated that the City Manager's office is in discussions with GP to construct an environmental wetland center in the Downtown area. We have proposed two locations, one of those being the riverfront. He showed a conceptual drawing of what the center would look like if it was to come to the riverfront park.

Organization Committee;

J. Hafner stated that the committee plans to bring three items before the board next month.

Design Committee:

R. Taylor updated the committee on the status of the Preserve America Grant and that a planning meeting is to be held on August 23rd to discuss the details of the workshop.

Promotions:



MAIN STREET
Palatka

MINUTES

MAIN STREET BOARD OF DIRECTORS

8/17/2011

4:00 PM to 5:00 PM

City of Palatka Mayor's Office, 205 N. 2nd St.

S. Loosberg said that DPI plans to have their soft opening for the Welcome Center next Monday. A Grand Opening is to follow at a later date.

Main Street Manager Update:

W. Boynton said that the selection committee has selected eight individuals for interviews out of the fifty applications received. They plan to conduct interviews on the 31st of August.

W. McClain said that all references will be checked this time before an offer is extended.

Meeting Adjourned around 5:10 pm

Respectfully Submitted,
Jonathan Griffith

*Agenda
Item*

3c

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

City of Palatka
Office of the City Manager

To: Community Redevelopment Agency Board

From: Woody Boynton, City Manager 

Date: August 19, 2011

RE: DPI Promotions - Downtown Welcome Center Reallocation Request

As you can see from the attached memo, Downtown Palatka Inc. (DPI) is requesting a reallocation of \$5,472.25 to fund renovations to a Downtown Palatka Welcome Center. From our estimations, Downtown Palatka Inc. has approximately \$8,500 in uncommitted funds left to expend from their 2010 promotions budget. We take no exception to DPI's request for the reallocation, with the exception of the invoice related to furnishings. I would only point out that furnishings are not a typical expense allowed for reimbursement in other grant programs. If this invoice was removed from the above total, the total reallocation would be \$4,427.56. I will leave the decision to fund the furnishings to the CRA Board.

We believe that a Downtown Welcome Center is a key component in marketing and promoting Downtown Palatka and recommend approval of this reallocation.

Memo

To: CRA Board Members
From: Angela Murtagh, Downtown Palatka, Inc. President
CC: DPI Board Members
Date: 8/19/2011
Re: Reallocation of Funds, Welcome Center

Downtown Palatka Inc. is requesting reallocation of promotional dollars for the set up of the Palatka Welcome Center. The Center will serve as a promotional headquarters for businesses in Palatka and the cities encompassing Putnam County. Along with serving businesses it will serve as a new residence information center.

I have attached invoices that have been paid by Downtown Palatka Inc..

The total cost of the renovations is \$8,472.25. We received prior approval from the CRA Director to use \$3,300 from the promotions contingency funds to pay for a portion of the interior upgrades. The additional request of \$5,172.25 is to be transferred from the remaining balances within other promotions budget categories.

KARL WILLIAMS LLC

386-937-2274

klwj30@aol.com

PROPOSAL / INVOICE

Date: Aug 10 2011

Name: _____
 Address: 900 St. Johns Ave
Palatka FL 32177
 Phone: _____

Work Location: Welcome Center

Job Description: Plumbing repair walls, Paint, Install trim
Fix window sills, Build boxes to hide pipes
Texture bathroom, hang Pamphlet Holders & Business Card Holders

Materials:

<u>Sheet Rock Mud</u>	_____	<u>Caulk</u>	_____
<u>Fiberboard</u>	_____	<u>Fasteners</u>	_____
<u>1x10x8</u>	_____	_____	_____
<u>1x12x8</u>	_____	_____	_____
<u>Paint</u>	_____	_____	_____

Total Materials

Labor Performed: As stated above in (job description)

Total Amount Due

Payment to be made as follows: Initial deposit of \$1,000

Proposal The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. By authorizing Karl Williams, LLC to proceed I hereby acknowledge that I understand and agree to all said Terms and Conditions and further recognize this Proposal when signed to be a contract for work to be performed. In the case of unforeseen existing damage, quotes are subject to change with customer approval.

Signature: [Signature]
 Signature: _____

Date of Acceptance _____



CLEAR

Literature Display Systems

6919 Broward Blvd. Suite #308. Plantation, FL 33317

Phone: 888-355-5537 Fax: 888-355-5538

E-mail: office@clearlds.com

Web Site: www.clearlds.com

Invoice

Date	Invoice #
8/10/2011	20875

PAID

Bill To

Applied Lighting
 Susan Loosberg
 306 Oak Street
 Palatka, FL. 32177

Ship To

Downtown Palatka
 900 ST. Johns Ave.
 Palatka, FL. 32177

P.O. Number	Terms
Verbal Susan	Credit Card

Ship	Via	F.O.B.	Due Date
8/10/2011	UPS Ground		8/10/2011

Quantity	Item Code	Description	Price Each	Amount
5	V3200S-CA	Literature Display Rack	236.60	1,183.00T
	Freight Charge - Sa...	Freight Charges - Sales	188.09	188.09
			Subtotal	USD 1,371.09
			Payment/Credits	USD -1,442.07
			Sales Tax (6.0%)	USD 70.98
<i>Thank you for your business.</i>			Total	USD 1,442.07

Balance Due USD 0.00

Details for Order #002-8102920-7565041

Print this page for your records.

Order Placed: August 10, 2011

Amazon.com order number: 002-8102920-7565041

Order Total: \$399.96

Shipping Soon

Items Ordered

4 of: *Amazon 48 Pocket Wall Mount Business Card Display Holder New*

Condition: New

Sold by: SourceOne.org-Affordables ([seller profile](#))

Price

\$99.99

Shipping Address:

Susan Loosberg
900 SAINT JOHNS AVE
PALATKA, FL 32177-4650
United States

Item(s) Subtotal: \$399.96
Shipping & Handling: \$33.31
Super Saver Discount: -\$33.31

Total Before Tax: \$399.96
Sales Tax: \$0.00

Shipping Speed:

FREE Super Saver Shipping

Total for This Shipment: \$399.96

Payment Information

Payment Method:

American Express | Last digits: 6008

Item(s) Subtotal: \$399.96
Shipping & Handling: \$33.31
Super Saver Discount: -\$33.31

Total Before Tax: \$399.96
Estimated Tax To Be Collected: \$0.00

Billing Address:

Susan Loosberg
306 Oak Street
Palatka, fl 32177
United States

Grand Total: \$399.96

To view the status of your order, return to [Order Summary](#).

Please note: This is not a VAT invoice.

Summerville Electric, Inc.
 161 Comfort Rd.
 Palatka, Florida 32177
 Voice: 386-328-1965
 Fax : 386-328-8079
 ER-0008568

Invoice

Downtown Palatka, Inc. P.O. Box 832 Palatka,, FL 32178	Invoice#: 5323 Invoice Date: 8/12/2011 Due Date: 8/12/2011 Customer ID: DOWNTOWN Contact: Angela Murtagh Phone#: (386) 326-0103
Job: Elec- Misc. Electrical Job#: 5323	
Work Ordered: Angela 326-0103 Cell# 336-1133 Estimate for Downtown Palatka, Inc. Job site for estimate 900 St. Johns Ave.	
Work Performed: 8/9/11& 8/12/11 Hung new fixture at front door, Redirected switch to control new lights. Hung Exit light above side door. Mounted Exhaust fan/light combo in bathroom. Job completed.	

Item	Description	Qty	Price	Total
T100	Exhaust fan for bathroom Purchase of exhaust fan for bathroom-added cost.	1.00	30.00	30.00
	Material :			30.00
M194	Proposal	1.00	705.53	705.53
	Misc Charges :			705.53
	Total Due			\$735.53

Terms: Due upon receipt.

Badcock & more.

HOME FURNITURE
1000 ST JOHNS AVE
PALATKA FL 32177-4652
386 328-1412

SALES ORDER
6271192269

08/08/11

Sold To
DOWNTOWN PALATKA INC ST JOHNS AVENUE PALATKA, FL 32177

STORE LOCATION
PALATKA, FL 1000 ST JOHNS AVE PALATKA, FL 32177-4652 Pickup Date: 08/19/11

Pick-up / Delivery	Estimated Date	Salesperson	Store	Customer #
P - Customer Pickup	08/08/11	LJ02	627	6271192269

Ln#	Product Information	Order	Price	Amount
1	P * 97236 3 PACK TABLES	STEVES 1	\$74.99	
		50.00% O50 Discount	\$37.49	\$37.49
	** Note: This item is being sold AS IS, all sales are final, no returns, exchanges or refunds.			
2	P 100808 FUTON	PRIMO 2	\$298.00	\$596.00
3	P * 83610 END TABLE	STEVES 1	\$62.49	
		50.00% O50 Discount	\$31.24	\$31.24
	** Note: This item is being sold AS IS, all sales are final, no returns, exchanges or refunds.			
4	P * 83610 END TABLE	STEVES 1	\$62.49	
		50.00% O50 Discount	\$31.24	\$31.24
	** Note: This item is being sold AS IS, all sales are final, no returns, exchanges or refunds.			

Merchandise:	\$695.97
Tax:	\$48.72
Total Sales Order:	\$744.69

I acknowledge that I have been offered all optional warranties, protection options and delivery services and agree to the charges for the merchandise listed.
I acknowledge that the above items will be subject to my Badcock Easy Purchase Plan Credit Agreement and consent to the appropriate increase to my minimum monthly payment.

Customer Signature

Date

Amount Due:

\$744.69

Store Copy

Badcock offers a 10 day return and refund policy for qualified items.
Please refer to www.badcock.com for complete details.

1/1

*Agenda
Item*

3d

Palatka

The City of Murals

Visit the
Downtown Palatka Welcome Center
corner of 9th and St. Johns



www.palatkadowntown.com

Agenda Item

4

PALATKA HISTORIC NORTH NEIGHBORHOOD ASSOCIATION

P.O. BOX 2536. PALATKA, FLORIDA 32178

August 17, 2011

City Of Palatka- CRA Board

201 North 2nd Street

Palatka, Florida 32177

With regard to \$5,000.00 allocation of CRA funds for signage package

Dear Sirs and Madams,

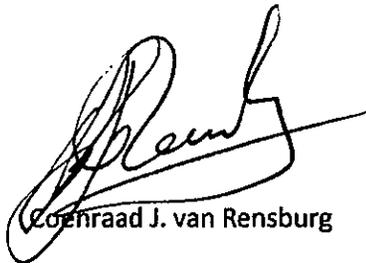
We formally request the allocation of \$5,000.00 of the North Historic District CRA funds for a signage package. An exact budget is not available as a lot of the projects are still a work in progress. Currently included in this package would be:

- Logo and branding package for Historic District.
- Kiosk project: PHNNA has done and is continuing doing research of area to provide information to be placed on a kiosk tying into the Main Street kiosk project. Costs of kiosk will be covered by requested funding.
- Historic District entrance signs: Existing deteriorated markers to the Historic District to be replaced with updated signs. New signs will include logo and also tie in to kiosk project. Additional smaller signs throughout neighborhood are also being discussed.
- Direction, information and traffic signs: Replacement of mounting poles of signs with a more decorative type matching those of the street names are being considered.

At such time that PHNNA is satisfied with the completion of the signage package, any remaining funding will be reallocated to the North Historic District's main fund.

We will be available to discuss and answer any questions at your next meeting.

Thank you in advance for your favorable response.



Coenraad J. van Rensburg

President, Palatka Historic North Neighborhood Association

Agenda
Item

5a

MEMORANDUM

June 8, 2011

TO: Palatka CRA Board Members

FROM: Michael Gagnon, Southside Historic Neighborhood Association (SHNA) Representative

SUBJECT: Live Here Work Here Program

The SHNA is seeking approval for the implementation of the *Live Where You Work* program. The intent is to fill vacant houses in our neighborhood thus reducing the negatives associated with those properties. The program may also entice new business owners to the area while supporting the purpose of the CRA and downtown initiatives.



*Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178*

September 21, 2010

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, FL 32177

Re: Southside TIF Funds Budget (January 2011-December 2011)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) anticipated South TIF District expenditures through December, 2011 are listed below:

1. Continuation of the TIF/HIP> \$80,000.00
2. "Live Here, Work Here" program using Kissimmee's format as a model (development & implementation TBD)> \$20,000.00
3. *Purchase of a pedestrian kiosk (SHNA's participation in the Main Street Program Wayfinding and Signage effort throughout the city)> \$5,000.00

This budget is based on the 2011 estimated TIF revenue amount of \$115,000.00. Beyond these expenditures, a balance of approximately \$16,309.00 in non-allocated monies would remain in the South TIF District account.

*Item number #3 is an approved expenditure from the 2009 South TIF District budget previously allocated for a bronze colored historic marker.

Sincerely,

Roberta Correa
SHNA President
roberta@shna.net

cc: Matt Reynolds, Palatka Finance Director

Minutes for April 21, 2011

The meeting began at 7:05 p.m.

The minutes for March were read and accepted.

Lucille gave the treasurer's report and passed out copies.

We welcomed new residents Wally Gnaedinger & Madeline Hart at 620 Kirby, Gary & Karen Marshall at 210 Dodge Street and Emily Geiger at 505 Kirby Street.

Carlos presented the eagle he made for Hammock Hall.

Thanks to Barbara Wayne for landscaping and to Mike & Helen Pivko for starting the historical information organization.

TIF budgeted \$20,000 to reduce vacant housing. This needs CRA Board and City Commission approval. This would provide up to \$10,000 for a down payment for homesteading in the district for people who own businesses or are employed in the central business district.

Barbara motioned to take it to CRA. Ed seconded the motion.

We discussed reallocating \$5000 for a bronze marker to match city signage. A kiosk with map at the Tillghman House was discussed. Mike Gagnon showed possibilities for the signs. Gary made the motion to approve the change and June seconded it.

Mike moved and Barbara seconded a motion to allocate \$500 in TIF funds toward a Preserve America grant for 3 seminars on disaster mitigation for historic structures.

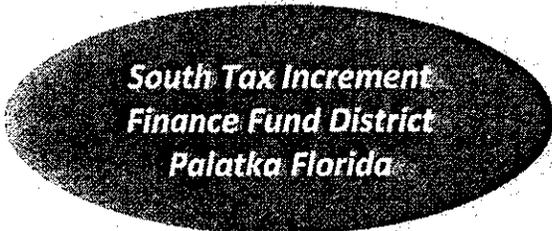
The group discussed the West End Memorial Tribute to benefit military and veterans the weekend of the Blue Crab Festival. This would involve businesses to the west of Fifth St including Angela's, Graphics II and Downtown Blues. Booths would be set up in the 600 & 700 block of St. Johns to provide info from various non-profit groups. Ed motioned to appropriate \$700 for start up money to purchase hats and Robert seconded the motion. All proceeds after initial cost reimbursement to the Southside will be donated to local Veterans' organizations.

It was noted that Allstate will write insurance in the area for the mortgage amount or what the owner wants. Retired insurance specialist, Karen Marshall said we needed an *agreed value endorsement*.

June told us about the 40th Spring Festival in her former neighborhood of Inman Park near Atlanta.

We also discussed signage.

We adjourned at 7:57 p.m.



*South Tax Increment
Finance Fund District
Palatka Florida*

**COMMUNITY REDEVELOPMENT AGENCY
LIVE WHERE YOU WORK PROGRAM**

PURPOSE

Under this program the South Historic Neighborhood Association (SHNA) will grant up to 20% of the purchase price to a maximum of \$10,000.00 on a house in the South TIFF District. To be eligible, a person must be employed or self-employed within the boundaries of the Palatka Downtown District, Riverfront District and South TIFF District. This is intended to improve the owner-occupancy rate in the community and will be on a first come first served basis. It will also encourage a walkable community that is less dependent on traditional modes of transportation. New or incoming business owners or employees thereof located in the districts prescribed in the Palatka Municipal Code Chapter 94, zoning section 94-161 or 94-162 will be given first consideration.

Persons who have filed for homestead exemption in the South TIFF District at any time during the 12 months prior to the date of application are not eligible for this program. Persons who have been renting in the South TIFF District are eligible to apply for this funding... Multifamily structures, duplexes, or triplexes are only eligible if converted to a single family dwelling. This grant is not retroactive and only one grant per household is permitted.

Eligible Employers

Any business located within the boundaries of the Central Business and South TIFF Districts are eligible. The employment requirement must be fulfilled within these limits. For example, grantees employed by a company or firm that has a branch within the Central Business and South TIFF District limits but work at a branch outside these limits are not eligible. The participating employers will be responsible for completing any verification and monitoring for the duration of the grant. The SHNA sub-committee will be responsible for administering the funds, monitoring the homestead status of the Grantee, and reporting to the Palatka Financial Officer and the CRA.

Employment Requirements

The applicant must submit the completed **Employment Verification Form** and a **copy of the most recent pay stub** with their grant application. The employee must be in good standing with their employer at the time of the application.

PROPOSED

Property and Residency Requirements

Applicants must be qualified for the house purchase and prove that they are able to secure a mortgage. Applicant must show bona-fide market value of property. Self employed are eligible for in home business with primary residence stipulation. These businesses must comply with Palatka Historic Preservation Guidelines and will generally need the approval of a Conditional Use Document.

Refinancing a home does not qualify an individual for this program. No demolitions will be permitted unless the structure is deemed to be unsafe and unsalvageable by the City of Palatka, Building Official. Single family infill on vacant land is permitted but house construction must be in keeping with the historic character of the District.

Funding

The applicant will submit the following items to the SHNA sub-committee for review:

- Completed Employment Verification Form
- Affidavit stating that Grantee will occupy the house for a minimum of three years.
- Completed Live Where You Work application form
- Proof of mortgage capability
- Proof of fair market value of house.

SHNA will review the application for compliance with program guidelines. Written confirmation will be sent to applicant.

Upon approval and submittal of all signed documents grant funds will be distributed at mortgage closing. A three year forgivable lien will be placed on the property. If the homestead exemption remains on property continuously during that three year period, and there is otherwise no evidence otherwise that the Grantee was not residing there, then the lien will be forgiven and all requirements will be removed.

Should the Grantee vacate the house prior to fulfilling the three year occupancy requirement, then the Grantee shall pay the Grantor (SHD/TIFF) a prorated amount as described in **OWNER REQUIREMENTS**.

Owner Requirements/Additional Procedures

_____ **Initial** The qualified applicant must actually reside in home and claim homestead exemption on the subject property for a minimum of three years from the date of grant award. An encumbrance will be placed on the property for three years and will be removed automatically after the fulfillment of the three year occupancy requirement. The lien will be filed at the County Clerk's Office within 30 days of the grant award.

_____ **Initial** Should the Grantee vacate the home prior to fulfilling the three year occupancy requirement or sell the home; than the Grantee shall pay the Grantor the entire amount received previously. This payback is prorated as such:

- Less than one year 100%
- One to two years 60%
- Two to three years 30%

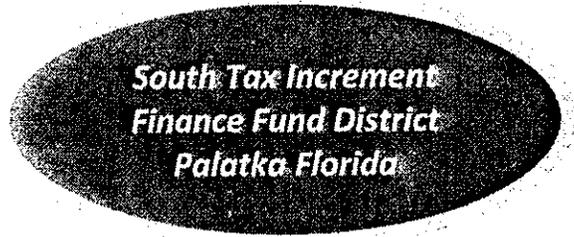
_____ **Initial** any restoration must meet all appropriate zoning, Historic District guidelines, and other applicable codes. Zoning guidelines will be based on a single family residential zoning category. If Historic preservation restrictions are not observed, the Grantee upon notice of the Grantor pay back the grant amount received within 15 business days of notice by the Grantor.

Grantees can only receive one LWYW grant per household structure; however they are encouraged to use the LWYW grant in conjunction with other CRA grant opportunities

Signature/Date

Signature/Date

PROPOSED



**COMMUNITY REDEVELOPMENT AGENCY
LIVE WHERE YOU WORK PROGRAM**

- I. You must read the Policy and Procedure in its entirety.
- II. You must attach a picture of the home or property, a copy of your photo identification, and a copy of the closing documents.
- III. Return this completed and signed/notarized application to the Southside Historic Neighborhood Association (SHNA) at P.O. Box 2507 Palatka, FL 32178.

Name: _____ SS# _____

Current address: _____

Phone number: _____ Cell number: _____

E-mail address: _____

New home address: _____

New home parcel identification number: _____

By signing this application I agree and certify to the following:

1. I am 18 years or older
2. I will hold title to this residence.
3. I will reside in the subject home for a minimum of 3 years and claim it as my homestead per Putnam County Property Appraiser.
4. I must complete an LWYW grant agreement and understand that an encumbrance will be placed on this property for 3 years.
5. I will be disqualified and my grant funds revoked if I do not comply with applicable zoning requirements, design standards, and historic guidelines.
6. If I fail to obtain a homestead exception, am found to be using the exception fraudulently, vacate or sell the property, then I must repay the entire grant amount according to stated procedure.
7. I understand that I will be responsible for paying taxes on the grant dollars received.

PROPOSED

ACCEPTANCE OF TERMS

Assurances are hereby given by the undersigned applicant for the (SHNA) Live Where You Work Program that he and/or she has read the terms and further that the signature of the undersigned indicates full acceptance of all such terms as necessary conditions for receiving the benefits of participation in this Program.

Date: _____

Signature: _____

Property Parcel Number: _____

Printed Name: _____

State of Florida

County of Putnam

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (applicant(s)) who is/are personally known or who has/have produced _____ as identification.

Type of Identification

(SEAL)

Signature: _____

Notary Public, Commission Number _____

Name of Notary typed, printed, or stamped)

PROPOSED

*South Tax Increment
Finance Fund District
Palatka Florida*

**COMMUNITY REDEVELOPMENT AGENCY
LIVE WHERE YOU WORK PROGRAM**

EMPLOYMENT VERIFICATION FORM

Your employee has applied for a grant offered by the Southside Historic Neighborhood Association (SHNA) Live Where You Work Program. This grant is intended to offer a substantial monetary contribution toward the purchase of a home in the South TIFF District. This will help to improve the owner-occupancy rate in the District and encourage a pedestrian friendly community that is less dependent on traditional modes of transportation. We are pleased that you are willing to participate in this endeavor. We look forward to working with all of the employers in the Palatka CRA to help create a more stable and economically viable community. This form is a requirement for your employee to receive grant funds.

If you have any questions regarding this program, please contact SHNA at (386)325-9418.

Name of Employee: _____

Name of Employer: _____

Business Owner/Manager: _____

Owner/Manager Phone: _____

Address of Business/Employer: _____

How long has this person been employed by you? _____

Is the employee in good standing? _____

Please notify SHNA if you become aware of any changes in this employee's situation with your business.

Owner/Manager (please print): _____

Owner/Manager (signature): _____

Witness: _____

Date: _____



Community Redevelopment Agency Live Where You Work Program

Purpose

Under this program the City of Kissimmee Community Redevelopment Agency will grant \$10,000 to eligible employees of employers in the CRA Overlay District on a first come first served basis. It is intended to improve the owner-occupancy rate in the Community Redevelopment Agency area and encourage a walkable community that is less dependant on traditional modes of transportation.

Restrictions and Guidelines

Persons who have filed for homestead exemption in the CRA Overlay District at any time during the 12 months prior to the date of application are not eligible for this program. Persons who have been renting property in the CRA Overlay District are eligible to apply for this funding. The program excludes properties located in the B-1 Zoning District. Legal nonconforming multifamily structures, duplexes and triplexes are only eligible if converted to single family. The grant is not retroactive. Only one grant per household structure is permitted.

Eligible Employers

Any business located within the boundaries of the CRA is considered eligible. The employment requirement must be fulfilled within the CRA limits. For example, grantees employed by a company or firm that has a branch within the CRA limits but work at a branch outside the CRA limits are not eligible. The participating employers will be responsible for completing any employment requirement verification and monitoring for the duration of the grant. The CRA will be responsible for administering the funds and monitoring the homestead status of the Grantee.

Employment Requirements

The applicant must submit the completed **Employment Verification Form** and a copy of the most recent pay stub with their grant application. The employee must be in good standing with their employer at the time of application.

Property and Residency Requirements

The property must be located within the CRA Overlay District. The home must change ownership to a buyer who is not a family member of the seller. A family member means a **EXAMPLE** father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the current homeowner or who otherwise holds himself or herself out as or is generally known as the person whom the current homeowner intends to marry or with whom the current homeowner intends to form a household, or any other natural person having the same legal residence as the current homeowner.

Refinancing a home does not qualify an individual for this program. No demolitions will be permitted unless the structure is determined to be unsafe and unsalvageable by the City of Kissimmee, Building Official. Single family infill on vacant land is permitted, but must follow the CRA Design Standards.

The Grantee must file for homestead exemption on the subject home immediately following closing and must maintain owner-occupancy with homestead exemption for a minimum period of five years. The Grantee must execute an affidavit stating that the home will be owner-occupied for a minimum of five years. As long as the resident continues to occupy the subject property for the full 5 year period, the grant offered by the CRA will not be affected.

Funding

The property owner will submit an application to the Community Redevelopment Agency with the following documentation and funds:

- Completed Employment Verification Form
- Affidavit stating that Grantee will own and occupy the house for a minimum of five years immediately following the purchase
- Completed LWYW Application Form

~~CRA Staff will review the application for compliance with program guidelines and forward a recommendation to the CRA Commission. The CRA will have final authority for approval of the grant awards. Written confirmation of grant will be sent to applicant. A LWYW Grant Agreement and W-9 must be completed and signed by applicant/property owner and returned to the CRA Office.~~

Upon grant approval and submittal of all required signed documents a five year, interest-free, forgivable lien will be placed on the property. If the homestead exemption has remained on the property continuously during the five-year period, and if there is otherwise no evidence during the five-year period that the grantee was not residing on the property, the lien will be forgiven and all requirements will be removed.

Should the Grantee vacate the home prior to fulfilling the five-year occupancy requirement or sell the home to a third party who does not qualify for homestead exemption; then the Grantee shall pay to the Grantor the entire grant amount previously received within 15 business days of acquisition or vacation of the property. If the Grantee sells the property to a third party who intends to occupy

the house and qualify for homestead exemption; then the grant will be prorated for the balance of the five year term and the prorated amount will be paid to the grantor within 15 business days after closing on the acquisition.

EXAMPLE

*****Grantees can only receive one LWYW grant per household structure, however, they are encouraged to use the LWYW grant in conjunction with other CRA grant opportunities*****

Owner Requirements/Additional Procedures

_____ initial The qualified homebuyer must actually reside and claim homestead exemption in the subject property for a minimum of five years from the date of grant award. An encumbrance will be placed on the property, which will be removed automatically after fulfillment of the five-year occupancy requirement. The lien will be filed by the City Clerk's Office on the property within 30 business days after the date of grant award.

_____ initial Should the Grantee vacate the home prior to fulfilling the five-year occupancy requirement or sell the home to a third party who does not qualify for homestead exemption; then the Grantee shall pay to the Grantor the entire grant amount previously received within 15 business days of acquisition or vacation of the property. If the Grantee sells the property to a third party who intends to occupy the house and qualify for homestead exemption; then the grant will be prorated for the balance of the five year term and the prorated amount will be paid to the Grantor within 15 business days after closing on the acquisition.

_____ initial All restoration and/or infill housing must meet all applicable zoning, Historic Preservation District, CRA design guidelines and other applicable codes. Zoning and CRA design guidelines will be based on a single family residential zoning category. If the applicable CRA and/or Historic Preservation (within designated districts) restrictions are not met, the Grantee shall upon notice of the Grantor pay back the grant amount received within 15 business days of notice by the Grantor.

Appeals

Appeal of a CRA decision to the City Commission must be made within 30 days of the denial. The City Commission shall approve or deny the appeal within 60 days of receipt of notice of the appeal. If after 60 days there is no action, the appeal shall be deemed denied.

Signature



Received	EXAMPLE
Grant #	_____
Staff Approval	_____
Requisition #	_____

Live Where You Work Grant Application

- I. You must read the Policy and Procedure in its entirety
- II. You must attach a picture of the home or property, a copy of your photo identification and a copy of the closing documents including the recorded deed.
- III. Return this completed and signed application and **required documentation** to the Community Redevelopment Agency (CRA), 320 E. Monument Avenue, Kissimmee.

Name: _____ SS# _____

Present Address: _____

Phone Number _____ Cell Number _____

E-mail Address _____

New Home Address: _____

New Home Parcel Identification Number _____

By signing this application, I agree and certify as follows:

- 1. I am 18 years or older.
- 2. I will hold title to this residence.
- 3. I will reside in the subject home for a minimum of 5 years and claim it as my homestead (per Osceola County Property Appraiser).
- 4. I must complete an LWYW grant agreement and W-9 form and understand that an encumbrance will be placed on this property for 5 years.
- 5. I will be disqualified and my grant funds will be revoked if I do not comply with applicable zoning requirements, design standards and guidelines.
- 6. If I fail to obtain homestead exemption, am found to be using the exemption fraudulently, vacate or sell the property to a buyer that does not intend to occupy the home I understand that I must repay the entire loan amount.
- 7. I have read and understand the requirements as stated in the Community Redevelopment Agency Live Where You Work Policy and Procedure.
- 8. I understand that I will be responsible for paying taxes on the grant dollars received.

Print Name

Witness

Signature of Applicant

Date

Employment Verification Form

EXAMPLE

Your employee has applied to the City of Kissimmee Community Redevelopment Agency (CRA) for a Live Where You Work Grant. This grant is intended to offer \$10,000 to eligible employees of employers in the CRA Overlay District on a first come first served basis to be used towards the purchase of a home. It is also intended to improve the owner-occupancy rate in the Community Redevelopment Agency area and encourage a walkable community that is less dependant on traditional modes of transportation.

We are pleased that you are willing to participate in this endeavor. We look forward to working with all of our employers in the CRA to create a more stable, economically viable community. Please complete the form below. This form is a requirement for your employee to receive the grant funds.

If you have any questions regarding the program, please feel free to contact the CRA Office, 407-518-2544.

Thank you for your cooperation.

Name of Employee _____

Name of Employer _____

Business Owner and/or Manager Name _____

Owner/Manager Phone _____

Address of Employer _____

How long has this person been employed at this address? _____

Is this employee in good standing? _____

For information purposes only (optional): Will you be offering matching grants to incentivize your employee to remain in your employ for a stated period of time? _____ If yes, what is the incentive? _____

As a partner for this program, we ask that you agree to notify the CRA when you become aware of any change of address. (initial) _____

Owner/Manager (print name)

Witness

Owner/Manager signature

Date