

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.*

EDWIN 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  
December 10, 2009; 3:00 p.m.**

1. **CALL TO ORDER**
  - a. Invocation
  - b. Pledge of Allegiance
  - c. Roll Call
2. **APPROVAL OF MINUTES – 11-12-09**
- \* 3. **ADOPTION OF PROPOSED MAIN STREET BUILDING IMPROVEMENT GRANT PROGRAM – John Hodge – tabled from 11/10/09**
- \* 4. **SOUTH HISTORIC NEIGHBORHOOD ASSOCIATION recommendation to reallocate 2008 funds**
- \* 5. **ADOPTION OF CRA ANNUAL PLAN, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD)**
6. **REGULAR MEETING SCHEDULE**
7. **REMARKS/COMMENTS**
8. **ADJOURN**

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

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

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CITY ATTORNEY

November 25, 2009

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

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

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

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

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

The following members acknowledged receipt of a copy of the foregoing notice of a special meeting on the 25<sup>th</sup> day of November, 2009.

/s/ Mary Lawson Brown  
COMMISSIONER

/s/ Allegra Kitchens  
COMMISSIONER

/s/ James Norwood, Jr.  
COMMISSIONER

/s/ Vernon Myers  
COMMISSIONER

/s/ Sam Deputy  
PRESIDENT  
DOWNTOWN PALATKA, INC.

Vacant  
MAIN STREET MANAGER

# *Agenda Item*

*3*

**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.

Within the first 30 days of each calendar year, the Evaluation Committee shall meet and review the amount of money allocated by the City of Palatka for distribution by the Community Redevelopment Agency Building Improvement Grant Program during that calendar year. The Committee shall divide the total amount into three portions, which need not be equal. One of said three portions shall then be assigned for distribution during each of the three time periods (cycles) during the calendar year. The first cycle shall span from January 1 until March 31. The second cycle shall span from April 1 until June 30. The third cycle shall span from July 1 until September 30. Applicants for grants to be awarded during each cycle shall make application as described herein during the first 60 days of that cycle. After the close of the application period for each cycle, evaluation of the applications and award of the grant funds for the then current cycle shall be made as described elsewhere herein with the evaluation to be concluded and the award made not later than 30 days after the close of the application period. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than 30 days or less than 15 days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

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

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

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

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

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

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

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

### **Reimbursement Procedures**

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent completion of project and at one hundred percent completion of project. Palatka Main Street and the 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 staff or designee, 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 staff or designee 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 staff or designee 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.
- Each member of the Evaluation Committee shall score each application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes.

Scoring Criteria:

Criteria	Points	Rank	Score
Consistent with City of Palatka comprehensive plans	5		
Consistent with Community Redevelopment Agency plans	5		
Consistent with design guidelines or historic preservation standards	5		
Consistent with Main Street Approach and Palatka Main Street goals	5		
Degree of investment leveraging by applicant/investors landlord or tenant in matching funds	20		
Strength of business plans	15		
Strength of business capitalization	5		
Previous history of applicant. First time applicants are encouraged	5		
Quality of proposed work	10		
Likelihood that proposed work will increase value of building and/or profitability of business	10		
Likelihood that improvements will result in long-term occupancy or business improvement	10		
Likelihood that proposed work can be completed as presented and in accordance with submitted schedule	5		
	100		

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

Excerpt from CRA Meeting Minutes of 11/12/09:

**PRESENTATION & ACCEPTANCE** of Main Street Building Improvement Grant Program – John Hodge said several years ago he was charged with revamping the grants program for downtown redevelopment. Sam Carr, a Main Street volunteer, authored this particular program from a Miami business incentive program. Bob Taylor also participated, as did Bob Trescott. This is a way for tenants and property owners to access the TIF to fix up their buildings. There are some requirements tied to the funds.

Mr. Hodge said this can replace the façade grant program, but there are plans to bring that program back. The façade program was tabled for this year. This program does far more than upgrade façades; it gets into code issues and fixes buildings, and is more comprehensive. Commissioner Brown asked if they are going to make sure the money is spread out amongst multiple property owners. Mr. Hodge said this stipulates that one person who owns multiple properties may only receive one grant per year. A three-person committee oversees the grants and determines grant amounts. There was quite a bit of heartfelt discussion and give-and-take on this. Commissioner Kitchens noted on pages 3 & 7 it states the Palatka Main Street manager has specific oversight, and asked if there should be a back-up person or persons assigned in case there they are between Main Street managers, as is the case now. Mr. Hodge said the Main Street Board will be the back-up on that. Commissioner Brown said she'd like to see the City provided with a list of those receiving the grants. Mr. Deputy asked if this is still a reimbursable grant. Mr. Hodge said if it is a large project, 50% of the grant can be advanced before project completion. Also, if bankers are willing to finance the owner, they can finance the work and the money will be reimbursed at a later date. The way this is written, the evaluation committee has leeway to administer fund disbursement. Mr. Deputy said many people didn't know there was a façade grant to apply for. They had spoken of mailing everyone in the district an application. He'd like to be sure that happens. Mr. Hodge said that can be done. Mr. Hodge noted there are some pitfalls regarding early payment, but they've tried to cover those. Commissioner Brown said someone asked her about disclosure as to people on the committee considering the applications while also applying for grants. Mr. Hodge said the evaluation committee members won't be eligible for grants. Skip Lorenzen has agreed to head up the evaluation team.

As to grant percentage matches, Mr. Hodge said this is non-specific and covered under the grant application. The lower the project amount, the higher the match percentage. There are no ceilings on grant requests or percentage of matching, and depends upon the applicant and project. There is no absolute requirement that a grantee put any money into this, but it depends upon the leveraging. There are many variables to consider. The decision would be subjective. Commissioner Brown said with the façade grants, many people wouldn't take advantage of it because they didn't have the money to complete the projects themselves to be reimbursed. Mr. Hodge said this program is a little more flexible than that.

Mayor Flagg asked, as to Criteria, page 7, he understands the gist of the statement at the base of the table, but thinks it can be stated better. He takes exception to "as they see fit." Mr. Holmes said the

statement doesn't bind anyone, but is more of an explanation. It is just a comment and is not a criterion. It could be changed, but unless they change the phrase from a comment to a criterion, he has no suggestion. They could say it is within the discretion of the evaluation committee to score and make recommendations, but that is still a comment. They can still award grants to those with a score of 50 or below on their application.

Sam Carr, co-author, said that comment shouldn't be on that page, as it is not part of the criteria, and asked if they wanted it stricken. Mayor Flagg said it is stated in the spirit of disclosure. Silent partners should also be disclosed. Mr. Carr said that is why the Main Street Manager should review the application prior to it going to the Committee. It is important that members of the committee not be associated with anything Downtown. They want a committee that will look to see what is good for the whole of downtown Palatka and determine what would be a good investment of TIF money. Mr. Holmes said he does not have the solutions. He said it appears they have built in room for discretion and subjectivity in the review process, and asked if they really need to build it into the point total? For instance, if an applicant can't score more than 50 points, the grant won't be approved, rather than just making it a recommendation? He said if someone only scores 20 points, there is nothing to say they are not eligible for a grant. Mr. Carr said the discretion on that is given to the evaluation committee. The purpose is to give the evaluation committee a quantitative way of judging the applications. If those cases actually occur, they can add more definitive criteria. If competing grants have different totals, they are not bound to award the grant with the highest point total. They could award it to the lower point total, but he doubts they would. It does not specify that all three committee members would have to be present to make a decision, but it could and probably should. Mr. Carr said if a new business wants to come to Palatka and put their investment into capital investment, rather than building investment, they can entice business to downtown Palatka. It provides an incentive. Commissioner Brown said they need to be sure businesses stay in downtown Palatka. Mr. Carr said one important part of this is a review of the business plan. Such a review would help businesses stay in business. Commissioner Kitchens said this could be tweaked a bit to protect present owners of businesses. This is very subjective and does not provide assurance that new businesses would be favored over existing businesses. Mr. Holmes said they should state that the review committee would have to be present in total. He thinks it is fine to say that the application that scores highest on the point total should get the funds. Mr. Hodge said the grant money is first come, first serve. Mr. Holmes said he does not find that good, either. He suggested that before they award a grant with two applications pending, if one got there 5 minutes before the other, that shouldn't be the determining factor, especially if the latter is a better project. Mr. Hodge said this is just a starting point; they can tweak the document with experience. Commissioner Brown asked if special consideration can be given to existing business owners. Mr. Hodge said tenants can apply, but they want property owners to know their tenant has applied.

Mayor Flagg asked if they will know the total dollars they will have available, and if they would set aside a certain percentage for new business and a certain percentage for existing business. Mr. Hodge said they wanted to put it all in one pot. They felt this way it provides maximum flexibility. Mayor Flagg said

he understands they need discretion. Mr. Hodge said the Main Street Board can provide direction on that. Mayor Flagg said this document seems well thought-out. Mr. Deputy said his family has been there 45 years, but he would be considered a "first time applicant." Commissioner Kitchens noted the total application points only add up to 95 and not 100.

Mayor Flagg asked if this can be brought to the CRA again in December after Mr. Holmes reviews the changes.

John Browning, Chairman, Main Street Board of Directors, said the Commission makes good points, and said since those are in the record, asked if they can be made a part of this document now, so they can go ahead and pass this. Mayor Flagg noted the City Manager and Clerk will provide the attorney with the details on the changes discussed. Mr. Browning said the committee has spent endless hours on this. They need latitude on this to help people who have been there a long time, but don't have a lot of funds at their disposal. Commissioner Brown moved to continue adoption of the Main Street Building Improvement Program to December 10, 2009. Commissioner Kitchens seconded the motion, which passed unopposed.

# *Agenda Item*

**4**

201 N. 2<sup>nd</sup> 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:** August 21, 2009

**RE:** Southside Historic Neighborhood Association Request to Allocate Money

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The Southside Historic Neighborhood Association is requesting that \$50,000.00 of monies previously indicated as reserve funds from the December 14, 2008 annual plan be allocated to the TIF Fund Home Improvement Program. Projects completed to date are listed in their November 3, 2009 memo (attached). This would leave approximately \$20,000 in the Southside TIF reserves for fiscal year 2009.

If the \$50,000.00 is approved, a total of \$261,800.00 will have been appropriated for their Home Improvement Program. This includes the original \$80,000.00 that was assigned in December 2008; \$60,000.00 that was reallocated on August 10, 2009, the \$71,800.00 that was reallocated on August 27, 2009 and the current \$50,000 that is being requested.

We believe this program to be making a difference in the neighborhood exciting and recommend that the reallocation be approved.



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

November 3, 2009

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

Subject: TIFF/HIP additional allocation request

Dear Mr. Boynton:

To date the CRA and City Commission have approved the Southside Historic Neighborhood Association (SHNA)'s requests totaling \$211,800.00 towards the TIF Fund Home Improvement Program (TIFF/HIP). SHNA is requesting an additional allocation of \$50,000.00 to continue this program without interruption for the remainder of the year. Since the program's inception in early 2009, seventeen (17) homes totaling thirty (30) individual projects have been completed, three (3) projects are in process and eight (8) applications are pending (see attached sheet for specifics). The SHNA membership continues to strongly support this program (see attached October, 2009 minutes and sign-in sheet).

Our organization had a very active year towards achieving our goals and we feel we have made significant improvements to our neighborhood. In anticipation of the 2010 TIF funds allocation, The South TIF District 2010 budget will be submitted to you by the end of this month.

We thank you for your continued support of our efforts,

Roberta Correa, President  
Southside Historic Neighborhood Association

**Attachments**

TIFF/HIP Cost Summary  
SHNA Meeting Agenda dated) October 19, 2009  
SHNA Meeting Minutes dated October, 2009  
SHNA Meeting Sign-in Sheet dated 10/19/09



**SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION**

**TIFF/HIP COST SUMMARY**

ADDRESS	PROJECT COST
114 Dodge Street* (exterior paint)	\$17,641.00
506 Emmett Street*(exterior paint, new roof)	\$13,591.00
512 Emmett Street (exterior paint)	\$16,721.00
520 Emmett Street (exterior paint including metal roof)	\$11,475.00
516 Emmett Street (exterior paint including metal roof)	\$4,850.00
611 Crill Avenue (porch>structural repair & roof, exterior paint)	\$12,563.00
413 Emmett Street (new roof, exterior paint)	\$6,355.00
622 River Street *(exterior paint, front porch restoration)	\$15,000.00
621 Emmett Street (front porch structural repair and restoration of railings, exterior paint including metal roof, replacement of leaking back porch roof)	\$13,772.00
620 River Street (exterior paint including metal roof, front wooden screen door replacement)	\$8,800.00
129 Kirkland Street*(exterior paint)	\$6,365.00
120 Kirkland Street (structural repair, replace 10 leaking aluminum windows with wood & wood siding, replace porch columns, exterior paint)	\$22,564.00
529 Kirby Street*(exterior paint including metal roof)	\$9,831.00
215 Dodge Street (painting of metal roof)	\$4,783.00
616 River Street (exterior paint, replacement of back porch metal roof)	\$10,150.00
403 Emmett Street (restore & paint fence, restore/replace skirting, Repair front entry, replace front door, repair enclosed front porch, exterior paint)	\$4,400.00

<b>417 Kirby Street (replace roof, exterior paint)</b>	<b>\$10,550.00</b>
* indicates property with existing code violation(s)	
<u>Houses complete or near completion</u> > 17/ <u>Total completed projects</u> > 30	<u>Total paid &amp; committed funds</u> >\$189,411.00
<u>Pending projects with existing funds</u> >3	<u>Pending applications</u> > 8
<u>Total Funding Allocated/Approved by CRA &amp; City Commission to Date</u> > \$211,800.00	<u>Additional amount request for November, 2009 CRA meeting</u> >*\$50,000.00 <b>(*estimate this amount will complete five (5) additional projects)</b>
<u>Remainder in Southside TIF fund (uncommitted)</u> > \$70,256.00	

**SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION MEETING AGENDA**

October 19, 2009

Volume 10

7:00-8:30PM

**Call to order**

Secretary's report/Approval of July 2009 minutes> Barbara

Treasurer's report/SHNA & TIF monies> Lucille

Hall maintenance/rental> Pest control! Interior cleaning thanks to Martawn, Mike Slavin, Barbara & Michael!

**Current TIF projects' update**

TIFF/HIP > Michael G.

TIFF/HIPP request for additional \$50,000.00 until new allocation is available

Mural Committee> (Michael G.)

**Other Business**

Community Crime Prevention Committee update> Rodney, Barbara. Concerns about 126 Dodge Street, 411 & 416 Emmett Street

Spruce up the Southside Week> Thanks to all who participated in estate/yard sales and clean-up the following Saturday!

Hammock Hall Landscaping Thanks to Nancy Becker for the beautiful landscaping!

**Upcoming Events**

Holiday Tour of Homes (December 5<sup>th</sup>, 10-4PM)

Spruce up the Southside Week (October 3-10<sup>th</sup>)

**New Business**

Nomination of Officers for 2010

Christmas dinner 2009

Adjourn

# Southside Historical Neighborhood Association Minutes

October 2009      Volume 10

**Call to order:** Meeting called to order by President Roberta Correa

**Treasurer's Report:** Treasurer Lucille Estes reporter balances of \$1,875.19 in our checking account and \$3,000 in CD.

**Secretary's Minutes;** Minutes from Sept 21st meeting were read by secretary Barbara Wayne and approved by members.

\*Once again we want to thank Sara Alice and Ted for allowing us to have our August meeting in their home on Emmett St. Thank You, The Twins stole the show.

\*To meet and maintain SHNA's 501(c) (3) status per IRS requirements our organization must donate funds to other private non-profit groups before the year's end. Lucille will issue these checks to local organizations and provide the specifics to the group at the November 2009 meeting.

**New Business:** Hammock Hall has been sprayed for bugs by Florida Pest. We now intend to have the inside treated once a month. This will be paid by SHNA. The outside of the building has been treated for both subterranean termites and Wood destroying insects. This bill has been paid for by the city of Palatka, they are the owner of record.

**The Murals(4)** are to be completed on or before the 5th of December 2009. We have been given a sketch prior to commencement.

**Old Business:** Motion was made and seconded to transfer \$50,000 from the initial TIF account and place it in the HIP account which will allow our projects to stay on track.

\* Special Thanks to Nancy Becker for her hard work dressing up the outside of our building with lovely new flower beds, outlined in bricks, plantings, and mulch. We applaud her. She did it all.

**Old Business: Update on all TIF/HIP** is attached to these minutes and hereby becomes a part of these minutes. It is laid out by projects and cross referanced by specific home addresses .

**Old Business: Don't forget DECEMBER 5, 2009 HOLIDAY TOUR OF HISTORIC HOMES.** Tickets are \$10. The fee includes the trolley

**CHRISTMAS PARTY PLANS.** Lucille will buy and prepare the meat (out of our general fund) Nancy Becker with two helpers has agreed to decorate and set up the Hall for the dinner, all others are asked to bring a favorite dish to pass.

Dinner will be on the third Monday of December which is Dec. 21, 2009. starting at 6:00 pm with dinner served at 7: pm.

\*Hall should be decorated outside by Dec. 5 for the tour of homes.

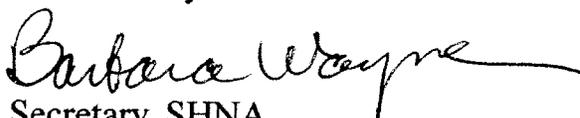
\*Motion was made and seconded to move the November meeting to the fourth Monday of November, which is Nov. 23rd as both the President and Secretary will be out of town on the third Monday. motion carried.

\*Linda Crider is back in town, welcome home Linda.

She came to our meeting with a bottle of the water from our new upgraded water purification system.

\*Linda also gave us an update on BIKE FLORIDA.

Barbara Wayne



Secretary, SHNA

October 19, 2009

SIGN-IN SHEET SHNA MEETINGS

DATE 10-19-09

#PRESENT 19 20

NAME

E-MAIL ADDRESS

2 1. Vito + Rebecka Russo

2 2. Danya + Heleen Lewis

3. Lucille Ester

4. Bruce A. Wosman

5. Michelle Gagnon

6. Yvick Crider

ycrider@aol.com

7. Ted Mac Gibbon

8. Carlos Malinda Pacheco

9. Edna Warren

10. Nancy Becker

Nancy Becker 123@yahoo.com

11. Janet Pettit

12. Thomas Sherrill

13. Ted Haengel

g 14. Pauline Palkin

15. Suzanne Jacob Pam

16. Berta Torres

17. Barbara Wayne

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

# *Agenda Item*

5

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

*City of Palatka*  
*Office of the City Manager*

**To:** Community Redevelopment Area Board Members

**From:** Woody Boynton, City Manager 

**Date:** December 8, 2009

**RE:** Tax Increment Funds

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Each year the Tax Increment Funds (TIF) needs to be assigned by December 31<sup>st</sup> of that year. These funds include monies set aside for the North and South Historic Districts as well as the Central Business District. Three attachments are included with this memo. The first attachment is a copy of a summary sheet of each fund prepared by City staff that lists expenditures for fiscal year 2009, expenditures that were/are allocated within 2009 as well as anticipated revenues for 2010.

The second two attachments are minutes of meetings held by the South and North Historic Districts requesting specific or intended use of TIF monies. I have reviewed these minutes and take no exception to the *tentative* allocation of monies. The intended expenditure of Central Business District money is contained in this memo. Revenues for each fund are similar to last year, it is expected that the South Historic District will receive approximately \$122,000.00, the North Historic District will receive approximately \$45,000.00 and the Central Business District will receive approximately \$412,000.00.

Some of these proposed funding requests have previously been discussed and approved. For example the South Historic District has already received authorization from the Community Redevelopment Area Board to proceed with the home improvement grant program. Much of their intended expenditures are allocated to this program. The North Historic District is looking to adopt a similar program and intends to assign most of its money to this program.

The following is an overview of the proposed 2010 assignment of funds by District:

**South Historic District**

Home Improvement Grant Program	\$100,000.00
Interior Restoration – Hammock Hall	\$ 15,000.00
Reserve Funds (estimated)	<u>\$ 25,000.00</u>
	<b>\$140,000.00</b>

**North Historic District**

Home Improvement Grant Program	\$200,000.00
Reserve Funds (estimated)	<u>\$ 45,000.00</u>
	<b>\$ 245,000.00</b>

It should be noted that approval of the above assigned funding does not preclude each District from modifying their request. It simply indicates that a plan for the upcoming year has been developed. Assignment of funds is a fluid process and will change as projects are completed and/or new projects are proposed. In addition, the above does not include projects and/or the funding associated with the projects that were already approved in 2009. For example, the South Historic District still has a nominal financial obligation on the Tilghman House renovations (\$43,000) obligations associated with the 2009 Home Improvement Grant Program (\$132,000) and a bronze historical marker (\$5,000) for the District. The North Historic District currently has obligated \$50,000 to a brick apron paver project.

### Central Business District

Under direction of the City of Palatka, Kimley-Horn and Associates, Inc. conducted a Needs Assessment of the Community Redevelopment Area (CRA) Central Business District (CBD). This Needs Assessment highlighted critical elements of this district that need to be addressed with regards to improvements. Because of the time involved in completing this Needs Assessment Report and the combined efforts of the Main Street Program and Downtown Palatka Inc. to put forth a program that would benefit the downtown area, major redevelopment issues and/or major funding initiatives were not accomplished last year. The Needs Assessment Report has now been completed and the structure outlined in the Report will be implemented in 2010. In addition, the Main Street Program in concert with Downtown Palatka Inc. has put forth a Building Improvement Grant Program that will also be implemented in 2010. With these two accomplishments we look forward to 2010 with a new vision to the rebirth of downtown.

I believe the proposed assignment of money is indicative of the needs of the Central Business District. Although, I have not had any formal discussions with any individual or agency, I have attended many meetings in which the same concerns were voiced. These include parking, economic development, infrastructure, marketing of the downtown area as well as having a plan for the future of the downtown area. In addition some of the expenditures are recurring costs and/or already approved.

The following is a listing of critical elements noted in the Needs Assessment and assigned funding:

Land Use and Zoning	\$ 0.00
Directional Signage and Way-finding	\$ 50,000.00
Streetscape and Infrastructure	\$150,000.00
Parking	\$150,000.00
Design Guidelines	\$200,000.00
Historic Preservation	\$ 0.00
Riverfront, Parks and Open Space	\$ 50,000.00
Public Investment Properties	\$ 0.00
Public Involvement	\$ 0.00
Marketing	\$110,000.00
Additional Economic Development Funding Mechanisms	\$400,000.00
	<b>\$1,110,000.00</b>

Pre-approved and/or Recurring costs include the following:

Legal fees (est.)	\$ 10,000.00
Riverfront Master Plan	\$ 60,000.00
Mainstreet Manager (est.)	\$ 70,000.00
	<b>\$140,000.00</b>
<b>Total:</b>	<b>\$1,250,000.00</b>

Within each category, it is envisioned that several projects would be funded. For example under the Marketing it is envisioned that marketing and promotional ideas would be funded under this heading including Blue Crab Festival (if held), promotions, brochures, advertising, etc. Streetscape would include landscaping, murals, lighting upgrades design, engineering and construction improvements, etc. The money allotted under Design Guidelines is specifically targeted to the Business Improvement Grant Program that is being supported by Main Street and Downtown Palatka Inc. Within the Economic Development Funding Mechanisms, it is expected that a program would be established that would create jobs, money from this line item would help fund this.

Again, please note that by assigning the funds to a particular element does not necessarily mean that any or all of the assigned monies must be spent in this category, it merely means that these areas were a priority and it was envisioned that the money should be assigned in these areas. Monies may also need to accumulate in order to accomplish a particular goal; therefore monies may be assigned to a particular element with the purpose of setting money aside for a long range project.

With the exception of the Business Improvement Grant Program, no formal spending plan for any of the above items has been formulated. It is expected that by the February 2010 meeting, more detailed plans will be developed and presented to the CRA Board for approval.

**Tax Increment Report as of 09/30/09**

**Revenues      Expenditure      Balance**

<b><u>Downtown Redevelopment</u></b>		
<b>Beginning Balance</b>	<b>\$</b>	<b>493,747.03</b>
<b><u>REVENUE</u></b>		
Interest Earned on CD	\$11,178.43	\$504,925.46
Invested Principal from CD	\$262,668.91	\$767,594.37
Downtown Redevelopment-County share	\$205,017.86	\$972,612.23
Downtown Redevelopment-City Share	\$206,774.84	\$1,179,387.07
<b><u>EXPENDITURES</u></b>		
Gray Robinson, PA	\$1,554.29	\$1,177,832.78
Audit-Davis Monk & Co.	\$2,575.00	\$1,175,257.78
Michael Limanti Appraisals	\$2,975.00	\$1,172,282.78
Palatka Daily News	\$274.02	\$1,172,008.76
Kimley-Horn & Associates	\$62,094.54	\$1,109,914.22
Blue Crab Festival	\$37,000.00	\$1,072,914.22
CRG Architect (Façade Grant)	\$6,621.26	\$1,066,292.96
Anne Deloach (Façade Grant)	\$10,000.00	\$1,056,292.96
Department of Community Affairs	\$175.00	\$1,056,117.96
Preston Electric	\$14,500.00	\$1,041,617.96
Stone Joca & Associates	\$12,741.87	\$1,028,876.09
City of Palatka	\$121,920.00	\$906,956.09
Creek Media (Larimer Projector)	\$2,591.60	\$904,364.49
Check Corrections	\$1.99	\$904,362.50
Transfer to Chamber	\$41,507.96	\$862,854.54
Mainstreet Manager (Payroll)	\$12,311.99	\$850,542.55
<b>Balance</b>		<b>\$850,542.55</b>

<b><u>North Historic District</u></b>		
<b>Beginning Balance</b>	<b>\$</b>	<b>77,136.19</b>
<b><u>REVENUE</u></b>		
North Historic-County Share	\$22,522.82	\$99,659.01
North Historic-City Share	\$23,011.18	\$122,670.19
Interest on CD	\$5,692.90	\$128,363.09
Invested Principal from CD	\$133,770.94	\$262,134.03
<b><u>EXPENDITURES</u></b>		
Kimley-Horn & Associates	\$11,500.00	\$250,634.03
<b>Balance</b>		<b>\$250,634.03</b>

<b><u>South Historic District</u></b>		
<b>Beginning Balance</b>	<b>\$</b>	<b>170,136.73</b>
<b><u>REVENUE</u></b>		
South Historic-County Share	\$61,352.37	\$231,489.10
South Historic-City Share	\$60,831.05	\$292,320.15
Interest on CD	\$8,612.54	\$300,932.69
Invested Principal from CD	\$202,376.02	\$503,308.71
<b><u>EXPENDITURES</u></b>		
Tilghman House	\$157,246.30	\$346,062.41
HIP	\$138,587.04	\$207,475.37
Robert Taylor, A1A	\$2,488.00	\$204,987.37
Kimley-Horn & Associates	\$11,500.00	\$193,487.37
<b>Balance</b>		<b>\$193,487.37</b>



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

November 23, 2009

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

Re: Southside TIF Funds Budget (January 2010-December 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) anticipated South TIF District expenditures through December, 2010 are listed below:

1. Continuation of the TIF/HIP > \$100,000.00
2. Interior restoration of Hammock Hall > \$15,000.00
3. \*Purchase of historical bronze standing marker(location TBD) > \$5,000.00

This budget is based on the 2009 TIF revenue amount of \$121,803.00 plus the existing balance in the South TIF District account, approximately \$20,600.00. Beyond these expenditures, a balance of approximately \$22,403.00 would remain in the South TIF District account.

\*Item number #3 is an approved expenditure from the 2009 South TIF District budget.

Sincerely,

Roberta Correa  
SHNA President  
[roberta@shna.net](mailto:roberta@shna.net)

**SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION MEETING AGENDA**

November 23, 2009

Volume 11

7:00-8:30PM

**Call to order**

Secretary's report/Approval of July 2009 minutes> Barbara

Treasurer's report/SHNA & TIF monies> Lucille

Hall maintenance/rental> User agreement with ASUU

**Current TIF projects' update**

Mural Committee Update> (Michael G.)

2010 TIF/HIP Budget

**Other Business**

Community Crime Prevention Committee update> Officer Reeves, Rodney, Barbara. Concerns about 126 Dodge Street, 411 & 416 Emmett Street

**Upcoming Events**

Holiday Tour of Homes (December 5<sup>th</sup>, 10-4PM)

2009 Christmas Dinner on Monday, December 21st

**New Business**

Nomination and Election of Officers for 2010

Adjourn

## TREASURER'S REPORT SHNA CHECKING ACCOUNT

October 1-October 31 2009

<b>Beginning Balance October 1</b>	<b>\$1,875.10</b>
<b>Deposits</b>	<b>295.00</b>
<b>Disbursements</b>	<b>171.69</b>
<b>Current Balance</b>	<b>\$1,998.50</b>

### Itemized Report Deposits

<b>Rental + Deposit</b>	<b>255.00</b>
<b>Member Dues</b>	<b>40.00</b>

### Itemized Report Disbursements

<b>Palatka Gas</b>	<b>17.25</b>
<b>FPL</b>	<b>credited</b>
<b>Staples</b>	<b>17.44</b>
<b>Historic Association</b>	<b>25.00 (membership)</b>
<b>Fl pest control</b>	<b>75.00</b>
<b>Ad in Pennysaver</b>	<b>37.00</b>

**\$3000.00 in CD**

# Southside Historical Neighborhood Association Minutes

November 23, 2009 Volume 11

**Call to order:** Meeting called to order by President Roberta Correa

**Treasurer's Report:** Treasurer Lucille Estates reports balances of \$1,998.50 in our checking account and \$3,000. in a C.D.

**Secretary's Report:** Minutes from the October 19th meeting were read and approved by the members present.

**Old Business:** Mike Gagnon, Overseeing member, reports three of the four murals are underway and will be completed by Dec. 5, 2009. The fourth artist will be behind by a day or two.

\* The City Manager has requested a South TIF budget for the new year, to be submitted by early December for presentation at the December 10 CRA meeting. Robbi presented a budget proposal, a motion was made to act in favor of that proposal, Motion was seconded and approved unanimously for submission to the CRA and City Commissioners

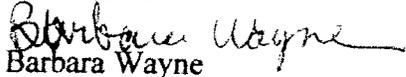
\* Officer Reeves came to our meeting and spoke to us about Holliday safety and security in our homes. She is going to be at many of our meetings in the forthcoming year. She will be working with the north side Historic district more and will be available to help answer questions and address issues for both north and south side. . She (officer Reeves) brought brochures to several members the next day and they in turn passed them out in the neighborhood. Officer Reeves phone number is 386-329-0801.

\* Christmas festivities are underway and members voted and approved to contribute \$150. toward the party (same as last year). it will be Monday Evening, December 21st start gathering at 6 pm with plans to eat at 7 pm. Pot luck except for ontray.

\* Members want to refer Tree Trimming Service to other members. They are licensed and insured and have done very nice work in the area. The name is Mr. Smith and his number is 937-2448. His office is in Hastings, on Main St.

\* New Officers for the new Year 2010 Roberta Correa will remain President. Nancy Becker will be the Vice President. Barbara Wayne will be treasurer and Lucille Estes will take over as Secretary.

Thank You

  
Barbara Wayne

Secretary, SHNA 11-23-09

SIGN-IN SHEET SIINA MEETINGS

DATE Nov 23 / 2009

#PRESENT 14

NAME

E-MAIL ADDRESS

1. James D. Hessiman

harbournator@a bellsouth.net

2. Carlos Malendez Pacheco

413 Emmett St

3. Tom Mac Gibbon

419 Emmett

4. SARA ALICE Mac Gibbon

" "

5. MICHAEL GAGNON

703 Emmett St.

6. Nancy Becker

nancy becker 123@yahoo.com.

7. Suzanne Jacob

sm jacob  
smjacob@bellsouth.net

8. Ruill Ester

iesies3@bellsouth.net

9. Rheta Corcoran

10. Barb Wayne

11. Dr. Mylinh Reeves

mreeves@palatka-fl.gov

12. Gam Garris

gamgarris@msn.com

13. Pauline Pichon

14. Pat Wilson

wilson9318@bellsouth.net

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

**PALATKA HISTORIC NORTH SIDE  
NEIGHBORHOOD ASSOCIATION  
MEETING MINUTES -NOVEMBER 2009**

**THE CITY HALL MEETING WAS CALLED TO ORDER AT 7:05PM**

**Present: John Vogt, Patty Vogt, Kingsley Plimpton, Mike Tarter, Alice Adams, Coenraad van Rensburg, Elizabeth van Rensburg, Ted Blalock, Tom Townsend, Denise Townsend, Dan Ziem, Tony Harwell, Clare Upperman, Annie Svetlik, Robert Svetlik, Kathleen Patricia, members of the Palatka Police Dpt.**

**ROBBIE CORREA & MIKE GAGNON, GAVE AN OVERVIEW OF THE SOUTHSIDE TIFF/HIP PROGRAM. TO DATE, 22 PROJECTS HAVE BEEN COMPLETED AND 260K HAS BEEN SPENT.**

Discussion ensued as to whether with modifications the program is something for the Northside to pursue in their 2010 budget. Most members felt that a matching funds program be created for all property owners on the north side. It was pointed out that a person or persons would need to administer the program which is very time consuming.

**THE MINUTES OF THE OCTOBER MEETING WERE UNANIMOUSLY APPROVED.**

**THE NEW SLATE OF OFFICERS WAS APPROVED IN A MOTION BY DAN Z. AND A SECOND FROM COENRAAD VR.**

**OLD BUSINESS:**

-The membership was brought up to date regarding progress on the 501c3 Status project.

-Bids are in for the paver project and Tropical Pavers will be awarded the contract for their low bid of \$28,800.00. Some members expressed concern at the cost differences in the two bids, which were radically different. John V. is heading this project and assured members the winning contractor was an acquaintance in whom he had great faith. Motion by Tom T. to approve and second by Annie S. Vote was unanimous.

Following 45 minutes of spirited discussion and a number of motions that failed, the following was agreed to:

With regard to the 2010 Northside Neighborhood Association Budget: To appropriate 29K for the paver project. To place all remaining funds in a three month interest bearing CD that can be rolled over if decided. The motion was made by Elizabeth vR and seconded by Robert S. The vote was 9 in favor and 5 opposed (or 7 in favor if Elizabeth and Coenraad were to have dissented as suggested by the President)

**THE MEETING MINUTES REFLECTING THIS BUDGET DECISION WILL NEED TO BE DELIVERED TO CITY HALL.**

A sign up sheet was circulated for a TIFF/HIPP exploratory committee. Members who expressed an interest in serving on this committee have been underlined.

At Large Board Member Tony Harwell tendered his resignation at this time.

**DECEMBER MEETING DATE: UNDECIDED**

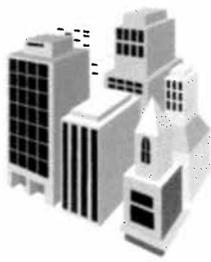
The meeting adjourned.

Respectfully Submitted

Elizabeth van Rensburg; Secretary

# *Agenda Item*

6



**CITY OF PALATKA**  
Betsy Jordan Driggers  
City Clerk  
201 N. 2<sup>nd</sup> Street  
Palatka FL 32177  
Phone: 386-329-0100  
Fax: 386-329-0199  
e-mail: [bdriqqers@palatka-fl.gov](mailto:bdriqqers@palatka-fl.gov)

# Memorandum

**To:** Members, Community Redevelopment Agency  
**From:** Betsy Driggers, City Clerk  
**Date:** December 4, 2009  
**Re:** CRA Regular Meeting Schedule

---

At present the Community Redevelopment Agency meets as called and has no set meeting schedule. All meetings of the CRA must be advertised, either as called, or if a set meeting schedule is adopted, that scheduled can be published annually in the legal section of the local newspaper. As discussed in prior CRA meetings, Staff has recommended the adoption of a regular meeting schedule for consistency, which will also cut back on advertising fees, which are paid out of TIF funds.

Staff recommends setting a regular meeting date of the 2<sup>nd</sup> Thursday of every even month at 4:00 p.m. in regular City Commission Chambers. If there are no agenda items, a meeting can be canceled. Should it be necessary to call a special meeting, the CRA manager or Chairman can do so. These will be advertised as necessary.

This will necessitate moving the regular meeting date of the Board of Zoning Appeals, which has historically been the 2<sup>nd</sup> Thursday of the Month at 4:00 p.m. After discussion with staff, the consensus is to move that Board's regular meeting date to the 2<sup>nd</sup> Tuesday of the month at 4:00 p.m. This Board does not meet every month, and in fact has only met once during the past 16 months.

Should the CRA concur, a resolution establishing a regular meeting date will be sent to the City Commission for adoption on January 14, 2010. The first scheduled meeting of the CRA will be February 11, 2010 at 4:00 p.m.

# 2010 PALATKA CITY COMMISSION CALENDAR

January 1 – June 30, 2010

Rev. 12-07-09

## JANUARY

- 7 - Pre-Agenda mtg. 9:00 a.m.
- 14 - City Commission mtg. 6:00 p.m. - City Hall
- 18 - City offices closed in observance of Martin Luther King, Jr. Day
- 21 - Pre-Agenda mtg. 9:00 a.m.
- 21 - NEFLC Meeting @ St. Augustine
- 28 - City Commission mtg. 6:00 p.m. - Price Martin Center

## FEBRUARY

Black History Month

- 4 - Pre-Agenda mtg. 9:00 a.m.
- 11 - CRA mtg. 4:00 p.m. - City Hall
- 11 - City Commission mtg. 6:00 p.m. - City Hall
- 18 - Pre-Agenda mtg. 9:00 a.m.
- 18 - NEFLC Meeting - Green Cove Springs
- 25 - City Commission mtg. 6:00 p.m. - Price Martin Center

## MARCH

Women's History Month

- 4 - Pre-Agenda mtg. 9:00 a.m.
- 5 - Azalea Fest. Mayor's Reception
- 11 - City Commission pre-budget workshop 3:30 p.m. - City Hall
- 11 - City Commission mtg. 6:00 p.m. - City Hall
- 18 - Pre-Agenda mtg. 9:00 a.m.
- 18 - NEFLC Meeting - Starke
- 24 - FLC Legislative Action Day, Tallahassee
- 25 - City Commission mtg. 6:00 p.m. - Price Martin Center

## APRIL

- 1 - Pre-Agenda mtg. 9:00 a.m.
- 8 - CRA mtg. 4:00 p.m. - City Hall
- 8 - City Commission mtg. 6:00 p.m. - City Hall
- 15 - Pre-Agenda mtg. 9:00 a.m.
- 15 - NEFLC Meeting - Keystone Heights
- 22 - City Commission regular meeting 6:00 p.m. - Price Martin Center

## MAY

- 6 - Pre-Agenda mtg. 9:00 a.m.
- 13 - City Commission mtg. 6:00 p.m. - City Hall
- 20 - Pre-Agenda mtg. 9:00 a.m.
- 20 - NEFLC Meeting - The Beaches
- 27 - City Commission mtg. 6:00 p.m. - Price Martin Center
- 31 - City offices closed in observance of Memorial Day Holiday

## JUNE

- 3 - Pre-Agenda mtg. 9:00 a.m.
- 10 - CRA mtg. 4:00 p.m. - City Hall
- 10 - City Commission mtg. 6:00 p.m. - City Hall
- 17 - Pre-Agenda mtg. 9:00 a.m.
- 17 - NEFLC Meeting - Orange Park
- 24 - City Commission 6:00 p.m. - City Hall

**Conferences:** August, FLC Annual Conference, Orlando World Center Marriott  
November, FLC Legislative Conference, Hyatt Regency Orlando  
International Airport Hotel, Orlando