

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

**AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
Price Martin Community Center
November 12, 2009; 4:00 p.m.**

1. **CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
2. **APPROVAL OF MINUTES – 09/10/09**
- * 3. **2009 BLUE CRAB FESTIVAL BUDGET REVIEW – Marshall Fulghum, Tri Chair, Blue Crab Festival Committee**
- * 4. **PRESENTATION & ACCEPTANCE of Main Street Building Improvement Grant Program – John Hodge**
5. **2009-10 ANNUAL BUDGET NEEDS ASSESSMENT – City Manager**
6. **MAIN STREET MANAGER VACANCY STATUS UPDATE – City Manager**
7. **REGULAR MEETING SCHEDULE**
8. **REMARKS/COMMENTS**
9. **ADJOURN**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

Agenda Item

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

**MINUTES
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
September 10, 2009; 4:00 p.m.**

Proceedings of a special called meeting of the Community Redevelopment Agency of the City of Palatka, Florida, held on the 27th day of August, 2009.

Present: Karl N. Flagg Mayor
Mary Lawson Brown Commissioner
Allegra Kitchens Commissioner
Vernon Myers Commissioner
James Norwood, Jr. Commissioner
Sam Deputy President, Downtown Palatka, Inc.
Bob Trescott Manager, Palatka Main Street, Inc.

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Assistant Planning Director Debbie Banks; Fire Chief Mike Lambert; Police Chief Gary Getchell; Consultant Lara Diettrich

1. **CALL TO ORDER** – Mayor Flagg called the meeting to order at 4:05 p.m. and read the following call, dated Sept. 2, 2009:

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

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the regular meeting place of the Palatka City Commission, 201 N. 2nd Street, Palatka, on Thursday, Sept. 10, 2009 at 4:00 p.m.

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

1. Request to modify South Historic District Annual Plan ***
2. Update on land purchase for future parking needs
3. Request for CBD TIF funds for Larimer Arts Center Projection System***
4. Request for CBD TIF funds to reimburse the City of Palatka for Costs associated with engineering services for St. Johns Avenue Drainage***
5. Palatka Main Street/City of Palatka/CRA Contract ***
6. Putnam County Chamber of Commerce/ CRA Contract ***
7. Presentation and adoption of CRA Plan, including the Central Business District, North Historic District and South Historic District.

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

The following members acknowledged receipt of a copy of the foregoing notice of a special meeting on the 2nd day of September, 2009.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Vernon Myers
COMMISSIONER

/s/ Sam Deputy
PRESIDENT
DOWNTOWN PALATKA, Inc.

/s/ Bob Trescott
MAIN STREET MANAGER

INVOCATION - Commissioner Kitchens

PLEDGE OF ALLEGIANCE – Commissioner Norwood

2. **APPROVAL OF MINUTES** – 8/10/09 – Commissioner Brown moved to adopt the minutes as read. Commissioner Myers seconded the motion, which passed unopposed.
3. **UPDATE on land purchase for future parking needs** – Woody Boynton, City Manager, said he had prior distributed a list of the parcels chosen as potential locations by the CRA, along with a ranking assigned by the CRA regarding order of importance. He has contacted each of the owners involved and offered them the appraisal price to purchase their respective lots. Two did not accept the offer. The owner of parcel #9 has accepted the City's offer. The owner of Parcel #1 made a counter offer of \$25,000. Mr. Boynton said, regarding Lot #6, the City offered \$50,000, but the owner has advised his price is \$250,000. As to the Prosperity Bank Parking Lot, their representative has advised they are interested in selling and subsequently called him and asked if the CRA would consider purchasing the entire property, including the building. He has distributed a memorandum indicating all these offers (filed – separate attachment).

Mr. Boynton said in December the CRA appropriated \$100,000 for this purpose. Over the last year, many things have transpired regarding downtown redevelopment. On the riverfront property redevelopment project, the City doesn't have a firm design concept, but has an agreement in place with CDP to develop one. Congressman Mica has notified the City of a \$250,000 appropriation on a transportation bill, and he expects that will be forthcoming. He has spoken with a representative of the Federal Economic Development Agency in Washington, DC who states there is money available for the project. The EDA money requires a match. Any money spent to date does not count towards it. Given there are so many things in flux and so much money that may be out there, he recommends they hold off a few more months on making any decisions, so that any money they decide to spend can then be used as matching funds towards a future EDA grant. If CDP's plan comes together and they can agree on a plan for the riverfront, they may want to reallocate these funds. The CRA may want to move forward with renegotiations for Lot #1; however he has only been authorized to offer the appraised value. If they want him to pursue negotiations with the other three property owners including Prosperity Bank's building, they should advise him. The Prosperity Bank parking lot was appraised at \$200,000.

To answer Mr. Deputy's question as to the function of the EDA, Mr. Boynton said they are a federal agency responsible for economic development via job creation throughout the US. The CDP development will create many jobs. The EDA has put money into many other projects throughout Putnam County. They look at projects that will create 75 or more jobs. There is an 80% grant/20% minimum requirement for match. It would require around a \$200,000 match on a \$1 million grant. This is not out of the realm of possibility; at least \$200,000 is currently allocated in the Plan. Commissioner Brown said they have worked with EDA grants in the past. They will allow you to match federal grants with state grant dollars in some cases. They won't get a better deal than this. Mr. Deputy said noted the grant for the new water line could be used. Mr. Deputy said acquisition of the Prosperity Bank Parking Lot is crucial to Reid Street and St. Johns Avenue in that four-block area. Without that lot, those four blocks will go down. He does not want to lose that opportunity. The building would make a great City Hall and would be an excellent purchase. Mayor Flagg said that would be something to consider for future growth of City Hall, the Annex and future services.

Commissioner Kitchens said if the City did purchase this piece it would kill the argument that the parking lot would be used for businesses, as there are many city meetings each month. They will need matching funds for grants. If they purchase this now, they can't use the funds to match the grants later. The real estate market is not getting any better and it is likely they won't sell it in the next few months. They should wait for the grant and then go back and look at this purchase. Mr. Trescott said it is hard to pick the bottom of a market. You don't want to lose the money or match by spending it early. It takes time for these negotiations. He'd continue negotiations and just not execute at this time.

Commissioner Myers said to forget about the parcels that are out of play. For those parcels wherein the owner is receptive, continue those discussions. His priority is the Prosperity Bank parking lot; he agrees the purchase of the building for use as a City Hall is viable. A purchase with a sale/lease-back agreement could be developed and pursued, and makes economic sense.

Commissioner Norwood said he concurs with all comments. They should continue negotiations and develop a plan they can move upon when the time comes. They need to make sure they look to the future to provide better services through better facilities, and look for those opportunities.

Commissioner Brown said they should look for matching leverage through additional grants. This has been done before. They need to think differently about this. A parking garage could be one solution. It is a good utilization of space and provides parking for businesses.

Mr. Boynton said everything seems to be moving to April 2010 for development, completion and fruition of the various projects and grants. There are several grants in the works they could use for matching. They will have a more defined idea of everything in April. Negotiations do take time. The only concrete answer they have is on the piece of property on 11th Street. All these properties will be crucial to the success of the hotel, retail and conference center. Commissioner Brown said Mr. Ham is looking at parking for his development, and this could be considered a public/private partnership, which could provide the match needed for the EDA grant. Mayor Flagg said if they have the 11th & St. Johns Property offer, he'd like to see if there is a way to lock it in with a lease/purchase agreement so that they won't spend the dollars today, but can spend them later to match the grant. He asked if that is possible in order to lock the deal in. Mr. Holmes said there are two options. 'First right of refusal' and 'option to purchase' are two separate things, but they can do either. The upside to an option to purchase is that it locks in the price, and you usually have to give some consideration to the other party for that. It is only beneficial to the City; it is a lose/lose situation for the seller. A first right of

refusal is different and says the seller will give you the right to purchase it if he gets another offer, but doesn't lock in the price. If he gets an offer for twice the price, he can ask the City if they want to make the same offer. There isn't a lot of upside to an option to purchase. There was discussion concerning these two options centering on the advantage of an option to purchase with a monthly stipend paid to the seller. Mr. Holmes said this is a good idea. Mr. Boynton said, regarding lots #1 and #9, which are owned by the same person and critical, if they increase the offer on the 2nd piece of property, the owner would be more willing to talk terms. He'd like more flexibility to negotiate. Mr. Holmes said if they are certain they are going to purchase one or all parcels, if the seller is willing they could enter into an actual purchase contract with a closing date set out at whatever time frame they needed to get the match qualification. A deposit would sit in escrow that wouldn't yet be paid, but would go to the owner if the sale falls through. That money wouldn't deprive them of the matching fund advantage. Mayor Flagg said that option is one the City Manager should negotiate in good faith. Commissioner Kitchens moved to ask the City Manager to begin negotiations on possible contracts with a closing date set at a future time with the owner of the property at 11th & St. Johns Avenue and Property #1 behind Angel's. Commissioner Norwood seconded the motion. A roll-call vote was requested and taken, with all members voting in the affirmative.

Commissioner Myers moved to give Mr. Boynton the authority to enter into further discussions with Prosperity Bank regarding the purchase of their parking lot and building. Mr. Deputy seconded the motion. A roll-call vote was requested and taken with all members voting in the affirmative.

As to the parcel at Laurel & 3rd Street, Mr. Boynton said the offer made by the City was \$50,000. The counter offer made by the owner was \$250,000. Commissioner Myers moved to not pursue that property. Commissioner Kitchens seconded the motion, which passed unopposed.

Commissioner Kitchens moved to cease negotiations on the properties at 10th & Oak, and at the corner of St. Johns & 2nd Street (properties #2 and #8 respectively). Commissioner Myers seconded the motion, which passed unopposed.

ORDERS OF THE DAY - Mr. Holmes said the proper order of procedure would be first to consider adoption of the CRA Plan if they are going to consider expending funds that are pursuant to a plan that is not yet solidified. The CRA should consider Item 7 before proceeding with anything else on the Agenda. Commissioner Kitchens moved to move Item #7, Presentation and Adoption of the CRA Plan, to the front of the Orders of the Day. Commissioner Brown seconded the motion, which passed unopposed.

Agenda Item # 7 was moved to the front of the Orders of the Day.

7. **PRESENTATION AND ADOPTION** of CRA Plan, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD) – Lara Dlettrich, Kimley-Horn Associates, 8657 Bay Pine Rd, Suite 300, Jacksonville 32256, said she was asked to provide a brief presentation outlining and summarizing the process of events over the last 14 months. On May 5, 2008 Mr. Boynton released a package to CRA Task Force listing certain items critical for review as well as the existing 1984 CRA plan. On June 10, 2008 her firm contracted with the City for planning services to move forward with the Task Force charge. Through discovery, comments, and research, this project expanded from critical elements to further research on funding mechanisms, structure, etc. They moved forward with an addendum to bring the North and South Historic Districts into the Plan as they were not fully encompassed in the present 1984 Plan. Through working with the Task Force, and in going through some history and functional or non functional items, this has evolved into a full comprehensive plan with critical elements. The intent is to be an all-encompassing Plan designed to address all economic

development, future recommendations and allocation of funds. It does not necessarily set forth and designate all future allocations, but addresses the critical elements. There are specific recommendations and prioritized goals. They have worked with Mr. Zelkowitz, the CRA attorney, in this regard. They completed that process in February, and discussions were held by Main Street, the CRA and city staff as to structure. John Vogt and Elizabeth Van Rensburg, the President and Vice President of the North Historic District, and Christy Sanford and Roberta Correa, the former and current president of the South Historic District association, joined negotiations. They have reformatted and restructured the CBD plan to encompass all three districts into one document. There has been quite a bit of research that has gone into this as well as input from a consultant that was funded on the State level. They worked with Main Street, citizens, and did public outreach through publicized workshops. They now present this draft, which is the culmination of their work.

Commissioner Kitchens asked, if something is listed as a recommendation, can it be changed? Ms. Dietrich answered recommendations can be either changed or disregarded. Within the table of contents, critical elements are listed and are informative guidelines and directional elements that represent broad planning principals that can be implemented. For example, on pages 34 & 35 are descriptions regarding directional way-finding. It is not an absolute. A critical element is an information piece that is meant to be broad; it is an umbrella, such as street-scaping and infrastructure. There are many things that fall under that umbrella. It is supposed to be broad so they will not have to continuously update the Plan. The goals are prioritized. Mr. Boynton said money has been put back for most of the critical elements on the list. They put money aside to address some of these recommendations or other projects as they come up, as long as they fall under the general categories.

Regarding the proposed CRA structure, Commissioner Kitchens said this document proposes getting rid of the city commission and setting forth other representatives as listed. She believes they need to leave the CRA board as is with two exceptions. The three districts have dedicated funds, and those districts affect the entire City. She does not object to adding a member of the North and South historic districts to the Board. When voting on something pertaining to their district, that member may have to abstain. The members of the City Commission were elected by the citizens to represent all citizens, and have done a good job on the CRA. They should keep all present members and add two more, for a total of nine. Mayor Flagg said he believes nine members is too many. Ms. Dietrich read the statute addressing CRA membership requirements, which states the structure can consist of not fewer than five and no more than nine commissioners. Any person can be appointed if engaged in business or owning property within the area of operation of the agency. The structure is provided by interlocal agreement between the governing board that creates the agency, one or more taxing authorities, and CRA members can be representative of the taxing authority and governing body. There are two choices. The 1983 structure appointed the City Commission as the agency. They then appointed one representative from Main Street and one from Downtown Palatka. Those members would have to qualify per the ordinance. It is up to the Commission as to how they can structure this. Commissioner Kitchens recommended they keep the structure of the board as it currently is and add one representative each from the North and South historic districts. Mr. Deputy said one of the concerns was that in the past, the CRA has been very reactive and has not taken a proactive redevelopment stance. They want a more proactive and active board. He's ok with leaving the status quo, as long as they understand they need to take a more active role. Mr. Boynton said they covered that when they added the CDB group. The Board will approve an annual plan and then look at overall initiatives, not develop initiatives. He agrees with Commissioner Kitchens in her view that the commission was authorized to develop an overview for the City. The districts will all have very active groups that will work on their developed plans. Mr. Deputy said as long as they give responsibility to some entity, he has no objection. Commissioner Brown said they have done a lot in the last couple of years and

listened to complaints from all sources in the last three years. Things have moved forward. She concurs with Commissioner Kitchens and is not in favor of taking any member of the commission off the CRA. Mayor Flagg said he has no objections with keeping the commission as the base for the CRA. His question is, does the Main Street/CRA Director do most of the presenting to the CRA, and can he sit on the CRA and fill the role of Main Street Manager? Mr. Boynton said he does need to be the one making the presentations and make those presentations. Sunshine Law interferes with his duties. Ms. Diettrich said he is correct; the Main Street Manager needs to be a staff member and not a board member. There are three districts; the CBD, the North Historic District and the South Historic District. They are the primary people in the area. Those three committees vet all sorts of different recommendations, and then those committees make chosen recommendations to the CRA. Mr. Trescott is working on behalf of the City's staff in working with the CBD as well as working with City Staff. Recommendations need to be cleared publicly by the CRA and then voted on by the City Commission. Mayor Flagg said they should consider keeping the five elected officials, the CBD, delete Main Street Manager/CRA Director, appoint a staff person to that position, add the N and S historic district representatives, and leave the Main Street Manager. Mayor Flagg noted 33% of the TIF money comes from the County. They need to be in the loop. They will be one vote out of nine. Commissioner Brown said their city taxpayers are being double taxed as it is. Commissioner Kitchens said they get federal and state money but don't require a state representative to sit on any of their boards. Any board that oversees city business needs to be staffed by city residents. Mr. Deputy asked if Downtown Palatka Inc. will be represented? Mr. Boynton said the six representatives would stay, the Main Street Manager would come off, and North and South Historic District Representatives would be added. Mayor Flagg said the County commissioner that represents Downtown would be representative. Ms. Diettrich said the Plan states, by Statute, that it is the central business district that is represented. Downtown Palatka, Inc. is much more established, but the CRA has the CBD. Downtown Palatka Inc is the named organization, but the ordinance needs to be updated to read Central Business District in conjunction with Downtown Palatka. Mr. Deputy asked who will choose the person seated to represent that entity. Mr. Boynton said the group will chose the representative. Ms. Diettrich said Downtown Palatka, Inc. is under the CBD. Currently the Downtown Palatka, Inc. president fills that spot. Downtown Palatka, Inc. would be choosing the spot or the position. Commissioner Norwood said the reason for changing the group is to get everyone involved. Ms. Diettrich said it was recommended by the Task Force. Commissioner Norwood said the County should be involved. Mr. Boynton said you used to have a commission meeting that contained a CRA meeting. Now they hold two separate meetings. The task force saw a lot of problems with the past procedure. That procedure no longer applies. Commissioner Norwood said at some point they have to reapply for a 10-yr extension for the TIF/Redevelopment Area, and the County has to concur on that. It would be good to have a member of that Commission on this board. Ms. Diettrich said they wanted peers that had the same investment and motivation to get things moving. She concurs on the proposal of having each district, the county and city represented. Mr. Deputy concurred that the County should be represented.

Christy Sanford, 312 Dodge Street, said it isn't that the North and South districts don't trust them, and she can think of no instance they have done anything contrary to their mission, but it has only been in the last several years that people have realized the power of the CRA over TIF funds. They are much better educated now. They want to see downtown prosper so they can prosper.

Commissioner Myers said as to the Plan itself, these are recommendations for future action. Ms. Diettrich said that is correct. It started out as minimal, but grew with participation and research. These are direct recommendations from the task force. They can do with them what they want; the goals evolved from the recommendations. Bottom line consensus is that time has gone by and they need to get seriously dug in to this Plan. Commissioner Myers moved to

revise the Community Redevelopment Agency makeup to be the members of the Palatka City Commission, the CBD/Downtown Palatka, Inc representative, a representative each of the North and South Historic Districts, and one county Commissioner representing the Downtown district. The Main Street Manager would no longer hold a seat. Commissioner Norwood seconded the motion. Mr. Trescott said he wants to be sure the record reflects that he brought up this issue himself. He serves the community better at the podium, rather than behind the dais. A roll-call vote was requested and taken, with the following results: Mr. Deputy, Mr. Trescott, Commissioners Brown, Myers, Norwood and Mayor Flagg, yes; Commissioner Kitchens, no. The motion was declared passed. Commissioner Brown said they have bent over backwards to work with the County in partnerships, and in turn they have removed any control or consideration from the City residents. She wants to know they are all a part of these negotiations. Sometimes the County looks at them as an independent entity; they need partners.

Commissioner Norwood said he believes certain elements need to be added regarding advertising district meetings, quorums, etc. within the districts. Questions come up regarding those issues. They need structured committees with strong by-laws. If the neighbors don't know about these meetings, it causes problems. That element needs to be part of the structure of those committees. Meeting need to be advertised and quorum needs to be established. Ms. Diettrich said the statute lists the requirements. Mr. Boynton said they need to note that statute. Ms. Diettrich said the committees don't need to put an ad in the newspaper. Commissioner Kitchens said most associations have by-laws, but she knows of none for these districts. She asked how the 300 or so owners are represented and if they are they all members? Ms. Deittrich said that would be something developed by the committees. Main Street and Downtown Palatka would act as the CBD committees, although their boundaries are different. The bylaw is determined and vetted through the committees.

Roberta Correa, 703 Emmett Street, president, SNHA, said they have by-laws which are on their website. Those state how their officers are elected. They don't require quorums. They put out district-wide flyers four days in advance of meetings. Their bylaws can be found at www.shna.net/bylaws.

Commissioner Norwood said there are a lot of recommendations for code changes; he'd like to see the Building Dept. review those to make sure the safety element is still there, even though they are only recommendations.

Daniel Ziem, Sr., 401 Olive Street, said the North Historic District also has bylaws, but does not have a website. Ms. Diettrich said bylaws can be amended within the committees. Mr. Ziem said out of five officers, three makes a quorum. They notify all owners of meetings. Ms. Correa said at least 50% of their members attend meetings. They have an average of 43 members attending. Membership is based on dues being paid. Anyone can attend and listen, but if you are not a paid member you cannot vote. Ms. Diettrich said the districts make up the CRA; the associations do not have the same boundaries. Association members pay dues and make votes, but CRA recommendations can come from anyone. They should adjourn association meetings to talk about CRA recommendations. Committees don't have to publicly advertise in the newspaper, only the Agency does. They can't shut anyone out. Mr. Deputy said as to page 23 of the Plan, they discovered the CRA had an additional 26 extra blocks in addition to the 33, for more than 50 blocks. Those blocks are not necessarily represented by any association. They need a residential person that lives in the CRA districts. There are many residences in the district. Mr. Boynton said this committee will be comprised of 7 members consisting of the following: three members from Downtown Palatka, Inc.; three members of the Main Street Program, consisting of two that are property owners or business operators in the CBD and one who is an owner-occupant of a residential property in the CBD; and one member representing

the City of Palatka. The main street program will elect two members and the Palatka City Manager will designate the person representing the committee and residential property owner. Mr. Deputy said they need to unify the boundaries. Ms. Diettrich said regarding notification, statutes spell out notification requirements in detail. As to amending the boundaries, they need to look at how that may affect the frozen tax year; they want to keep their frozen tax year. They don't want to rescind the entire boundary, as they would lose their tax base year.

Mr. Boynton said regarding page 24, CBD Manager, it should be clarified as Main Street Manger, and in "CBD and Main Street Program Manager," the word CBD and should be stricken. Regarding contracting separately with the Chamber of Commerce, remove the word Chamber of Commerce and make it generic, ie "contract separately to provide administration services and office space." Remove any reference to the Chamber. Ms. Deittrich said she will draft that and e-mail it to the CRA Board, and copy it to the City Clerk. Mr. Boynton said page 48 has a missing reference. Ms. Deittrich said Mr. Zelkowitz found a typo in an earilier draft; it is a 30-year program. Mr. Boynton said they need to remove "needs assessment report" from the cover title as this will be the Plan. Commissioner Brown said she is happy that it is so broad. She thanked the committees for all their hard work. Mr. Trescott said it is important that people participate. Frustrations are easing. It may seem they belabor these points regarding associations and by-laws, but this is important. They are mixing apples and oranges when they talk about associations and committees. They need to make it clear that as people sit on the CRA, not only do they get the chance to participate, but there are also ethical considerations. They can't be the homeowner getting the grant and the person on the committee and an individual sitting on this Board. While the change is being made, that needs to be made clear. Ms. Deittrich said they can further emphasize that, together with duties and the public process. It is mentioned in there, as she was asked to insert it but not go into great detail. She will make that clearer. Ms. Deittrich said they should put that up front in the executive summary. Public involvement is an important process.

Commissioner Myers moved to adopt the plan with modifications discussed. Commissioner Brown seconded the motion. A roll-call vote was requested and taken, with all members voting in the affirmative.

4. **REQUEST TO MODIFY South Historic District Annual Plan – Roberta Correa, President, SHNA President – Staff Recommends Approval - Commissioner Brown moved to approve request to modify South Historic District Annual Plan. Commissioner Kitchens seconded the motion, which passed unopposed.**
5. **CBD TIF FUND REQUESTS (staff recommends approval)**
 - a. **Larimer Arts Center Projection System \$3,000** - Commissioner Norwood moved to approve the CBD TIF Fund request for \$3,000 to fund the Larimer Arts Center Projection System. Commissioner Kitchens seconded the motion, which passed unopposed. Mayor Flagg thanked Elizabeth Vernstein for the proposal.
 - b. **Engineering Services for St. Johns Avenue Drainage \$14,970** - Commissioner Kitchens moved to approve the CBD TIF Fund request for \$14,970.00 for Engineering Services for the St. Johns Avenue drainage project. Commissioner Brown seconded the motion, which passed unopposed.
6. **DISCUSSION & RECOMMENDATION – Staff recommends Approval –**
 - a. **Palatka Main Street/City of Palatka/CRA Contract** - Mr. Boynton said these contracts came before the commission once prior, and since then the City Attorney has approved them. The Commission has had them for the past month. Commissioner Norwood moved to approve

the Palatka Main Street/City of Palatka/CRA Contract. Commissioner Kitchens seconded the motion. Mr. Trescott recused himself from the vote, which passed unopposed.

b. Putnam County Chamber of Commerce/CRA Contract - Commissioner Norwood moved to approve the Putnam County Chamber of Commerce/CRA Contract. Commissioner Kitchens seconded the motion. Mr. Trescott recused himself from the vote, which passed unopposed.

- 8. REMARKS/COMMENTS** – There was consensus of the Commission to thank all volunteers and those who worked on the Plan.

Mr. Trescott said he looks forward to speaking to the Commission from the podium.

Mr. Boynton said on the 2nd Thursday in November he will bring forth the necessary ordinances to change the consistency of CRA board, and will advertise those.

Mayor Flagg said they've received much correspondence from an individual regarding the validity of the actions the CRA has taken over the last 25 years. This Board has to meet a lot of regulations at the state and local level. They are looking at what needs to be done to take corrective action if any discrepancies are discovered. If any citizen or property owner has concerns related to CRA or City government as a whole, the public needs to know this commission operates on proper ethics. He welcomes any citizen to come to a meeting and state their case. He has received e-mails that are the equivalent of press releases. If they want any City board to look at issues of valid concern, they should send a letter. People pick and chose their issues with ulterior motives, which is troubling, especially when that person sat on this Board in the past and did not bring those issues up when doing so.

- 9. ADJOURN** – There being no further business to discuss, the meeting was adjourned at 5:55 p.m. upon a motion made by Commissioner Brown.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

Agenda Item

3

BLUE CRAB FESTIVAL

P. O. Box 1351
Palatka, FL 32178



904-325-4406

FAX: 904-328-7348

October 29, 2009

Mr. Woody Boynton
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Rc: TIF Allocations

Dear Woody:

Please find attached the financial summary for the 2009 Blue Crab Festival. As you will see there is good news and not so good news. The good news is that even with a couple days of rainy showers and a smaller crowd the Blue Crab Festival was produced and all of our vendors paid.

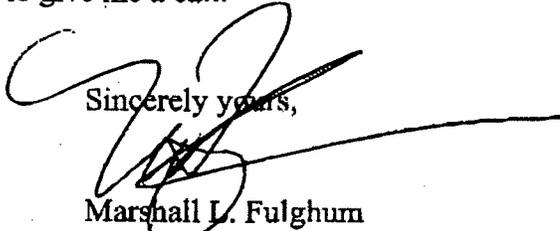
The not so good news is that the festival, while successful under the circumstances, did not produce the expected revenue. The final numbers will show an excess of around twenty thousand dollars.

Per our previous conversation with the approval of the CRA a check in the amount of fifteen thousand dollars will be returned to the City of Palatka CRA.

The upgrades that were made to the 100 Block, Riverfront Park, and Highrise Lot will go a long way to producing other exciting venues in Downtown Palatka.

Should you have any questions please do not hesitate to give me a call.

Sincerely yours,


Marshall L. Fulghum
2009 Blue Crab Festival
Tri-Chairman

Always Memorial Day Weekend !!

INTEROFFICE MEMORANDUM

TO: ELWIN C. "WOODY" BOYNTON
FROM: JEFF NORTON
SUBJECT: BLUE CRAB FESTIVAL PAYMENTS
DATE: 11/6/2009
CC: FILE

This memo is in regards to the Blue Crab fest expenditures and payments.

Attached are all invoices and payments that include the use of TIF funds.

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Mr. Marshall Fulghum
21st Annual Blue Crab Festival
P.O. Box 1351
Palatka FL 32178

Special Events Permit 09-12& 09-13

Dear Mr. Marshall Fulghum:

1. Special Event Permit Fees for the Festival established at \$600.00 a Class A event.
2. Special Event Permit Fees for the Friday Nite Kick Off Party established at \$100.00 a Class A event.
3. Request: to close boat ramp at the Riverfront Park from 5:00 p.m. Friday, May 22 to 5:30 p.m. Monday, May 25.
4. Will work with the police department to provide police & security & traffic control for Friday, May 22 to Monday, May 25. Police Fees have been established at 203 man-hours X \$18/hour = \$3654.00.
5. Request Street Closures: St. Johns Avenue from 6th Street to Memorial Drive, Short Laurel Street 2nd, 3rd, 4th, 5th, & 6th Streets from Oak Street to Reid Street.
6. Blue crab Committee will notify all within 1500 feet in regards to this event.
7. Noise ordinance waiver for: Saturday, May 23 from 10 a.m. to 11:30p.m.; Sunday, May 24 from 12:30pm to 11 p.m.; Monday, May 25 from 10 a.m. to 5:30 p.m.
8. Alcohol waiver for: Saturday from 12p.m. to 11p.m.; Sunday from 1pm to 11p.m.; Monday from 12p.m. to 5:30 p.m.
9. Sanitation: 75 green roll out containers X \$15.00 per container = \$1,125.00
10. Deodorizer Fee: 2 gallons @ \$15.00/ea. = 30.00

Total: \$ 5,509.00

If you have any questions or concerns please call my office at 329-0100 Ext. 4 and I will address all concerns.

201 N. 2ND STREET • PALATKA, FLORIDA 32177
www.cityofpalatka.com

PHONE: (386) 329-0100

~~KARL PEAGG~~
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
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CHIEF OF POLICE
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CHIEF FIRE DEPT
DONALD E. HOLMES
CITY ATTORNEY

May 18, 2009

Marshall L. Fulghum
Blue Crab Festival
P.O. Box 1351
Palatka, FL 32177

Dear Mr. Fulghum:

In reference to your letter dated May 14, 2009, the city is paying the following:

Insurance cost:	\$20,000.00
Toilet Rentals:	\$14,000.00
EMS Fees:	<u>\$ 3,000.00</u>
Check #1062	\$37,000.00

Check #1063
City of Palatka fees \$ 4,500.00

Please forward a copy of the final invoices and a copy of the checks for insurance cost, toilet rentals and EMS fees to either the City Manager or myself.

Sincerely,

Ruby M. Williams
Finance Director

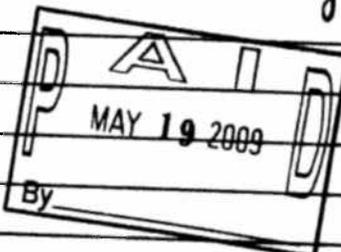
I have received a copy of the above letter.

201 N. 2ND STREET • PALATKA, FLORIDA 32177
www.cityofpalatka.com

PHONE: (386) 329-0100

FAX: (386) 329-0106

CITY OF PALATKA
 City Hall
 201 N. 2nd Street
 PALATKA, FLORIDA 32177
 386-329-0100

Customer's Order No.		Date <u>5/19/09</u>		20		
Name <u>Blue Crab Festival</u>						
Address						
Phone:						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
QUAN.		DESCRIPTION		PRICE	AMOUNT	
<u>0432</u>	<u>75</u>	<u>Open roll out Containers</u>			<u>1,125⁰⁰</u>	
		<u>@ \$15.00 each</u>				
<u>1570</u>		<u>Partial Payment for Police</u>			<u>2,145⁰⁰</u>	
<u>0440</u>		<u>Deodorizer Fee: 2 gallons</u>			<u>30⁰⁰</u>	
		<u>@ \$15.00 each</u>				
<u>11000</u>		<u>Special Events Permit Festival</u>			<u>6000⁰⁰</u>	
<u>1100</u>		<u>Special Event Permit Friday Nite</u>			<u>100⁰⁰</u>	
		<u>Kick Off Party</u>				
						
All claims and returned goods MUST be accompanied by this bill.						
<u>32397</u>				TAX		
Received By <u>KW</u>				TOTAL	<u>4,500⁰⁰</u>	

Thank You

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
CITY MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

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CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

MEMORANDUM

TO: MARSHALL FULGHUM, BLUE CRAB FESTIVAL
FROM: JEFF NORTON, PARKS & RECREATION MANAGER
SUBJECT: FLORIDA POWER & LIGHT BILL
DATE: 6/25/2009
CC:

Attached you will find the bills from FP&L Company. These services were occurred during the Blue Crab Festival.

Any questions or concerns please contact my office at 329-0100 Ext 4. Thanks in advance for your cooperation in this matter.

Sincerely,

Jeff Norton
Special Events Coordinator

2009 BLUE CRAB

ITEM	EXPENSES	INCOME/DEPOSITS	TOTAL
Balance as of 11-12-09			\$7,271.88
Telephone	(\$1,296.71)		(\$1,296.71)
FPL	(\$471.58)	\$55.39	(\$416.19)
Water/Utilities	(\$1,696.85)		(\$1,696.85)
Misc Expenses	(\$3,391.82)		(\$3,391.82)
Rent	(\$2,021.60)		(\$2,021.60)
Advertising	(\$13,735.45)	\$450.00	(\$13,285.45)
Bank Interest & Chgs		\$10.07	\$10.07
Donations Paid Out	(\$5,595.00)	\$500.00	(\$5,095.00)
Entertainment & Hotel Expenses	(\$54,355.11)	\$500.00	(\$53,855.11)
City of Palatka	(\$20,000.00)	\$57,000.00	\$37,000.00
Putnam County EMS	(\$2,425.00)		(\$2,425.00)
Fine Arts			\$0.00
Insurance	(\$13,666.75)		(\$13,666.75)
Toilets	(\$24,231.40)	\$11,887.70	(\$12,343.70)
Mid Fla Golf Carts			\$0.00
Ritz	(\$2,668.69)		(\$2,668.69)
Food/Display	(\$12,806.15)	\$40,245.25	\$27,439.10
Tents/Chairs/Tables	(\$14,422.72)		(\$14,422.72)
Antique Show	(\$2,321.03)	\$2,402.00	\$80.97
Arts & Crafts	(\$6,806.00)	\$40,600.00	\$33,794.00
Beer	(\$6,928.29)	\$23,623.31	\$16,695.02
Electrical	(\$882.04)		(\$882.04)
Spl Events (Shows Not ent)	(\$4,012.35)	\$4,956.00	\$943.65
T Shirts	(\$26,701.00)	\$33,011.00	\$6,310.00
Seafood Cookoff	(\$524.61)	\$2,500.00	\$1,975.39
Banners	(\$548.10)	\$250.00	(\$298.10)
Dept. Rev. Sales Tax	(\$6,629.54)		(\$6,629.54)
Sponsorship		\$22,950.00	\$22,950.00
Beauty Pageant	(\$2,363.98)	\$2,507.91	\$143.93
TOTALS	(\$230,501.77)	\$243,448.63	\$20,218.74
BALANCE AS OF 8-31-09			\$20,218.74

2008 BLUE CRAB

ITEM	EXPENSES	Income/Deposits	TOTAL
2007 BALANCE			\$4,778.77
Telephone	(\$1,274.69)		(\$1,274.69)
FPL	(\$1,169.72)		(\$1,169.72)
Water/Utilities (City of Palatka)	(\$718.77)		(\$718.77)
Misc Expenses	(\$3,150.97)	\$5,205.34	\$2,054.37
Rent	(\$4,280.00)	\$267.50	(\$4,012.50)
Advertising	(\$19,087.51)	\$1,230.50	(\$17,857.01)
Bank Interest		\$15.97	\$15.97
Donations	(\$4,835.00)		(\$4,835.00)
Entertainment & Hotel Expenses	(\$56,550.16)	\$1,451.88	(\$55,098.28)
City of Palatka (Fees)	(\$4,627.00)		(\$4,627.00)
Putnam County EMS	(\$2,350.00)		(\$2,350.00)
Fine Arts	(\$85.00)	\$255.00	\$170.00
Insurance	(\$20,323.48)	\$20.24	(\$20,303.24)
Toilets	(\$12,385.70)		(\$12,385.70)
Ritz	(\$1,182.67)		(\$1,182.67)
Food & Display	(\$7,381.10)	\$47,361.60	\$39,980.50
Tents	(\$14,040.36)		(\$14,040.36)
Antique Show	(\$3,449.36)	\$4,903.63	\$1,454.27
Arts & Crafts	(\$241.00)	\$30,325.00	\$30,084.00
Beer	(\$12,330.32)	\$32,235.28	\$19,904.96
Electrical Expenses	(\$491.93)		(\$491.93)
Special Events	(\$2,595.00)	\$13,387.00	\$10,792.00
T-Shirts	(\$28,636.00)	\$37,952.00	\$9,316.00
Seafood Cookoff	(\$515.52)	\$1,000.00	\$484.48
Banners	(\$935.00)	\$500.00	(\$435.00)
Dept. of Revenue (Sales Tax)	(\$8,063.69)		(\$8,063.69)
Sponsorship		\$35,291.56	\$35,291.56
Beauty Pageant	(\$2,051.44)	\$3,842.00	\$1,790.56
TOTALS	(\$212,751.39)	\$215,244.50	\$7,271.88
BAL END FEST 2008 11-12-08			\$7,271.88

Christeen Haney

From: Debbie Banks
Sent: Friday, November 06, 2009 10:24 AM
To: Woody Boynton
Cc: Christeen Haney
Subject: FW: INFO BC

Here's the info -- hope you can make sense of it -- if I need to come help let me know.
Deb

From: rita arrington [mailto:fins312@yahoo.com]
Sent: Friday, November 06, 2009 10:22 AM
To: Debbie Banks
Subject: INFO BC

I WAS RIGHT THE BALANCE AS OF 8-30-08 WAS 8566.99 BUT THEN THERE WERE OTHER EXPENSES THAT WERE REALLY PART OF 07 EXPENSES BUT NEVER ACTUALLY GOT ON THAT LAST REPORT SO HERE IT IS.

9-1-07 RENT SEPT	535.00
9-6-07 AT&T	94.69
9-14-7 CITY PALATKA	74.03
9-14-07 BMI	397.07
9-14-07 RENT OCT	535.00
9-14-07 FPL	26.52
9-14-07 BAL T SHRITS	1959.76
9-18-07 FPL	162.94
INTEREST INCOME	+ 2.79
BANK DEBIT NSF	- 52.00
DEP NSF	+ 52.00
BK NSF FEE	- 6.00

BALANCE \$ 4778.77

I HAD THOUGHT WE CLOSED THE 07 OUT BUT THEN THERE WAS THAT OLD T SHIRT BILL AND SOME OTHER EXPENSES THAT REALLY WERE 07'S SO I STARTED WHERE I FELT THE ACTUALY 08 EXPENSES STARTED.

I HOPE THIS CLEARS THINGS UP FOR EVERYONE.

I DON'T HAVE THE ACTUALY OLD 07 IN THIS COMPUTER SO I CAN'T UPDATE THAT REPORT UNTIL I GET HOME - IF - I STILL HAVE THE 07 REPORT IN THE COMPUTER. AT ANY RATE I THINK THIS WILL CLEAR IT UP BUT PLEASE PLEASE LET ME KNOW IF NOT BECUASE I DON'T WANT ANYONE - HAVING ANY QUESTIONS ABOUT THE ACCOUNTING - AND I HAVE ALL THE STUBS IF SOMEONE WANTS TO REVIEW THEM.

RITA

\$ 11060.10

2007 BLUE CRAB			
ITEMS	EXPENSES	DEPOSITS	BALANCE
2007 FESTIVAL CK BK BAL			\$12,986.60
Telephone	(\$1,190.37)		(\$1,190.37)
FPL	(\$1,194.31)		(\$1,194.31)
Water/Utilities	(\$890.75)		(\$890.75)
Misc. Expenses	(\$1,134.53)		(\$1,134.53)
Rent	(\$3,745.00)		(\$3,745.00)
Advertising	(\$16,619.34)		(\$16,619.34)
Bank Interest & Chgs	(\$82.05)	\$18.14	(\$63.91)
Donations Paid Out	(\$3,335.00)		(\$3,335.00)
Entertainment & Hotel Expenses	(\$57,175.84)		(\$57,175.84)
City of Palatka	(\$5,401.00)		(\$5,401.00)
Putnam County EMS	(\$2,400.00)		(\$2,400.00)
Fine Arts	(\$6,799.58)	\$7,570.00	\$770.42
Insurance	(\$20,304.27)		(\$20,304.27)
Toilets	(\$12,487.70)		(\$12,487.70)
Mid-Fla Golf Carts	(\$1,200.00)		(\$1,200.00)
Ritz	(\$1,148.50)		(\$1,148.50)
Food/Display	(\$4,000.00)	\$36,615.29	\$32,615.29
Tents/Chairs/Tables	(\$13,868.05)		(\$13,868.05)
Antique Show	(\$3,436.28)	\$5,528.58	\$2,092.30
Arts & Crafts	(\$564.67)	\$30,060.00	\$29,495.33
Beer	(\$13,365.73)	\$37,083.00	\$23,717.27
Electrical	(\$1,703.47)		(\$1,703.47)
SPL Events (Shows not ent)	(\$6,300.00)	\$16,848.00	\$10,548.00
T-Shirts	(\$29,536.63)	\$39,213.00	\$9,676.37
Seafood Cookoff	(\$657.83)	\$1,000.00	\$342.17
Banners	(\$1,071.60)	\$1,500.00	\$428.40
Dept Rev Sales Tax	(\$8,234.12)		(\$8,234.12)
Sponsorships		\$37,991.00	\$37,991.00
			\$0.00
TOTALS	(\$217,846.62)	\$213,427.01	\$8,566.99
CK BK BAL 2008 FESTIVAL			\$8,566.99

Agenda Item

4

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

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

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

Palatka Main Street District boundaries are represented in the map (attachment A).

Purpose

The purposes of this Building Improvement Grant program are to:

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

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

Grant Awards

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

Funding will be based on the grant application complying with program criteria and on the recommendations of an Evaluation Committee.

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

The right to refuse any grant application is reserved.

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

Grants will not be awarded for work previously completed or work in the process of being completed; however, at the discretion of the Community Redevelopment Agency, and Palatka Main Street, costs for eligible repairs that were completed within twelve months prior to the date of the grant application may be included for consideration as part of the total project costs, not exceeding \$25,000. Inclusion of this previously done work is no guarantee of recommendation or approval.

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

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

Program Guidelines

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

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

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

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

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

Grant Criteria

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

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

- Location within Palatka Main Street District
- Availability of funds
- Appropriate business and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.
- Complete applications will be forwarded to Evaluation Committee which will notify applicant of review and award schedule

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

Duration of Grant

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

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

Pre-Application

If requested, Palatka Main Street staff or assignee will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move on to the application stage.

Application

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

**Palatka Main Street
1100 Reid Street
PO Box 550
Palatka FL 32178**

Application package shall include:

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

Tenant applicants are required to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any.

Grant Process

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

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected.

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

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

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

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

Reimbursement Procedures

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

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

- Submission of all receipts and required documentation to the Palatka Main Street manager, including:
 - Contractor invoicing and evidence of payment of funds
 - Release of lien letters from contractors
 - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by Palatka City building inspector and closed permit reports
- Verification that the any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner
- Certification of completion of grant project by the Palatka Main Street manager and submission to the Palatka City Finance Director.

Reservations

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

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

Release and Hold Harmless Agreement

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

Attachment B

Evaluation:

- The application is reviewed by the Palatka Main Street manager and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- While there is no requirement for a match, the financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.

Scoring Criteria:

Criteria	Points	Rank	Score
Consistent with City of Palatka comprehensive plans	0 - 5		
Consistent with Community Redevelopment Agency plans	0 - 5		
Consistent with design guidelines or historic preservation standards	0 - 5		
Consistent with Main Street Approach and Palatka Main Street goals	0 - 5		
Degree of investment leveraging by applicant/investors landlord or tenant in matching funds	0 - 20		
Strength of business plans	0 - 10		
Strength of business capitalization	0 - 5		
Previous history of applicant. First time applicants are encouraged	0 - 5		
Quality of proposed work	0 - 10		
Likelihood that proposed work will increase value of building and/or profitability of business	0 - 10		
Likelihood that improvements will result in long-term occupancy or business improvement	0 - 10		
Likelihood that proposed work can be completed as presented and in accordance with submitted schedule	0 - 5		
	0 - 100		

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

*Agenda
Item*

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Item*

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Agenda Item

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