

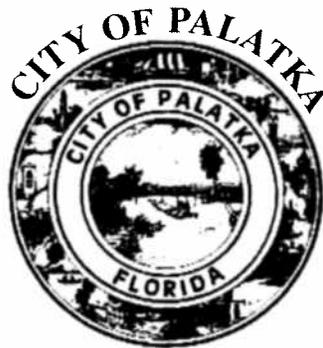
KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

DEBRA KITCHENS
COMMISSIONER

VERNON MYERS
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
October 14, 2010; 4:00 p.m.

CALL TO ORDER:

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

1. **APPROVAL OF MINUTES** – 6/10/10; 8/26/10
2. **PUBLIC COMMENTS** - (Speakers limited to three minutes – no action taken on items)
- * 3. **REQUEST TO APPROVE** a South Historic District TIF Funds Transfer in the amount of \$21,000.00 to reallocate additional funds for the SHD TIF Home Improvement Program;
- * 4. **REQUEST TO APPROVE** the Main Street Board request to approve a Building Improvement Grant in the amount of \$10,512.00 to fund the Elks Lodge Roof Repairs, per Building Improvement Grant Guidelines
- * 5. **REQUEST TO APPROVE** Request from Downtown Palatka, Inc./Main Street to allocate up to \$15,000.00 from CBD-TIF Funds for the Palatka Azalea Festival
- * 6. **REQUEST TO APPROVE** CBD TIF Funds allocation of up to \$10,000.00 to fund electrical and water upgrades to the Putnam County Courthouse Parking Lot
7. **REPORT** - Blue Crab Festival Update – C. J. Morris
8. **CRA DIRECTOR'S REPORTS:**
 - a. Main Street Staffing Update
 - *b. Proposed Downtown/Riverfront Infrastructure Project Update
 - *c. Current South Historic District, North Historic District and Central Business District TIF Budget Balances as of 9/30/10 – For Information Only

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION 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.

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

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: October 6, 2010

RE: South Historic District's Request to Expend \$21,000

Attached for approval is a request from the South Historic District to expend an additional \$21,000 for their Home Improvement Program (HIP). On paper this will leave a balance of approximately \$1,300. It is expected that balances from projects that have been completed and were under budget or projects that were initially conceptualized but not constructed will actually provide a balance of nearly \$10,000. In addition, next year's allocation of money from both the County and City will be made available in November 2010.

Finally, the HIP has been highly successful and therefore; we are recommending approval of this transfer of money.



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

October 5, 2010

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

Re: Southside Tax Increment Finance (TIF) Funds 2010 Budget (September 2010-December 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) is requesting \$21,000.00 from the South TIF District account be allocated to the Tax Increment Finance Fund/Home Improvement Program (TIFF/HIP). This will allow the program to address the remainder of applications on file with only one request pending in 2011. A reserve of \$1,309.79 would remain in the South TIF District account.

Sincerely,

A handwritten signature in black ink that reads "Roberta Correa". The signature is written in a cursive style with a large loop at the end.

Roberta Correa
SHNA President
roberta@shna.net

cc: Matt Reynolds, Palatka Finance Director



SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION MEETING AGENDA

August 16, 2010

Volume 8

7:00-8:30PM

Call to Order

Secretary's Report/Approval of July 2010 minutes> Lucille

Treasurer's Report/SHNA monies> Barbara

Hall maintenance/use> Michael

TIFF Business

Allocation of remaining 2010 funds

Budget for 2011 allocation (estimated \$115,000.00)

Other Business

Association approval to apply for the TDC grant to offset home tour costs.

Upcoming Events

August 27th & 28th> Woman's Club indoor yard & bake sale

December 4th & 5th> Holiday Tour of Historic Homes 2010 (to accommodate cruise ship guests)

Thanks to the Palatka police for the increased traffic patrol intersection of Morris Street & Crill Avenue and on River Street!

Adjourn

SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION
August 16, 2010
MINUTES: VOLUME 8

Call to Order: The meeting was called to order by President Roberta Correa at 7:00 pm.

Secretary's Minutes: Minutes from the July 2010 meeting were read and approved.

Treasurer's Report: SHNA checking account had a balance of \$3,710.21 and a CD for \$3,074.99 at Prosperity Bank with a 2.46% rate of return and maturity date the end of February 2011. The treasurers report was approved.

Michael Gagnon gave a TIFF/HIPP update. Hammock Hall renovations will continue with floor repairs--a terrazzo type material will replace the carpet, monies left will add cabinets, a regular sized sink and possibly a dishwasher. The display of improvements to neighborhood homes was available, so far 32 houses have completed projects and 5 houses have projects in progress.

Approximately \$21,000 in non-assigned projects was reallocated to the TIFF/HIPP improvement fund. Approved by membership.

The budget for our TIFF/HIPP funds will be approximately \$115,000.00 for 2011. Proposed \$80,000.00 for home improvements and a 20, 000 grant to a possible new program called Live Here Work Here program; more information on this program will be forthcoming. \$15,000.00 will be held in reserve. The budget was approved by membership.

A new signage proposal is in the works to clearly define Historic Neighborhoods. Directional signs and a street map will be placed as part of a city uniform signage project.

Officer Reeves thanked everyone for our participation in Palatka National Night Out Program. Crime report was low for our neighborhood this month. Officer Reeves reported the Police Department is collecting school supplies and backpacks for needy children; contact her for more information.

The Police Department did identify a need for additional lighting near Rotary Park.

A copy of The Rental Draft Ordinance was requested by Officer Reeves.

The Holiday Tour of Historic Homes 2010 scheduled December 4th and 5th (to accommodate Riverboat cruise ship guests) is on track with assigned committees. The membership approved a proposal to apply for a Tourist Development Grant to offset home tour costs.

Meeting adjourned at 7:50 PM.
Respectfully Lucille Estes Secretary

SHNA August Newsletter

Notice to all South TIF District residents: The 2010 TIF/HIP and other TIF expenditures will be shared with the group. A budget for remaining 2010 TIF monies and a budget for the 2011 estimated TIF allocation will be presented for approval at the August 16, 2010 meeting.

**SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION
(SHNA)**

P.O. Box 2507, Palatka, FL 32178 Annual Membership Dues: \$20/family \$15/individual

Website: www.shna.net

AUGUST 2010 – NEWSLETTER

Meeting Date: Monday, August 16th
Time: 7:00 PM
Location: Hammock Hall – 429 Kirby Street

If you have **NEWSLETTER announcements**—call 312-0094. The deadline, for any announcement, is by the 2nd Monday of each month.

NEW ANNOUNCEMENTS:

This is a ***corrected*** announcement. The **Woman's Club**, located at Crill Ave. and 13th St. (South), will be holding an “indoor” yard sale, on Friday and Saturday, August 27th and 28th, from **8:00 AM** until **2:00 PM**. There will be an assortment of items, so plan on finding some real bargains.

This is a ***corrected*** announcement. **Watering restrictions** are in effect for BOTH residential and business properties. **BEFORE 10 AM** and **AFTER 4 PM**---

homes with **ODD** address numbers may water on Wednesdays and Saturdays; homes with **EVEN** address numbers may water on Thursdays and Sundays. Business properties vary, **BUT** are still restricted to watering **BEFORE 10 AM** and **AFTER 4 PM**. To report non-compliance issues, call The St. Johns Water Management District at **1-800-232-0904**.

If unable to reach anyone, call 1-800-852-1563 and ask for “enforcement.”

STANDING ANNOUNCEMENTS:

Hammock Hall can be rented* for special occasions such as birthday parties, weddings, receptions, etc. Call 325-9418 for information on rates, available dates, etc.

*Note: We are still seeking a volunteer to maintain the rental info, etc., for Hammock Hall.

Annual Membership Dues are \$20 per family or \$15 for individuals. Payment can be mailed to the above address, or dropped off during any meeting.

The Tax Increment Program, for The South-side Historic Neighborhood Association, is available on our website listed above. If you do not have access to a computer, call 325-9418 for assistance. Projects for 2010 will continue until allocated funds are exhausted.

Did you know... you are responsible to pick-up your pet's fecal matter, **when** walking your pet?
Repeat offenders are duly noted and will be subjected to a fine.

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October 8, 2010

Community Redevelopment Agency (CRA)
City of Palatka
201 North Second St.
Palatka, FL 32177

Dear CRA Board Members:

The Main Street Board of Directors wishes to express their position on funding the Elk's Lodge Building Improvement Grant Application for 2010. At the last CRA meeting the application was up for final approval. At that meeting several questions and concerns were raised and the recommendation to fund the application was tabled and then subsequently denied, following confirmation that they were a non-profit.

The questions and concerns raised by the CRA were discussed at the September 23, 2010 Main Street Board Meeting. As you can see from the minutes of that September 23rd meeting, the board is still in favor of its previous recommendation.

The Main Street Board fully understands that the Elk's lodge, being a non-profit, does not pay into the Tax-Increment Fund (TIF). The CRA approved Building Improvement Grant Program does not exclude non-profits for applying for funding. Furthermore, we believe the application and the building improvements proposed are for the betterment of the district. The Main Street Board understands the concern related to opening up the program to the numerous non-profits within the district, however I can assure you the scoring system and current process for approval and the final recommendation for funding takes the applying entity's profit status into consideration. In addition, to ensure that future funds distributed under the Building Improvement Grant are primarily distributed to those entities that contribute to the TIF, Main Street will look into fully resolving this issue in future revisions to the program.

With this said, the Main Street Board of Directors respectfully requests that the CRA reconsider the Elk's Lodge Building Improvement Grant Application for funding. Please feel free to contact me if you have any further questions.

Sincerely,

L. Wayne McClain
Vice Chairman
Palatka Main Street Board of Directors

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MINUTES

MAIN STREET BOARD OF DIRECTORS

9/23/2010

4:00 PM to 5:00 PM

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

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

Absent:

Call to Order: Chairman Browning called the meeting to order at 4:06 p.m.

Reports and Matters Requiring Action

Discussion of 2011 CRA Budget: W. Boynton handed out a document related to the Downtown Tax Increment Fund. He explained, that by his estimation, approximately \$376,000 was the balance to be carried forward and approximately \$400,000 in new tax increment funds will be available in 2011. W. Boynton read aloud the budget for the last year explaining where money had been spent and what was still slated to be spent. Larger expenses were related to the riverfront design, B.I.G. program, and the Façade Grant program.

T. Turner asked for clarification on how much the Board is looking at to make recommendations on the budget?

W. Boynton said approximately \$650,000.

T. Turner asked if land was purchased this year with CRA funds.

W. Boynton explained that two parcels were purchased this year. One is located adjacent to a City owned parking lot next to Angel's Café. The other is located on the Southwest corner of 11th St. and St. Johns Avenue across from McKinnon's Home Furniture.

T. Turner also asked what the status of the Traffic Study was and wanted reassurance that the study and its findings would be put to use.

W. Boynton said the study has been completed and the finding should have been sent out to the board. J. Griffith was asked to distribute hard copies of the study to the board members.

Angela Murtagh asked where the boundaries for the new street-scaping improvements related to the CDBG Grant will be.

W. Boynton described the boundaries and said that consistency between old and new is important and has been considered. Suggestions for the 2011 CRA budget need to be received prior to December. A budget will be presented to the CRA for approval at the December meeting.



MINUTES

MAIN STREET BOARD OF DIRECTORS

9/23/2010

4:00 PM to 5:00 PM

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

S. Carr stated that the Economic Restructuring Committee met and discussed budgeting for the Building Improvement Program and the proposed TIFF/ Home Improvement Program in 2011. That committee would like to see both programs funded for 2011.

J. Browning asked the board to take everything into consideration and take their time in making recommendations. A final request will be decided upon prior to the December CRA meeting.

No Action Taken

Discussion of Main Street Manager Position: W. Boynton explained that the National Main Street program defers to the Florida State Program in regards to the requirement to have a full-time paid program manager. W. Boynton further explained that without a Main Street Manager over the last year no one person has carried the burden or "target." During this time the board members have collectively carried the burden. W. Boynton stated that even though J. Griffith has been responsible for matters related to Main Street, not having the title of Main Street Manager, has allowed Main Street to accomplish a lot. Given that everyone agrees the Main Street name is valuable and should be retained, W. Boynton suggested that the board consider naming J. Griffith as the Main Street Program Manager. This would allow Palatka Main Street to be reinstated as a Main Street Organization recognized by the State and National Program. J. Griffith would continue to organize meetings, take notes, and facilitate in the administration of the two grant programs. In addition, to what he is currently doing, he will attend quarterly meetings, complete Main Street required quarterly reports, and anything else deemed necessary by the State Program to retain the Main Street Designation.

Action: Motion B. Taylor, to identify Jonathan Griffith as the Main Street Program Manager, second A. Murtagh. **Motion Carried**

Elk's Lodge BIG Application: W. Boynton clarified that the CRA did not say yes or no to funding the Elk's Lodge B.I.G. Application. The CRA requested two questions be answered. Those questions were:

1. Is the Elks Lodge a Non-Profit?
2. Will this set a precedent?

J. Browning said that he recalled the program being written to allow everyone to apply. It never was a concern in allowing non-profits to apply.

T. Turner stated he does not have any objections to allowing non-profits to apply and to be awarded. If a non-profit is ranked high enough, it should be recommended for funding.



MINUTES

MAIN STREET BOARD OF DIRECTORS

9/23/2010

4:00 PM to 5:00 PM

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

Angela Murtagh stated that non-profits do not contribute tax funds to the District.

S. Carr said that nothing in the grant program excludes them from applying or being awarded funds.

W. McClain mentioned that if their proposal improves the building it achieves what the grant program was intended to do.

L. Myers stated that she agreed with W. McClain's comment.

B. Taylor stated he agreed with W. McClain, but if they do not pay into the district Tax Increment Fund they should be excluded in the grant program.

J. Hafner stated that it would be best to leave it in as recommended for funding.

J. Browning said that everyone has had a chance to vet this prior to it being sent to the CRA. Also, there is nothing in the program that excludes them from applying or receiving funds.

W. Boynton said that he will pen a letter to the CRA including the reasoning behind recommending the Elk's Lodge for funding and that Main Street will look at this issue in future revisions to the program.

Way-finding Signs: J. Hafner presented the two mock-ups of way-finding signs. He explained the slight modifications to the signs and asked for the Board to pick one, so that he may move forward with final design and developing a preliminary budget. He also asked the board authorize a \$200 payment to Designs for the mock-ups.

Action: Motion T. Turner, to authorize a \$200 payment to Designs for the sign mock-ups, second B. Taylor. **Motion Carried**

Action: Motion L. Myers, to select the Blue/Green/Gold concept with "Established 1853" added to the bottom of the sign. **Motion Carried**

Meeting Adjourned 5:07

Respectfully Submitted,

Jonathan Griffith

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

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: October 6, 2010

RE: Request from Downtown Palatka Inc. Main Street – Azalea Festival

Attached is a request from Downtown Palatka Inc. to provide up to \$15,000 for start-up costs associated with the presentation of the Azalea Festival. As we all know, the Main Street program has been the sponsor of this program for the last couple of years. Although this festival was sponsored by the Main Street program, the credit for the success of this festival was the hard work of the members of the Chamber of Commerce. This year the Chamber has other obligations that will not allow them to oversee the festival.

We also know that we have in the past made money available for the Blue Crab Festival, although the Azalea Festival is a different type of festival it still draws thousands of visitors to our downtown. This was one of the criteria that I considered when making my recommendation; the positive impact of the festival on downtown businesses. This along with the publicity the City and the downtown area receives is deserving of the festival receiving our support.

For the Blue Crab Festival the following aspects of a City sponsorship were identified to support providing money to the festival:

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

If the above aspects are adhered to, I am recommending the following:

1. That up to \$15,000 be appropriated from the Central Business District TIF funds;
2. That you entrust Staff to insure that all issues are properly addressed;
3. Downtown Palatka Inc. return to a CRA meeting shortly after the event and report on the success or failure of the festival and identify ways to improve the festival for the next year. Report on the financial aspects of the festival. Money that was not allocated or spent for the festival or proceeds from the festival should be returned to the CRA save money for start-up of the festival for next year.

With the above understanding, I am recommending that the \$15,000 be provided to the festival.

Downtown Palatka Inc.
A Business and Professional Association

October 7, 2010

Community Redevelopment Agency (CRA)
City of Palatka
201 North Second Streets
Palatka, FL 32177

Dear CRA Board Members,

Downtown Palatka Inc. comes before this Board to ask its support in helping to produce the 2011 and 2012 Florida Azalea Festival.

The Downtown Palatka Inc. group was selected by the Palatka Main Street board to conduct the Azalea Festivals for 2011 and 2012. Our concern is that there is very little seed money to begin the work necessary to present an event that has the potential to have a major impact upon Downtown Palatka and Putnam County.

It is the wish of the newly formed committee to make The Florida Azalea Festival one of the major festivals in the State of Florida. The need will be to increase the awareness of the Festival and Palatka to a wider area of potential visitors. This will also cause an increase in insurance, city support etc.

Palatka Main Street has committed to give \$5,000 in seed money. We are asking for a start up loan of \$15,000 that will be repaid to the CRA by DPI by terms agreed upon by the CRA Board.

It is our plan that these upfront funds will be recovered in 2011 and 2012 by vendor fees. Our goals of repositioning the festival in the minds of our potential vendors and visitors and restructuring the look and physical set up of the festival will result in a positive flow of funds. We look forward to being able to sustain a start up fund by the 2013 festival.

We are happy and blessed to be given this opportunity to help showcase the City of Palatka to Florida and the rest of the nation through **The 65th Annual Florida Azalea Festival** held in Palatka, Florida.

Sincerely,

Sam Deputy
President,
Palatka Downtown Palatka Inc.



October 8, 2010

Community Redevelopment Agency (CRA)
City of Palatka
201 North Second St.
Palatka, FL 32177

Dear CRA Board Members:

I am writing to express Palatka Main Street's support of Downtown Palatka Inc.'s (DPI) request for a \$15,000 loan to conduct the 2011 and 2012 Florida Azalea Festival.

On September 28, 2010 DPI was selected as the most qualified respondent to a Request for Proposals issued on September 3, 2010 to conduct the Azalea Festival. Following that meeting representatives from the DPI, Main Street, and City of Palatka met to discuss the logistics of empowering DPI to conduct the 2011 and 2012 Florida Azalea Festival. As you can see from the attached joint Letter of Intent dated October 7, 2010, both parties were able to come to agreement.

As you can see in item #2 in the Letter of Intent, Main Street has committed \$5,000 in seed money earned from the 2010 festival. Given that the 2011 festival is five months away, DPI has requested additional funds to publicize the 2011 festival and to increase publicity for the 2012 festival in comparison to years past.

It is our understanding that these upfront promotional fees will be recovered in 2011 and 2012 by vendor fees. It is DPI's position that increased publicity along with the restructuring of the festival will lead to a more profitable festival that should be able to financially sustain itself beginning in 2013. Following the 2012 festival DPI would be responsible for repaying the \$15,000 loan to the Community Redevelopment Agency.

DPI and its members clearly have a vested interest in the success of the festival. We believe this venture to be the best solution for the continued success and growth of the Florida Azalea Festival and Downtown Palatka.

Sincerely,

L. Wayne McClain
Vice Chairman
Palatka Main Street Board of Directors

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Palatka Main Street
386.329.0100
201 North Second St.
Palatka, FL 32177

Downtown Palatka Inc.
386.329.4021
623 St. Johns Avenue
Palatka, FL 32177

**Letter of Intent
between
Palatka Main Street and Downtown Palatka Inc.**

October 6, 2010

This letter is intended to set forth a letter of intent by and between Palatka Main Street, hereinafter referred to as Main Street and Downtown Palatka Inc., hereinafter referred to as DPI, collectively referred to herein as the "Parties".

The Azalea Festival Selection Committee on September 28, 2010 selected DPI as the most qualified respondent to a Request for Proposals issued on September 3, 2010, to conduct the 2011 and 2012 Florida Azalea Festival.

On October 1, 2010 DPI, represented by Sam Deputy President, Angela Murtagh Vice President, and Walt Riddle, the City of Palatka represented by Woody Boynton City Manager, and Jonathan Griffith, and Main Street represented by Wayne McClain Vice Chairman met to discuss conditions related to conducting the 2011 & 2012 Florida Azalea Festival. During that meeting, the Parties agreed upon the following:

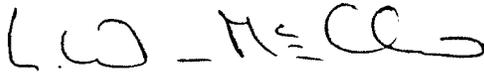
1. DPI agrees to conduct the 2011 and 2012 Florida Azalea Festival. In addition, consideration will be given for two - two year rolling contracts (a total of six possible years). This would enable DPI to properly plan for future festivals.
2. Main Street will issue a check to DPI in the amount of \$5,000 to serve as seed money to begin the planning process and management of the 2011 and 2012 Festival. Furthermore, DPI agrees to release Main Street of any financial obligations that may arise.
3. DPI will develop and submit a preliminary budget and schedule of events to the Main Street Board of Directors.
4. DPI and Main Street request that the City work with the County and Clerk of Court representatives to provide enhanced water and electrical services for vendors of the 2011 Azalea Festival.
5. The Parties propose that Wayne McClain serve as the liaison to DPI for the purposes of oversight by Main Street. Wayne McClain will attend DPI Festival planning meetings as necessary, and report progress and any issues to the Main Street Board.
6. DPI will be responsible for working with the owners of the Florida Azalea website, <http://www.flazaleafest.com/>, to ensure that the site is updated and enhanced for the 2011 Festival.

Palatka Main Street
386.329.0100
201 North Second St.
Palatka, FL 32177

Downtown Palatka Inc.
386.329.4021
623 St. Johns Avenue
Palatka, FL 32177

7. DPI agrees to provide Main Street, a detailed financial statement including itemized income and expenses, no later than 90 days following the festival.
8. DPI agrees to provide a certificate of event insurance for coverage of no less than \$2,000,000, naming the Main Street Board, the City of Palatka, and Putnam County Board of County Commission as additional insured prior to the start of the festival.

Accepted and Agreed,



L. Wayne McClain
Vice Chairman
Palatka Main Street Board of Directors



Sam Deputy
President
Downtown Palatka Inc.

*Agenda
Item*

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

City of Palatka
Office of the City Manager

To: CRA Board Members

From: Woody Boynton, City Manager

Date: October 6, 2010

RE: Request to Expend Money to Upgrade County Courthouse Parking Area

There have been several discussions over the past couple of years about providing water and electrical outlets within the Putnam County Courthouse parking area. These discussions turned into a request when Downtown Palatka Inc. was awarded the oversight of the Azalea Festival. It was their thought that with the pending construction on the riverfront and 100 block buildings, the festival should be moved off the river to avoid any conflicts. In addition, it was believed that by moving the festival to the center of downtown, it would benefit more merchants.

I have broached the subject with Rick Leary, County Administrator and he was receptive to the idea and asked that I provide him with a proposal of the work to be done and a plan showing the location of the water and electrical outlets. This plan is currently being developed and it is anticipated that at least four separate outlets would be provided within each of the three medians within the Courthouse parking lot. We have solicited an initial cost to provide the electrical from Preston Electric and this is attached. In addition, I have attached a schematic of the proposed electrical outlet. We are researching whether a pedestal similar to the one presented can provide both water and electric.

We have asked for a \$10,000 budget to include the trenching, asphalt repairs, waterline connections, meters and piping that will be necessary to complete the entire project. I am asking for the appropriation of money ahead of Rick's final approval so that this project can commence as quickly as possible. There is only five months available before the Azalea Festival and we want to ensure the work is completed well in advance of this event.

PRESTON ELECTRIC OF PUTNAM COUNTY, INC.
P.O. BOX 816
PALATKA, FLORIDA 32178-0816
(904)325-3355
EC 1752

OCTOBER 7, 2010
WOODY
PALATKA, FL. 32177

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIAL TO INSTALL OUTLETS AT COURT HOUSE PARKING LOT ACCORDING TO NOTES BELOW.

NOTES:

- 1) FOUR OUTLETS PER MEDIAN
- 2) TRENCHING BY OTHERS
- 3) UPGRADE EXISTING SERVICE POLE

ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANOR ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE PLANS OR SPECIFICATIONS INVOLVING EXTRA COST, WILL BE EXECUTED ONLY ON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTRACT PRICE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. THE OWNER OR OTHERS TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.

WE WILL FURNISH THE LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF ONE THOUSAND FOUR HUNDRED DOLLARS, (\$1,400.00) PER MEDIAN.

PAYMENT TO BE IN FULL WHEN COMPLETED.

A U T H O R I Z E D S I G N A T U R E Gary D. Gresham
Jr. _____

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED IN THIRTY DAYS.

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS STATED ABOVE.

ACCEPTED: DATE _____ SIGNATURE

WP2000

Flexi-Guard Outlet Post
While In-Use Cover
Weatherproof

PRODUCT FEATURES

- Complies with 2005 NEC® Article 406.8(B)(1)
- Heavy duty PVC construction for long lasting durability

APPLICATIONS

Provides a new, code compliant solution for supplying power to gardens and other out-of-the-way areas

A remotely mounted energy saving photo control and/or timer also available to activate area lighting

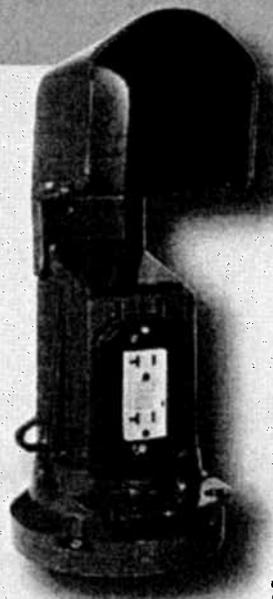
SPECIFICATIONS

- Patented single gang inserts for GFCI, duplex, single receptacles, toggle switch and blank
- Provisions for installing mechanical or digital timers to control area lighting:
 - **PB912M10R**: 24 hour, 120 Volt mechanical timer—allows for 2 ON/OFF daily cycles
 - **PB313K**: 24 hour, 120 Volt electronic timer—allows for 8 ON/OFF daily cycles (Timers sold separately)
- Provisions for fixed-position, stem-mounting and stem & swivel mounting photo controls to control area lighting
- All ports accept 1/2", 3/4", or 1" PVC conduit (adaptors included)
- Base includes mounting holes and template for optional concrete/pavement mounting
- Cover includes lockable hasp

Warranty: Limited 1 year warranty

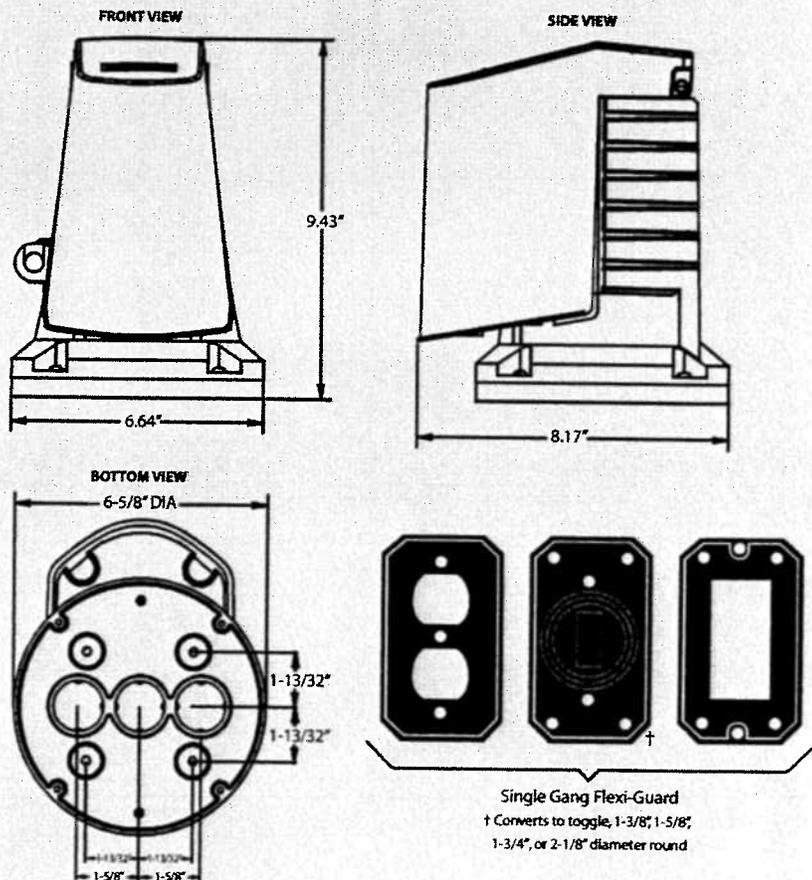
Shipping weight: 3 lbs.

Agency Listing: 



GFCI DEVICE SHOWN
NOT INCLUDED

DIMENSIONS



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Spring Grove, Illinois 60081-9698

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Intermatic Customer Service: 815-675-7000
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CITY OF PALATKA
281 NORTH BAYVIEW AVENUE
PALATKA, FL 32909
TEL: 888-222-7777
FAX: 888-222-7778

Elwin C. Boynton, Jr., P.E.

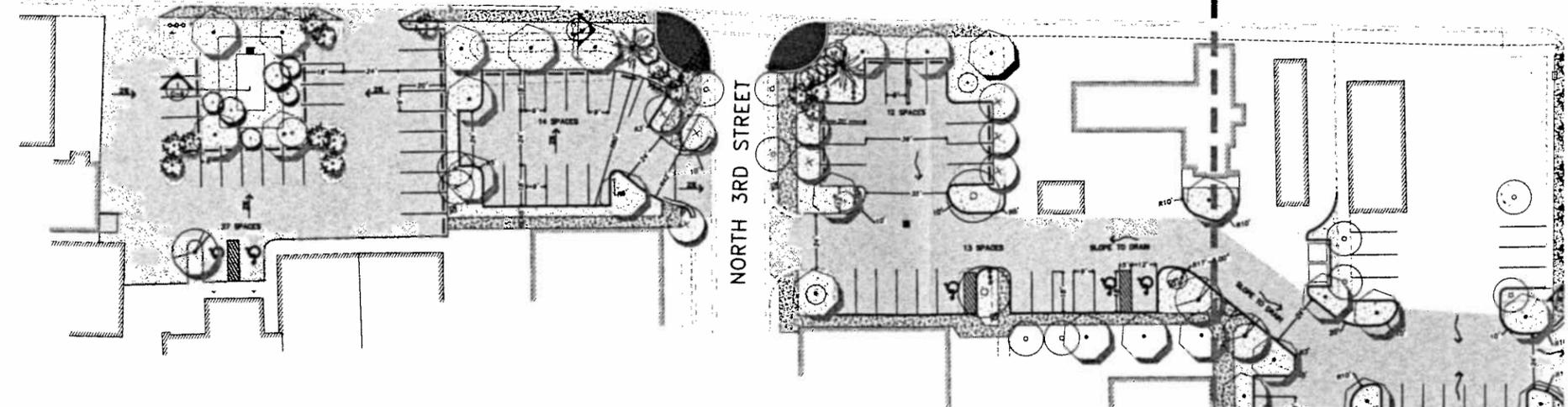
DATE	DESCRIPTION

DOWNTOWN COMMERCIAL AREA REDEVELOPMENT PLAN

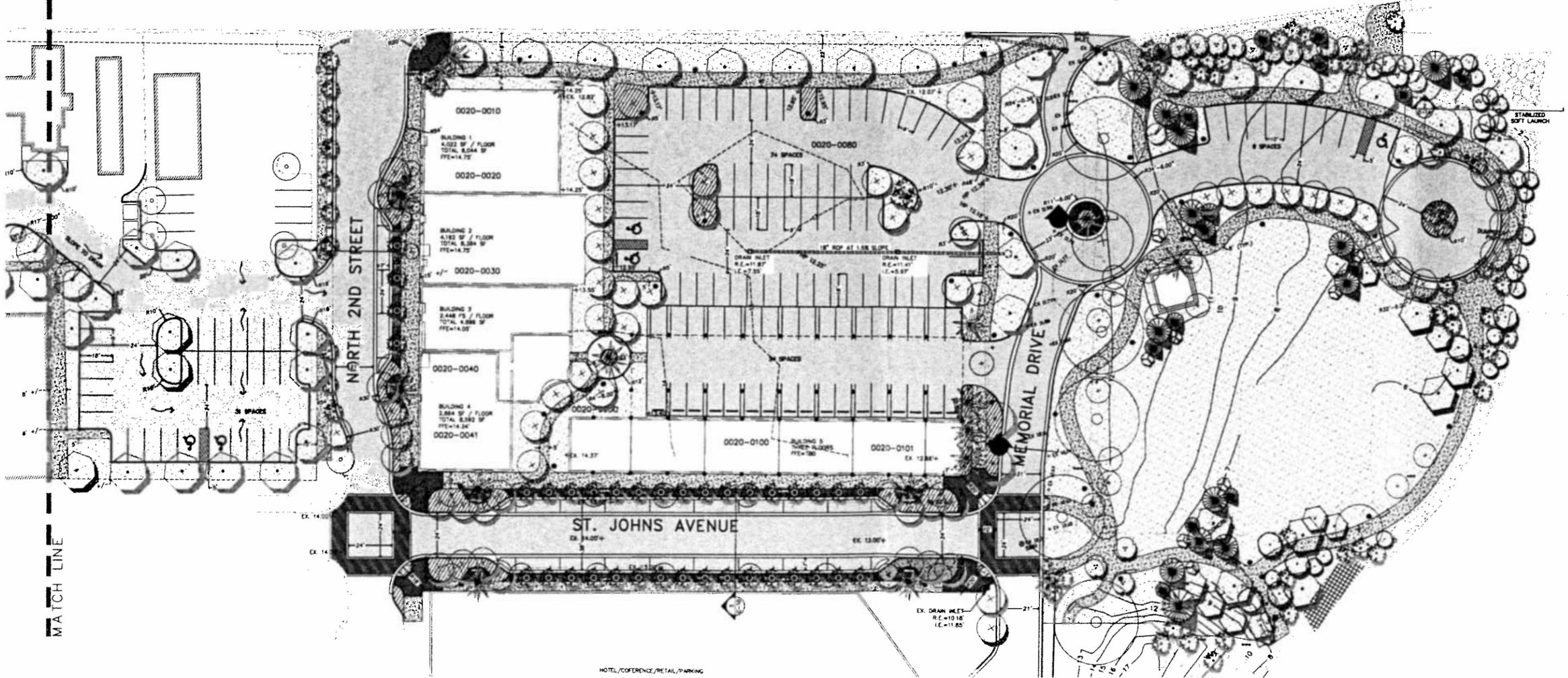
Downtown Commercial Area Redevelopment Plan
City of Palatka, FL

C-1

U. S. HIGHWAY NO. 17 / STATE ROAD NO. 15



U. S. HIGHWAY NO. 17 / STATE ROAD NO. 15



HOTEL/CONFERENCE/RETAIL/PARKING

Agenda Item

8

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

City of Palatka
Office of the City Manager

To: CRA Board Members
From: Woody Boynton, City Manager
Date: October 6, 2010
RE: Downtown Tax Increment Fund Report

Attached are the balances for each of the Tax Increment Funds (TIF). Each is up to date with expenditures. The South Historic District entries also provide a detail of expenditures allocated but unspent. These balances will be revised accordingly when the Annual Budget is prepared. The North Historic District balance does not include any encumbrances at this time.

The Downtown Redevelopment balance does not include a summary of monies allocated but unspent. They are as follows:

Michael Redd & Associates (Riverfront Park and Pier Improvements)	\$ 72,000
Building Improvement Grant (BIG) Program	\$240,000
Billboards	\$ 10,000
Riverfront Stormwater Master Plan (Michael Rourke)	\$ 4,000
Promotions	\$ 55,000
Façade Program	<u>\$ 70,000</u>
	\$451,000

This would leave a balance of approximately \$380,000 in the Downtown Redevelopment TIF to be carried forward. I provide this information so that as we look forward to the annual assignment of tax increment funds, you as a Board will have a better understanding of how the funds have been spent this year and provide you with information on how funds may be spent for next fiscal year. Should you have any questions on next year's budget or would like to provide me with your thoughts on next year's budget please schedule a meeting and we can discuss. I will be presenting the annual assignment of funding at the December 9th meeting.

The South and North Historic District's will submit a budget allocation request for the upcoming fiscal year. This budget request will be voted on by the District and minutes of the meeting where the budget was formally approved will be submitted with the request. As always, each of these requests is tentative and each District can come back before the CRA Board and request that monies be reallocated.

The Downtown Redevelopment budget is prepared by myself with input from the CRA Board, Main Street, Downtown Palatka Inc. as well as other interested parties that may be deserving of consideration (Conlee-Synder Mural Committee is an example). This budget is then presented to the CRA for approval. In some instances the money is set aside in broader categories and a program is developed for CRA approval prior to money being expended (The BIG Program is an example). I look forward to your input and another successful year for the CRA program.

Tax Increment Report as of 09/30/10
(10/01/2009 to 09/30/2010)

Revenues Expenditure Balance

Downtown Redevelopment		
Beginning Balance	\$ 864,487.03	
REVENUE		
Downtown Redevelopment-County share	\$195,105.45	\$1,059,592.48
Downtown Redevelopment-City Share	\$196,777.49	\$1,258,369.97
Blue Crab Repayment	\$15,000.00	\$1,271,369.97
EXPENDITURES		
Gray Robinson, PA	\$112.50	\$1,271,257.47
Palatka Daily News	\$1,328.60	\$1,269,928.87
Kimley-Horn & Associates	\$13,831.98	\$1,256,096.89
Department of Community Affairs	\$175.00	\$1,255,921.89
Michael Redd & Associates (Downtown Parking Study)	\$17,692.00	\$1,238,229.89
Michael Redd & Associates (Riverfront Park & Pier Improvements)	\$18,850.00	\$1,219,379.89
Creek Media (Larimer Projector)	\$320.00	\$1,219,059.89
Blue Crab 2010	\$49,014.99	\$1,170,044.90
BIG Program	\$196,410.00	\$973,634.90
CBS Outdoor-Billboards	\$12,600.00	\$961,034.90
Land Purchase	\$49,941.75	\$911,093.15
Nameplates	\$71.30	\$911,021.85
St. Patricks Day Parade Flyers	\$325.00	\$910,696.85
DeSigns (Single Globe lamp posts matching downtown lamps)	\$2,000.00	\$908,696.85
Sign at 3rd St. and Reid St.	\$9,075.00	\$899,621.85
Downtown Lighting-Two lights in parking lot behind City Café	\$850.00	\$898,771.85
Downtown Lighting-Change street lights to white from 3rd to Memorial	\$6,600.00	\$892,171.85
GMB Engineers-St Johns Ave Traffic Study	\$9,000.00	\$883,171.85
Riverfront Stormwater Management Fee-Universal	\$2,400.00	\$880,771.85
Riverfront Stormwater Master Plan-Rourke	\$15,397.48	\$865,374.37
Riverfront Development Permit	\$100.00	\$865,274.37
Mary Lawson Hospital Mural	\$2,650.00	\$862,624.37
Fireworks	\$15,000.00	\$847,624.37
Transfer to Chamber	\$2,700.00	\$844,924.37
Mainstreet Program	\$7,500.00	\$837,424.37
Mainstreet Manager (Payroll)	\$4,423.90	\$833,000.47
Moving Expense-Bob Trescott	\$1,908.27	\$831,094.20
Balance		\$831,094.20

North Historic District		
Beginning Balance	\$ 250,634.03	
REVENUE		
North Historic-County Share	\$22,858.44	\$273,492.47
North Historic-City Share	\$23,054.34	\$296,546.81
EXPENDITURES		
Nonprofit Paperwork	\$1,262.50	\$295,284.31
Tropical Pavestones	\$46,011.60	\$249,272.71
Advertising Reimbursement	\$192.88	\$249,079.83
HIP (400 N. 3rd St., Painting M&L, check #1251)	\$6,490.00	\$242,589.83
HIP (408 Madison Painting M&L, check #1254)	\$2,800.00	\$239,789.83
HIP (408 Madison Contractor Mathe, check #1245)	\$9,675.00	\$230,114.83
HIP (400 N. 3rd St., Contractor Mathe, check #1233)	\$3,211.00	\$226,903.83
Balance		\$226,903.83

South Historic District			
Beginning Balance	\$ 202,684.87		
REVENUE			
South Historic-County Share	\$63,525.91	\$266,210.78	
South Historic-City Share	\$64,070.33	\$330,281.11	
EXPENDITURES			
Actual Amount Spent			
Tilghman House	\$42,991.20	\$287,289.91	
HIP	\$206,876.75	\$80,413.16	\$127,918.54 2009
HIP Advertising	\$65.94	\$80,347.22	\$225,701.75 2010
Sign Repair and Landscaping	\$589.68	\$79,757.56	\$353,620.29 Total
Bike Lanes	\$2,066.80	\$77,690.76	\$361,800.00 Allocated
Hammock Hall Interior	\$11,124.85	\$66,565.91	\$8,179.71 Remaining
Florida Pest Control (Hammock Hall)	\$965.00	\$65,600.91	
Murals	\$7,411.26	\$58,189.65	
Bank Balance		\$58,189.65	
Allocated but unspent			
HIP (Signed Purchase Orders)	\$18,825.00	\$39,364.65	
HIP (Allocated but unassigned to any project)	\$8,179.71	\$31,184.94	
Historic Bronze Marker	\$5,000.00	\$26,184.94	
Hammock Hall Interior (remaining allocation)	\$3,875.15	\$22,309.79	
Balance		\$22,309.79	