

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER

TERRY TURNER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MARCIA CARTY, CPA
FINANCE DIRECTOR

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
April 8, 2024 at 5:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance led by Commissioner Jones
- c. Roll Call

2. APPROVAL OF MINUTES

- a. Minutes
 - i) February 12, 2024 regular meeting
 - ii) March 6, 2024 special called meeting

3. PUBLIC COMMENTS

4. REGULAR BUSINESS

- a. DIRECTION/UPDATE - Building Improvement Cost Share Grant
- b. DISCUSSION/DIRECTION - 300 N. 11th St. "Belton Property"
- c. DISCUSSION/DIRECTION - 324 River Street Repairs "Tilghman House"
- d. DISCUSSION/DIRECTION - Downtown Banners and Christmas decorations.

5. REPORTS

- a. REPORT - CRA Financials for the Five Months Ended February 29, 2024
- b. REPORT - Small Business Development Center

6. ADJOURN

Any person wishing to appeal any decision made by the Community Redevelopment Agency with respect to any matter considered at such meeting will need a record of the proceedings, and for such purpose may need to ensure 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 286.0105 persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerks office at 329-0100 at least 24 hours in advance to request accommodations.

Minutes

STAFF REPORT

DATE: April 8, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The proposed Minutes of the February 12th (regular) and March 6th (special called) meetings follow this Summary Sheet.

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

None

ROBERTA M. CORREA
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CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA, CGFO,
MS-TAXATION
FINANCE DIRECTOR

Regular meeting 2nd Monday bimonthly each even month at 5:00 PM

MINUTES
COMMUNITY REDEVELOPMENT AGENCY
February 12, 2024

The minutes of the proceedings of the regular meeting of the Community Redevelopment Agency held on February 12, 2024 at 5:00 PM at Palatka City Hall, 201 N. 2nd St., Palatka, FL 32177.

I. CALL TO ORDER: at 5:02 PM

1. **Pledge of Allegiance** led by Commissioner Borom
2. **Invocation** led by Chaplain Mulberry
3. **Roll Call**

Mayor Roberta M. Correa	Present
Commissioner Tammie McCaskill	Present via telecommunications technology
Commissioner Will Jones	Present
Commissioner Justin Campbell	Not present
Commissioner Rufus Borom	Present
County Commissioner Terry Turner	Present via telecommunications technology
Teresa Jackson, Board Member	Present

Also present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Sunni Krantz, City Clerk; Jane West, City Attorney; Marcia Carty, Finance Director; Marcia Ganoë, Project Manager; Jason Shaw, Police Chief; Eddie Cutwright, Community Affairs Director; Jerry Hafner; Rick Paul; Tarsha Givens ; Tiffany parker Flanders, Elizabeth van Rensburg; Kathy Griffin; Andrea Conover; John Vanderwerf; Present via telecommunications: Renee Brown, Planning Clerk; Lisa Walsh, Planning Director; Alonzo Mulberry, Chaplain

II. APPROVAL OF MINUTES

1. **December 11, 2023**

Motion to approve by Commissioner Mccaskill. Second by Commissioner Borom. Motion passed unanimously.

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

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

IV. REGULAR BUSINESS

1. DISCUSSION/RECOMMENDATION - Allocation of Hammock Hall 429 Kirby Street Sale Proceeds

Ms. Carty advised she was able to trace the Comprehensive Annual Financial Reports (CAFRs) that the funding for the Hammock Hall was paid by the Downtown Redevelopment Fund. The auditors reflected all TIF districts under the title of "Downtown Redevelopment Fund" there was no reference to South Historic District. She explained a loan had been secured from SunTrust to purchase the property for \$59,000. She reconciled the reconciliation to the CAFRs to confirm the balance to the loan was correct. The loan payable balance stated on the CAFRs reconciled on the amortization schedule.

The General Fund expended \$7,532 and should be considered to reimburse the general fund.

Mr. Griffith advised Staff's recommendation is for the proceeds to go to the South Tax Increment Fund District, as the TIF funds were referenced together as the Downtown Redevelopment Fund. Mr. Griffith advised the City usually budgeted \$3,000 - \$5,000 for rehabilitation per year.

Motion by Commissioner Borom to place the funds in the South TIF that is allocated as such, \$131,908 to the Downtown South TIF fund and the \$7,532 to the General Fund. Second by Commissioner McCaskill. Motion passed unanimously.

(Clerk's note: see next item for motion to allocate to a specific general ledger line.)

2. DISCUSSION/RECOMMENDATION Tilghman House (324 River St.) Repair

Mr. Griffith advised the item is on the agenda today to see if the CRA would like to allocate the Hammock Hall proceeds to the repair of the Tilghman House. Mr. Griffith spoke regarding repairs that need to be made to the Tilghman House. Estimated repairs are more than \$100,000.

Agency discussion commenced with Mr. Griffith. Commissioner Borom expressed concern of the amount. Mr. Griffith and Mayor Correa advised historic homes need repairs, as it is the nature of the structures.

Mr. Cutwright spoke concerning the current lease with the Palatka Art League, which is \$300 per month. The 2-year lease comes will be due for renewal at the end of the year. Mayor Correa advised a couple years ago, the Art League tented the building for termite prevention. Mr. Cutwright advised the City has cited itself for code violations at this property. There are structural issues, windows issues, mold and mildew issues, and porch deterioration. If the City does not bring the violations into compliance, the citations will be presented to the special magistrate next month. The magistrate's hearing can be moved to April.

Agency discussion continued regarding the lack of maintenance of the Tilghman House over the years. Commissioner Jones expressed concern about spending this amount of money on the Tilghman House as something else can be going on. Concerns were raised whether the City would sell the Tilghman House. Mr. Griffith advised the property is not on the City's surplus list at this time.

The floor was opened to public comment.

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - spoke in support of renovating the Tilghman House. She advised it was built in the 1880s and is a contributing structure to the South Historic district and brings tourism to Palatka.

Hearing no further requests to comment, the floor was closed to public comment.

Commissioner Turner recommended putting the proceeds of Hammock Hall proceeds in Capital Outlay.

Motion to put into the Capital Improvements line item by Commissioner McCaskill Second by Commissioner Turner Motion passed 5 to 1 with Mayor Correa dissenting.

3. Revitalize Historic Palatka request for funding for planters along St. Johns Ave
Jerry Hafner 122 Hilty Ln., East Palatka, FL 32131 addressed the Agency on behalf of the requestor, Revitalize Historic Palatka. He asked for financial assistance to place planters on North and South 2nd Street and North 3rd Street. The group estimated needing 40 - 50 containers and need volunteers planting.

Mr. Griffith advised previously that the City paid \$700 per piece for the planters, including potting soil, the amount was around \$800 each. Each planter has a large water reservoir. He advised there is a planter presently at the corner of 7th and St. Johns Avenue.

Mr. Griffith advised the CRA line item for site amenities (\$15,000) can accommodate the purchase of 10 - 15 planters. Ms. Carty advised the budget for landscaping is showing \$40,000.

Ms. West advised commissioner's special event funds cannot be used for capital improvements.

Motion by Commissioner McCaskill to approve the funding request for the maximum amount of \$20,000 for the purchase of planters and dirt. Second by Commissioner Borom. Motion passed unanimously.

Mr. Hafner advised RHP will ask the merchants downtown to adopt a planter. RHP's intent is to maintain the planters.

V. REPORTS

1. Small Business Development Center - Rick Paul

Mr. Rick Paul advised the report is for the first quarter of the fiscal year. The board indicated it likes receiving quarterly reports. Mr. Paul spoke regarding 6 - 8 loans he has worked on that were a sure bet but have not worked out.

There is a CRA meet and greet on February 20th to attract new businesses to the CRA. The event will be 4:30 - 6 PM.

2. UPDATE - CRA Districts Code Enforcement Inspection

Mr. Cutwright asked for funding from the TIF districts for code enforcement inspection services. Ms. West has drafted an agreement to capture the full extent services City Staff provide to the benefit of the CRA TIF districts. Ms. West advised Code Enforcement provides manpower to the districts, but so do other departments. The majority of the funds should go to Code Enforcement.

MINUTES

Community Redevelopment Agency

February 12, 2024

Mr. Griffith advised it has become an industry standard for CRAs and local governments to come to an agreement. The draft agreement will be on the April CRA agenda.

3. Financial Report as of December 31, 2023

Ms. Carty advised the total revenues of TIF were \$953,529 at the end of December. She advised expenditures across the three districts have been very low to the point it is beginning to be a concern. At the end of December Downtown spent \$14,301 out of a budget of \$1,460,000. The South Historic District spent \$2,303 out of a budget of \$185,000. The north historic spent \$1,589. In total as of December, we had \$953,000 in revenue and only spent \$18,000. Ms. Carty advised realistically we spend money within the year of the budget.

Mr. Griffith advised the CRA can hold a small percentage in reserves. The Agency can budget to set aside funding for a couple years, such as it has done with St. Johns Avenue Streetscape Project. In the workplan, the largest items are the building improvement category and after the evaluation committee meets you will have those requests, and the other is the sidewalk repairs in all three districts. Our contractor on the sidewalk project, Mr. Geck has been pulled to the 8th and 7th Street project, however the next place he will turn his attention to after St. Johns Avenue is to move back into the north and south districts for the sidewalks.

Mr. Griffith encouraged the CRA to review the CRA Plan. Ms. Carty can bring back information regarding a spending timeline at the next meeting and whether funds can be put in reserve. Mayor Correa advised at the next meeting; the Agency could increase funding for the CRA building improvement grant line. Mr. Griffith advised that would take a motion to move from capital outlay to building improvement grant).

VI. OTHER BUSINESS

1. DISCUSSION/DIRECTION - Community Input 300 N. 11th St. "Belton Property"

Mr. Griffith advised the City now owns title to the 300 N 11th St. This building is in Downtown TIF and within the A Philip Randolph/north 11th Street project. It would be a good time to educate the public on the history of the building. He recommended holding a special workshop in March at the Price Martin Center

VII. ADJOURN at 6:08 PM

Motion to adjourn by Commissioner Borom.

ANY PERSON WSHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE 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 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS.

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MARCIA G. CARTY, CPA
FINANCE DIRECTOR



Regular meeting 2nd Monday bimonthly each even month at 5:00 p.m.

**MINUTES
COMMUNITY REDEVELOPMENT AGENCY
March 6, 2024
at 5:30 PM**

The minutes of the proceedings of a special called meeting of the Community Redevelopment Agency held on February 12, 2024, at 5:00 PM at Palatka City Hall, 201 N. 2nd St., Palatka, FL 32177.

I. CALL TO ORDER:

1. **Pledge of Allegiance** led by Commissioner McCaskill
2. **Invocation** led by Chaplain Mulberry
3. **Special Called Meeting Notice** read by the Clerk.
4. **Roll Call**

Mayor Roberta M. Correa	Present
Commissioner Tammie McCaskill	Present
Commissioner Will Jones	Present
Commissioner Justin Campbell	Present
Commissioner Rufus Borom	Present
County Commissioner Terry Turner	Present
Teresa Jackson, Board Member	Present via telecommunications technology

Also present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Sunni Krantz, City Clerk; Jane West, City Attorney; Marcia Carty, Finance Director; Chad Branford, Deputy Fire Chief/Fire Marshall; Lorenzo Aghemo, Planning Director; Daniel Reese Gornto; Dennis Byrne; Allegra Kitchens, former City Commissioner; Larry Beaton; Elizabeth van Rensburg; Present via telecommunications, Alonzo Mulberry, Chaplain; Eddie Cutwright, Community Affairs Director

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

See item III 1

III. REGULAR BUSINESS

1. **DISCUSSION/RECOMMENDATION** to purchase and demolish 512 Emmett Street. Exparte disclosures - Mayor Correa and Commissioner Jones disclosed verbal communications with Mr. Gornto and Mr. Byrne about the house.

Mr. Bell advised the item is an effort to purchase 512 Emmett Street to address the situation of the structure, contingencies and costs and address the existing liens. The objective in the Blight to Bright program is to eliminate considerable blight. This structure caught on fire 7 years ago and needs demolishing. Mr. Bell advised there was some urgency to come to resolution on a matter that has existed for a considerable amount of time, and we have a property owner who is willing to sell the property to the City and we have opportunity to remove the blight from the

community. Mayor Correa and Mr. Bell spoke regarding the safety concerns requiring demolition of the structure.

Mr. Cutwright advised the code enforcement fines are \$23,375. Mr. Bell advised it may be more than that.

Mr. Griffith advised Staff is requesting TIF funding in the amounts of \$9,800 to purchase the property, \$10,000 - \$15,000 for demolition and \$5,200 contingency. The City has reached out to the City's Realtor (under a continuing services agreement) Marc Spalding concerning obtaining market comparables.

The staff's recommendation is to purchase and demolish the structure, sell the property, and return the proceeds of the sale to the City. Mr. Griffith advised this board is charged with the removal of blight; this is not measured in dollars. It is an eligible expense under Fla. Stat. 163.

Ms. West advised there are issues with the deeds in the past that caused her to recommend the purchase by a Quit Claim deed. Whomever purchases it from the City can go through the legal process to quiet the title. Commissioner Turner spoke in favor of the City quieting the title as it will make a difference in how quickly the property sells and for how much.

Mayor Correa and Mr. Aghemo advised it is a buildable lot. Mr. Aghemo advised if the home was destroyed more than 50% it would need to be brought into the code if it were to be rebuilt.

Commissioner Jones expressed concern of not knowing the exact amount to demolish the structure. Manager Bell indicated Staff needs to bring it to the CRA and the Commission for permission to put it out to bid. Ms. Jackson and Commissioner Borom also expressed a desire to know all the numbers associated with the cost and demolition of the structure.

Commissioner Borom expressed concern that the property owner will walk away without any code violations. Mr. Bell advised given the current condition of the property it is not likely the City will recoup the code violations and it is unlikely the owner will be able to rehab the home.

Mr. Griffith advised it is a possibility to enter into a contract with the property owner or foreclose on the property. Commissioner Turner advised \$30,000 is lower than the costs of foreclosing on the property and if the City did follow the code enforcement process and foreclose on the property, the City would still then need to demolish the structure. Purchasing the property for \$9,800 saves the City from the costs of foreclosure. Commissioner Turner indicated he feels the costs of demolition will be less than anticipated by Staff.

Mr. Cutwright provided information regarding the code enforcement action: Case date: 03/22/23 start, compliance deadline was 08/15/2023. 5 violations with \$125 daily fines. This property was brought back to the hearing last morning for an official lien put on it.

Mr. Bell advised we will use a licensed and insured contractor to ensure the demolition of the property.

The Clerk showed the Agency an aerial drone video of the property showing the dire condition of the structure. The Property Appraiser's property valuation is \$21,200.

Daniel Gornto Reese 516 Emmet St., Palatka, FL 32177- asked why the City went onto his property and expressed concern the City did an appraisal of the property.

Commissioner Turner and Mayor Correa responded Staff has not come onto his property. The Mayor advised the valuation came from the Property Appraiser's website.

The floor was opened to public comment:

Pat Wilson 516 Emmett St., Palatka, FL 32177 - spoke in favor of the building being torn down. She asked what would happen to the property.

Motion by Commissioner Turner to accept staff's recommendation to expend not to exceed \$30,000 including \$9,800 for the purchase, \$15,000 for the demolition, and \$5,200 in contingencies to buy this property and demo it and the money to come back to the CRA TIF South District. Second by Commissioner Borom. Motion passed 6 - 1 with Commissioner Jones dissenting.

Commissioner Jones expressed his concern of entering into a contract with the property owner.

IV. ADJOURN at 6:08 PM

ANY PERSON WSHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE 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 286.0105

PERSONS WITH DISABILITIES REQUIRINGACCOMMODATIONS IN OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS.

STAFF REPORT

DATE: April 8, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Update the Building Improvement Grant received three applications for the March Cycle. Staff is working on setting up the evaluation committee for review/scoring of the Building Improvement March cycle.

Staff Recommendation

Recommends advertising a new Building Improvement cycle starting in late April and increasing advertising regionally.

ATTACHMENTS

1. 2024.03.26 Application Submission Spreadsheet

Primary Contact	Email	Mailing Address	Phone Number	Project Address	Notes	Eligibility Criteria										
						located within a Tax Increment district	Require extensive repairs to either obtain a Certificate of Occupancy, address code violations, construction, demolition, and/or address visual blight (land clearing is not an eligible grant expense);	parcel ID has not received tax increment funding in the past 10 years	property is on tax roll or will be placed on tax roll as a result of the project	Proof of Ownership	project description including: scope of work, construction estimate, schedule by trade and design plans (as needed)	current taxable value per Putnam County Property Appraiser and estimated taxable value at project completion	acknowledgement applicant has read and understands grant requirements	verification of matching funds (i.e. loan approval, demonstrated savings, etc.)	application complete	Score
John W. Zaruba III	captjohnzaruba@aol.com	129 Kirkland Street, Palatka, FL 32177	904-315-7795 or 904-814-2806	129 Kirkland Street, Palatka, FL 32177		South TIF	Yes	No, 2009	Yes	Yes	No	Yes	Yes	Yes	NO	
Colin A. Bingham	colin@cdccfl.org	200 S 7th St., Palatka, FL 32177	904-553-7336	200 S 7th St., Palatka, FL 32177		Central TIF	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	YES	
Michele Bruno	michele08053@yahoo.com	321 Kirkland St., Palatka, FL 32177	856-625-7340	321 Kirkland St., Palatka, FL 32177		South TIF	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	YES	

STAFF REPORT

DATE: April 8, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

On March 25th a public engagement meeting was held at the Price Martin Center for the purpose of discussing the Belton Property at 300 N 11th. Street. Approximately twenty (20) people attended. A copy of the material presented is attached for reference. The comments provided by those in attendance is also attached. The property lies within the A. Phillip Randolph Transportation Hub and 11th Street Corridor. Staff is seeking direction on the following:

- Does the CRA desire to expend CRA funds for a detailed inspection and structural assessment of the building (est. \$2,250)?
- When and how does the CRA want to gather additional public input on the future of the building/property?

The Downtown TIF has \$65,257 in available reserve funds.

PROJECT ANALYSIS

Staff Recommendation

Authorize transfer of \$2,250 in reserves to complete the building assessment and direct staff on additional public input meetings.

ATTACHMENTS

1. 2024_03_25_Belton Property Comments
2. Belton Property _ small
3. WO 2024-10_300 N 11 St

Apartments on the 2nd floor.



The 'Belton' Property : 300 North 11th Street, Palatka
Please leave your comments or suggestion

Preserve concrete blocks. Replace wooden structures

Restore Building
Jazz Museum on top
Restaurants on bottom

ARTIST IN RESIDENCE ♥

Cultural Arts CENTER

ART PROJECTS

MUSIC SCHOOL

+ STUDIO (RECORDING) ✓

SOUND REINF. CLASSES

DANCE CLASSES

C.S.B. SR. MUSEUM

SMALL BUSINESSES

MEMORABILIA

Firm deadlines if renovation is option.
Facility to compliment the transportation hub - coffee/diner/shops.
Bike/scooter rental to get around city after being on the train.

♥ Music Focus

Restore bldg
Establish Artist Co-op
Gallery
Small theatre

Restore Bldg

↳ Restaurant

↳ Art Studio

↳ Music Studio

(Both offer student programs)

↳ Belton Museum

Historic Register

↳ restaurant, display photos, memorabilia

on walls like Hard Rock cafe/House of Blues

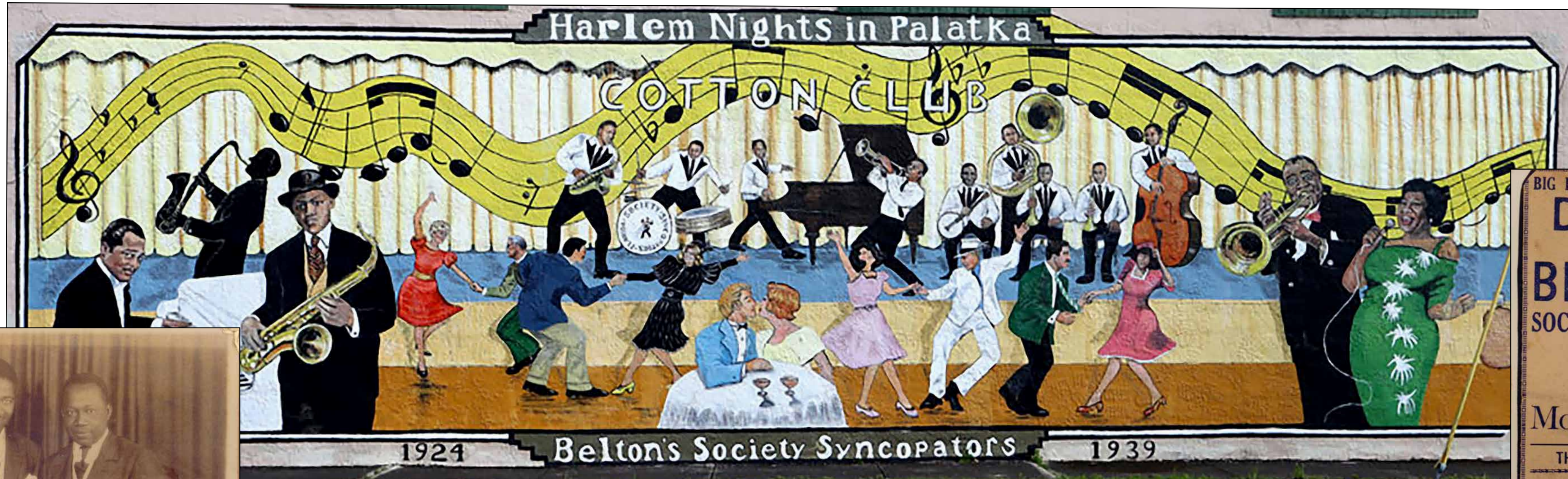
Not just non profits

Retail shops like before: grocery, barber shop, cafe for Amtrak customers. + Bike trail riders.

- Restore/Preserve building
- Whistlestop cafe with a ♥
- historic home to the Belton
- MUSIC STUDIOS ABOVE
- Juke Club Joint

Funding possibilities:
National Register listing = grant opportunities ♥
CRA etc

The 'Belton' Property : 300 North 11th Street, Palatka



1924 Belton's Society Syncopators 1939

BIG FALL BARGAIN
DANCE
 WITH
BELTON'S
 SOCIETY SYNCOPATORS
 STRAND
 BALLROOM
 Monday, Sept. 17
 THIS IS A REAL BARGAIN
 Positively as Advertised
 or Money Refunded
 ADMISSION 30c before 9 40c After
 DANCING 9 TO 2 A. M.
 IKE DIXON, Promoter



Suburban GARDENS
 Presents C. S.
BELTON
 and the SOCIETY SYNCOPATORS
 Direct from Miami Beach, Fla.

10th Anniversary
Belton's
 C. S. BELTON
 Wednesday Evening, March 8, 1933
 SUNSET DANCE PARLOR
 WEST PALM BEACH
 Favors Confections
 Affairs Extraordinary
 This will be another night with plenty of fun
 looking for you to



**BELTON'S FAMOUS
 DANCE ORCHESTRA
 WQBC TONIGHT**

Public Invited to Hear
 Program in Lobby of
 Hotel Vicksburg

Those who like to listen to the strains of good dance music will have much to get excited over when they learn that Belton's famous International orchestra is to broadcast a 45-minute program over WQBC from 7:45 to 8:30 to-night.

En route north after a successful winter tour of Florida, Belton's entertainers will present their radio program in the main lobby of Hotel Vicksburg where broadcasting facilities were recently installed.

Rated among the first five negro dance orchestras in America, Belton's music makers have scored successes over some of the country's larger radio stations as well as both national networks.

Ample facilities for handling the crowd expected to jam the lobby have been installed by the hotel manager who extends to the dancing public a cordial invitation to be a guest at this "big broadcast."

The 'Belton' Property : 300 North 11th Street, Palatka



The 'Belton' Property : 300 North 11th Street, Palatka

The two-story building known as the 'Belton Property', 300 North 11 Street, has long played an important part in the history of the City.

Built around 1912 by David A. and Minerva Belton, who made their home on the second floor of the building, the building served as a taxi office, barber shop, and cobbler, according to the Belton's great-granddaughter Constance "Connie" Belton Schneider.

"My great grandfather was the first Black man to own a car in Palatka," said Schneider, "I was told he used to sit on the front porch of the building every morning and make sure his employees were using his car to run people from the train station next door around town as a taxi."

A 1915 Palatka City directory also shows that the building was a grocery and confectionery.

The Beltons had three sons. David Belton, the oldest son, became a physician in Berkley, West Virginia. Their middle son, Cortlandt S. Belton, and his brother, Wilbert C. Belton, became jazz musicians who performed nationally with a band led by Cortland called the "The Florida Society Syncopators".

The Syncopators were one of the top dance bands in the county in the 1930s and toured with jazz legends like Duke Ellington, Cab Calloway, Ella Fitzgerald, and Louis Armstrong.

The band is featured on a mural by Nina and Ed Mateyunas, 'Harlem Nights in Palatka,' on the corner of St. Johns Avenue and North Eighth Street.

According to Connie Belton Schneider, her grandfather returned to Palatka after asthma cut his music career short in the late 1930s.

"He had really bad asthma," said Schneider, "I remembered giving him peppermint candies to help him breathe."

Although his health made touring impossible, Cortland "C.S." Belton kept in touch with his famous musical friends after returning to Palatka and his family home on 11th Street.

"Palatka was a stop on the circuit as these musicians toured through the South," said Schneider, "The bands would come to Palatka and play at the Booker Auditorium."

The Booker Auditorium was on the corner of North 10th Street on the corner of Dunham and Eagle Streets, on the

north side of segregated Palatka, and was a community center for the town's African American community.

"Booker had a basketball court, a swimming pool, and an auditorium. It was where everyone on the Northside went for events," said Schneider. "The funny thing was that it had a balcony.

That is where the white people sat when they wanted to see these great music acts."

The facility was demolished in the late 1960s.

Musical greats such as Duke Ellington, Ella Fitzgerald, and Louis Armstrong played at the Booker and then would visit their friend C.S. Belton at his home on 11th Street.

"After returning to Palatka, Granddaddy opened a restaurant called Belton's Place in front of the house. Hamburgers, hot dogs and fries. That sort of thing but great food," said Schneider. "I heard stories that it was not usual to see great entertainers like Dizzy Gillespie and his band having dinner on their way out of town. Ella Fitzgerald was a friend of C.S. and grandmother and spent the night there several times."

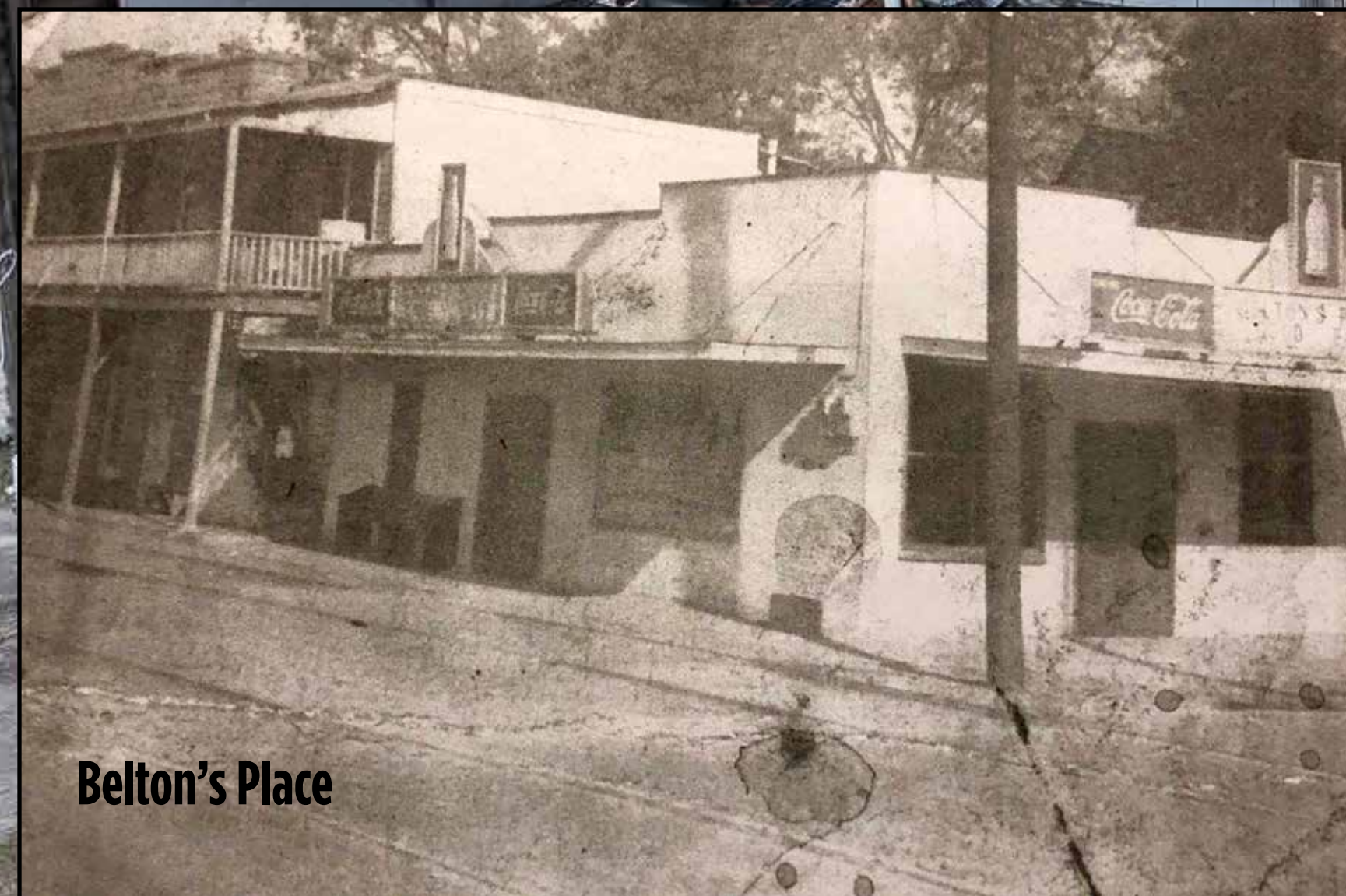
"Eleventh Street was the heart of the Northside in those days," said Schneider, "My other grandfather had a restaurant right across the Street from Belton's Place called Osgood's Chicken Shack. There was a lady who had a service station, and next to that was a funeral hall, a taxi service, barber shops, clubs, all kinds of businesses," said Schneider, "It was the place to be, and Granddaddy Belton's restaurant was a big part of that community."

After Belton died in 1960s, the property past to Schneider's father C.S. Belton, II who raised his family there.

"The home was a very happy home; I have many happy memories of growing up in Palatka. My father carried on his father's music traditions. He was a school music teacher for years, so the house was always filled with music."

C.S. Belton II owned the home until he died at 93 in 2016.

After the death of Schneider's father, the family owned the building until the City purchased the property in February of 2024.



Belton's Place



The 'Belton' Property : 300 North 11th Street, Palatka
Please leave your comments or suggestion

- Julie Giarrusso**
Palatka Real Estate and Rentals that's a really good & enriching idea!
 2d Like Reply Hide
- Christine Hodge Scheutzow**
Palatka Real Estate and Rentals love this idea
 2d Like Reply Hide
- Aaron Scott Long**
Palatka Real Estate and Rentals this is a fantastic idea. I'll teach a music class for free.
 1d Like Reply Hide

Palatka Real Estate and Rentals - Follow
Aaron Scott Long That would be SO cool! It would be great to have a music school here for kids... especially underprivileged kids that might need inspiration in their life.
 1h Like Reply Hide
- Joshua Jaruk**
Palatka Real Estate and Rentals That building is nasty.
 1d Like Reply Hide

Palatka Real Estate and Rentals - Follow
Joshua Jaruk I would assume they would renovate it. 😊
 20h Like Reply Hide
- Ken Davis**
 Classroom by day, Blues/Jazz Club on the weekends. 😊
 1d Like Reply Hide
- Pat Smith**
 Should just knock it down and put something there for the kids to have fun like a miniature golf etc
- Ted Rogers**
 Inquire with Cracker Barrel and give them a tax break to build there.
 1d Like Reply Hide
- Jerry Blackwelder**
 Home for the homeless
 5h Like Reply Hide
- Chris Holland**
 Why purchase?
 9h Like Reply Hide
- Jason Moore**
 Why is the city "purchasing" property? Aren't there better things the money could be used for?
 1d Like Reply Hide
- Twila Bourassa**
 Why not do something to help the homeless. A food kitchen , shelter just to name a few.
 2d Like Reply Hide
- Joshua Jaruk**
 Bulldoze it and make a park.
 1d Like Reply Hide

- Jonathon Erick**
 Homeless shelter,day center, showering facilities,
 2h Like Reply Hide
- Rose Chacon**
 Demolish it. It's been an eyesore for too long
 2d Like Reply Hide
- Tylr Michael**
Rose Chacon That's what we've been privately saying about you.
 2d Like Reply Hide
- Allen D. Miller**
 How much was the cost of this property and what is the real reason that you purchased this property?
 1d Like Reply Hide
- Rachael Whitman**
 Refurbished and turn into a activity place for families to do with their kids
 2d Like Reply Hide
- Sue Holland**
 It depends on how structurally sound that building is. From that photo, it looks rough. Future use also includes maintenance and who is paying for future maintenance? It is a piece of history but at what cost? Does the city of Palatka has money for that if St. Johns Avenue is STILL in such awful dissary? Priorities... is this building a priority? Maybe put up a marker as to who lived on the property and have a mural painted on a building with the history of C.S. Belton. Palatka is the city of murals.
 2d Like Reply Hide
- Julie Giarrusso**
Sue Holland I've been told this is a great small town...I'm sure ppl wouldn't mind volunteering to help restore & maintain a piece of musical history...
 2d Like Reply Hide Edited
- Joshua Jaruk**
Julie Giarrusso People who don't understand construction.
 1d Like Reply Hide
- Julie Giarrusso**
Joshua Jaruk oh where did I say that...ppl with skills r able to volunteeer their time...plus ppl can learn how to handle the appropriate tools...j/s
 1d Like Reply Hide

City of Palatka



Professional Structural Assessment Services for Existing Building

(300 N 11th Street, Palatka, FL 32177)

by

Passero Associates, LLC

(Passero Project No. 20213160.0010)

Work Order 24-10

March 5, 2024

Work Order 24-10
City of Palatka, Palatka, Florida
Professional Structural Assessment Services for Existing Building (300 N 11th St)

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 27, 2021, of which all terms and conditions are incorporated herein by reference.

Project Location: 300 N 11th Street, Palatka, Florida 32177.

Project Description: Project generally consists of structural assessment of the existing building, located at 300 N 11th St., Palatka, Florida 32177, to determine the facility condition and potential for future use. Scope of work is described in more detail in Attachment A – Scope of Work.

Scope of Basic Services: See Attachment A: Scope of Work (Basic Services).

Client Manager: Del McMillen, Public Works Director.

PA Program Manager: Bradley Wentz, P.E.

PA Project Manager: Justin Vollenweider, AIA.

Total Project Cost: Not-to-Exceed \$ 2,250.00

Schedule and Meetings: Start work immediately upon authorization of this work order. (See Attachment A – Scope of Work)

- Deliverables:**
1. Provide site visit to generally verify existing conditions.
 2. Provide a memorandum describing existing condition, including recommendation for facility (demolish vs potential for reuse)

"Consultant"
Passero Associates, LLC

"Client"
City of Palatka, Florida

BY: _____
Bradley J. Wentz
Typed Name

BY: _____

Typed Name

Title: Vice President _____

Title: _____

ATTEST:

ATTEST:

BY: _____

Name, Title

BY: _____

Name, Title

Date: _____

Date: _____

Attachment A - Scope of Work

Professional Structural Assessment Services for Existing Building

300 North 11th St., Palatka, FL

I. **Project Description**

Project generally consists of structural assessment of the existing building, located at 300 N 11th St., Palatka, Florida 32177, to determine the facility condition and potential for future use.

II. **Basic Services**

Passero Associates. LLC (Consultant) will provide the following basic services to assist the City of Palatka ("City" or "Client"):

- A. **Walk-Through Survey** – Objective: to visually observe the subject property to obtain information on structural systems and components to identify physical deficiencies to determine structural condition and adequacy for potential future use. Testing, measuring or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of this Work order. Observations are generally limited to vantage points that are on-grade or from readily accessible locations within the site.
- B. **Post Walk-Through Survey Memorandum** – Provide memorandum summarizing observations and recommendations for potentially future building use. Recommendations limited to:
- Structure Demolition – Structural condition has deteriorated to a point where repairs are too significant or costly and therefore structure reuse is not an option.
 - Rehabilitation – Repair to existing structural systems are reasonable (limited to select areas and costs of repairs are less than 30% of the value of the structure).

The memorandum is only intended to provide recommendation for demolition or salvage based on visual observations and shall not describe or include design of repairs.

III. **Special Services**

Special services are not included; however, if during the project additional special services are identified, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

IV. **Schedule**

After receiving the Notice-To-Proceed (NTP) from the City of Palatka, the Consultant will immediately be available to work on the project. The proposed schedule of completion for this work is 4 weeks from the date of authorization, with project meetings scheduled with City, as needed.

V. **Fee Summary**

Passero Associates (PA) will provide Professional Architectural Services for the Scope of Work listed above for a Not-To-Exceed fee of **\$2,250 (two thousand two hundred fifty dollars and zero cents)**, unless there is a change in scope, complexity, character or duration of the work to be performed by the Consultant.

VI. Other Considerations and Exclusions

1. Below we have listed services that are excluded from those provided in our Basic Services. If during the review process, any of these additional services are required, Passero will identify the associated costs.
 - Any item not explicitly outlined herein.
 - Environmental Testing and Auditing.
 - Deconstructive Investigation.
 - Special Inspections and Construction Testing. Special Inspections Services provided includes only the preparation of the initial statement of Special Inspections and Construction Testing that the project might be required to undertake.
 - Commissioning Services.
 - CAD Files and Completed Drawings, unless otherwise included.
 - Design Services including: Bidding and Construction Documents, for proposed repairs.
 - Bidding and Construction Phase Services.

2. The City is responsible for providing complete and thorough data in a timely fashion as requested by the Consultant, including all necessary data from City archives. The Consultant is not responsible for data that is not provided for in the course of this Agreement.

End of Scope of Services

DISCUSSION/DIRECTION - 324 River Street Repairs "Tilghman House"

STAFF REPORT

DATE: April 8, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

The Palatka Art League contacted the Clerk to ask for funding for repairs for the Tilghman House to be on the agenda. The Clerk advised the Commission (March 14th) had remanded the matter back to the City Commission meeting.

BACKGROUND

At the February CRA Meeting the board discussed the potential allocation of CRA funds from the South Tax Increment Fund (TIF) for repairs to the Tilghman House (estimated at \$100,000+). At the immediately following City Commission meeting the item was again discussed and remanded back to the CRA for input. In February an agent for the Art's League, the current tenant, submitted an agenda request seeking funding for building repairs. Staff is seeking direction on expending CRA funds for a detailed inspection, structural assessment, scope and cost estimate.

The South TIF has \$121,193 in reserve funding available.

PROJECT ANALYSIS

Staff Recommendation

Authorize budget transfer of \$23,910 to accomplish a detailed Building Condition Assessment (BCA), for the Tilghman House located at 324 River Street, identifying current building deficiencies, recommendations, and alternatives for corrections to deficiencies, as required by current codes and regulations, including probable costs for corrections. Scope of work is described in more detail in Attachment A – Scope of Work.

ATTACHMENTS

- 1. Minutes Excerpts
- 2. CRA pages
- 3. WO 2024-11_Tilghman House

Excerpt of the February 12, 2024 CRA Meeting Minutes:

2. DISCUSSION/RECOMMENDATION Tilghman House (324 River St.) Repair

Mr. Griffith advised the item is on the agenda today to see if the CRA would like to allocate the Hammock Hall proceeds to the repair of the Tilghman House. Mr. Griffith spoke regarding repairs that need to be made to the Tilghman House. Estimated repairs are more than \$100,000.

Agency discussion commenced with Mr. Griffith. Commissioner Borom expressed concern of the amount. Mr. Griffith and Mayor Correa advised historic homes need repairs, as it is the nature of the structures.

Mr. Cutwright spoke concerning the current lease with the Palatka Art League, which is \$300 per month. The 2-year lease comes will be due for renewal at the end of the year. Mayor Correa advised a couple years ago, the Art League tented the building for termite prevention. Mr. Cutwright advised the City has cited itself for code violations at this property. There are structural issues, windows issues, mold and mildew issues, and porch deterioration. If the City does not bring the violations into compliance, the citations will be presented to the special magistrate next month. The magistrate's hearing can be moved to April.

Agency discussion continued regarding the lack of maintenance of the Tilghman House over the years. Commissioner Jones expressed concern about spending this amount of money on the Tilghman House as something else can be going on. Concerns were raised whether the City would sell the Tilghman House. Mr. Griffith advised the property is not on the City's surplus list at this time.

The floor was opened to public comment.

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - spoke in support of renovating the Tilghman House. She advised it was built in the 1880s and is a contributing structure to the South Historic district and brings tourism to Palatka.

Hearing no further requests to comment, the floor was closed to public comment.

Commissioner Turner recommended putting the proceeds of Hammock Hall proceeds in Capital Outlay.

Motion to put into the Capital Improvements line item by Commissioner McCaskill Second by Commissioner Turner Motion passed 5 to 1 with Mayor Correa dissenting.

Excerpt of the February 22, 2024 Commission Meeting Minutes:

***11. DISCUSSION/RECOMMENDATION Tilghman House (324 River St.) Repair**

Mr. Bell advised Staff would like to know how the Commission would like to move forward with the repairs of the Tilghman House.

Commissioner Campbell made a motion to remand to the CRA. Second by Commissioner Borom. Motion passed unanimously.

The floor was opened to public comment.

Gail Powers 155 Stewart Rd., East Palatka, FL 32131 - spoke in support of the City repairing the Tilghman House, which has been the home of the Art League for 30 years. She spoke regarding the house being a draw for tourists. She spoke regarding the needed repairs, including the leaking windows.

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - spoke in support of repairing the Tilghman House as it is a contributing structure to the South Historic District. The CRA voted to talk about funding at the next meeting in April.

Shannah Sheffield 512 Mulholland Park, Palatka, FL 32177 - spoke in support of repairing the Tilghman House.

Vicki Duke 105 Carriage Terr., Palatka, FL 32177 - spoke in support of repairs to keep the house standing. She advised the volunteers of the Art League raised funds to tent the building for termites a couple years ago. Volunteers have replaced the siding of the house, repaired the porch, and two of the windows.

Mayor Correa and Commissioner Borom responded to the public comment, that the discussion tonight is regarding repairs only.

Commissioner Borom asked for an assessment of the integrity of the structure. Mr. Bell advised a code enforcement review has been performed, which identified the violations presented.



COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM - 2.

SUBJECT:

DISCUSSION/RECOMMENDATION Tilghman House (324 River St.) Repair

SUMMARY:

Public Works estimates the following for the cost for repairs to the Tilghman house:

- \$30,000 - Paint
- \$10,000 - Windows
- \$85,000 - Siding
- Total: \$125,000

Photos of the repairs to be made are attached.

RECOMMENDED ACTION:

Recommend allocation from CRA TIF for repairs to the Tilghman House.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Tilghman photos	Attachment
<input type="checkbox"/> Photos	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Krantz , Sunni	Approved	2/7/2024 - 10:36 AM













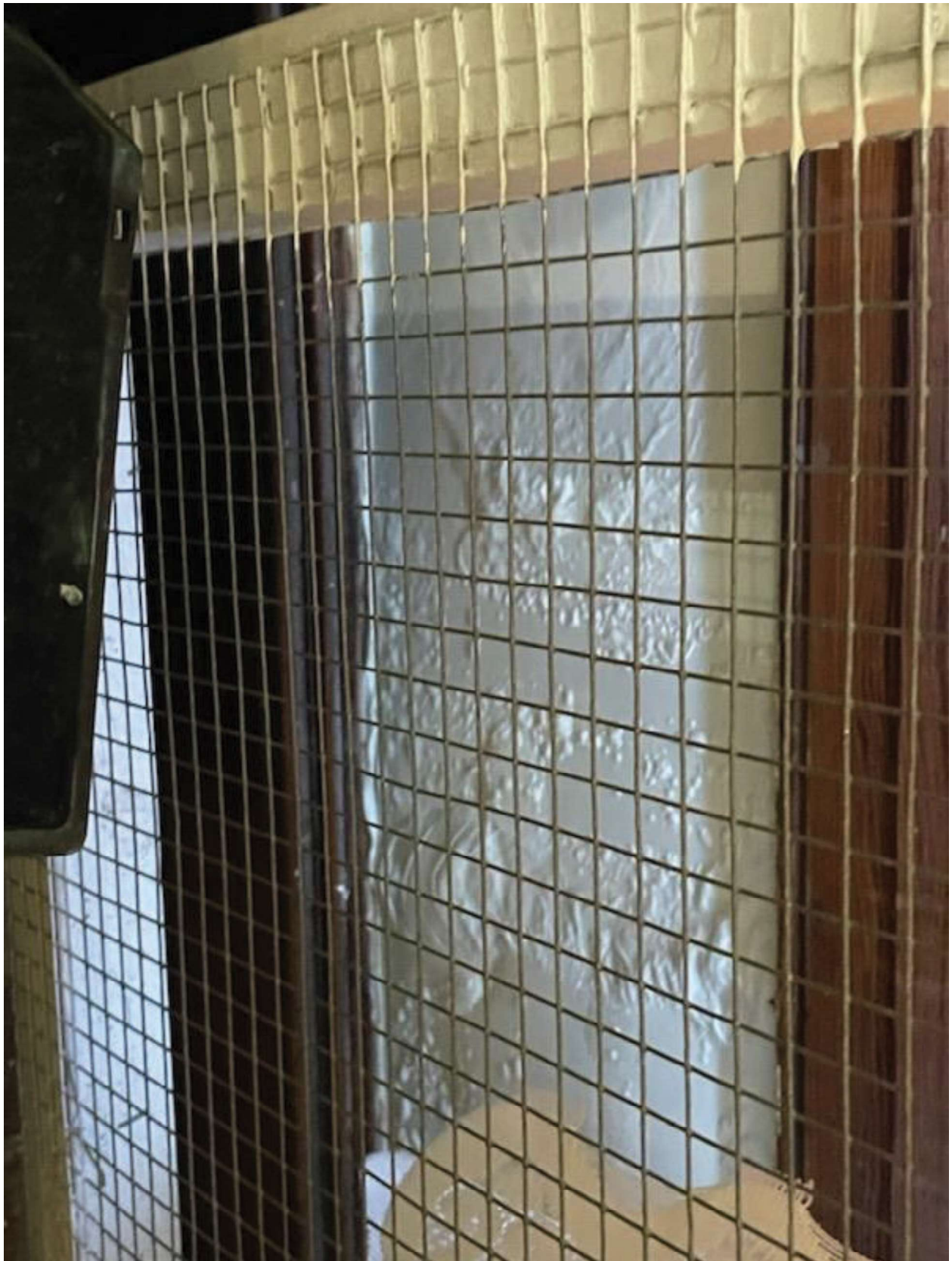




























City of Palatka



Professional Facility Assessment Services for Tilghman House *(324 River St., Palatka, FL)*

by
Passero Associates, LLC
(Passero Project No. 20213160.0011)

Work Order 24-11

March 5, 2024

Work Order 24-11
City of Palatka, Palatka, Florida
Professional Facility Assessment Services for Tilghman House

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 27, 2021, of which all terms and conditions are incorporated herein by reference.

Project Location: 324 River Street, Palatka, Florida 32177.

Project Description: Provide a detailed Building Condition Assessment (BCA), for the Tilghman House located at 324 River Street, identifying current building deficiencies, recommendations, and alternatives for corrections to deficiencies, as required by current codes and regulations, including probable costs for corrections. Scope of work is described in more detail in Attachment A – Scope of Work.

Scope of Basic and Special Services: See Attachment A: Scope of Work (Basic Services).

Client Manager: Del McMillen, Public Works Director.

PA Program Manager: Bradley Wentz, P.E.

PA Project Manager: Justin Vollenweider, AIA, Senior Architect.

Basic Services Compensation & Method of Payment: Not-to-Exceed \$ 18,910.00

Special Services Compensation & Method of Payment: Not-to-Exceed \$ 5,000.00

Total Project Cost: Not-to-Exceed \$ 23,910.00

Schedule and Meetings: Start work immediately upon authorization of this work order. (See Attachment A – Scope of Work)

- Deliverables:**
- 1. Provide site visit to generally verify existing conditions.
 - 2. Building Condition Assessment (BCA) Report and Cost Analysis.

"Consultant"
Passero Associates, LLC

"Client"
City of Palatka, Florida

BY: _____
Bradley J. Wentz
Typed Name

BY: _____

Typed Name

Title: Vice President

Title: _____

ATTEST:

ATTEST:

BY: _____

BY: _____

Name, Title

Name, Title

Date: _____

Date: _____

Attachment A - Scope of Work

Professional Facility Assessment Services for Tilghman House

324 River Street, Palatka, FL

I. **Project Description**

Provide a detailed Building Condition Assessment (BCA), for the Tilghman House located at 324 River Street, identifying current building deficiencies, recommendations, and alternatives for corrections to deficiencies, as required by current codes and regulations, including probable costs for corrections. Scope of work is described in more detail in Attachment A – Scope of Work.

II. **Basic Services**

Passero Associates. LLC (Consultant) will provide the following basic services to assist the City of Palatka (“City” or “Client”):

A. **Building Condition Assessment (BCA)**

The BCA will provide detailed and defensible opinions of property assets that provide short- and long-term considerations to assist the City to form a disposition strategy. The disposition strategies will include recommended building improvements, alternative considerations to rehabilitate or demolish the building, and corresponding opinions of costs.

The BCA will evaluate the condition of the buildings envelope / performance, structural foundation and superstructure, mechanical systems (including heating and cooling), plumbing systems, electrical systems, etc. The BCA will also include exterior elements including assessment of bulkhead between parking lots A and B, site grading and drainage, and condition of servicing infrastructure and lighting. The BCA scope of work is further defined below.

1. **Walk-Through Survey** – Objective: to visually observe the subject property to obtain information on material systems and components to identify physical deficiencies and any unusual features. Testing, measuring or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of this Work Order.
 - i. **Structural Frame and Building Envelope** – Identify the basic type of structure (steel frame, wood frame, cast-in-place concrete, concrete block, etc.). Observe the building substructure, including the foundation system, buildings superstructure or structural frame (floor framing system and roof framing system), building envelope including facades, glazing systems, exterior sealants, exterior balconies, doors, stairways, etc. Observations of the building’s exterior are generally limited to vantage points that are on-grade or from readily accessible balconies or roof tops;
 - ii. **Roofing Systems** – Identify and observe the material roof system (exposed membrane and flashings) including, parapets, slope, drainage, etc. Observe for evidence and / or the need for material repairs, evidence of significant ponding, or evidence of roof leaks. Inquire as to the age of the material roofing system(s) and whether a roof warranty or bond is reported to be in effect;
 - iii. **Interior Systems** – walls, partitions, doors, finishes, etc.
 - iv. **Plumbing Systems** – Identify and observe the material plumbing systems including piping (sanitary, storm and supply water), fixtures, domestic hot water production, and note any special or unusual plumbing systems.
 - v. **Electrical Systems** – Identify the electrical service provided and observe the electrical distribution system including distribution panels, transformers, meters, emergency generators, general lighting systems and other such equipment or systems. Observe general electrical items, such as distribution panels, type of wiring, electrical items, energy management systems, emergency power, lightning protection, etc. Identify any observed or reported special or unusual electrical equipment, systems or devices.

- vi. Mechanical Systems – Identify the basic type of HVAC systems including heat generation, cooling and distribution systems. Identify the apparent or reported age of the equipment, past material component upgrades / replacements, apparent level of preventative maintenance exercised and whether a maintenance contract is reported to be in place. Identify any special or unusual HVAC systems or equipment.
 - vii. Life Safety / Fire Protection – Identify and observe life safety and fire protection systems, including sprinklers and standpipes (wet or dry or both), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc.;
 - viii. Building, Fire Code and Accessibility Issues – Identify possible issues relating to relevant codes.
 - ix. Site Components – Observe general topography, site drainage (presence of on-site surface waters), lighting, etc. and report any unusual or problematic features or conditions.
2. Provide draft **Building Assessment Report and Recommendations** – Provide report summarizing observations from walk-through survey, identifying deficiencies per current codes and regulations with recommended building improvements to address deficiencies.
 3. **Opinions of Costs to Remedy Physical Deficiencies** – Refer to Special Services (Item III)
 4. Provide final Building Assessment Report based on client input.

III. Special Services

Opinion of Costs to Remedy Physical Deficiencies - General opinions of costs for suggested remedies of physical deficiencies based on walk-through survey and information obtained and/or reported. Scope is further defined as follows:

- Opinion of costs will be provided for physical deficiencies and not for repairs or improvements that could be classified as:
 - cosmetic or decorative.
 - part or parcel of a building renovation program.
 - tenant improvements / finishes.
 - routine or normal preventative maintenance;
 - will not be minor or insignificant.
- Opinions of costs that are either individually or in the aggregate less than a threshold amount of \$1,000, will be omitted from the BCA.
- Opinions of costs should only be considered as preliminary, order of magnitude budgets. Actual costs will vary from Consultant's opinions depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), etc.

No additional special services are included; however, if during the project additional special services are identified, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

IV. Schedule

After receiving the Notice-To-Proceed (NTP) from the City of Palatka, the Consultant will immediately be available to work on the project. The proposed schedule of completion for this work is 6-8 weeks from the date of authorization, with project meetings scheduled with City, as needed.

V. Fee Summary

Passero Associates (PA) will provide Professional Architectural Services for the Scope of Work listed above for a Not-To-Exceed fee of **\$23,910 (twenty three thousand nine hundred ten dollars and zero cents)**, unless there is a change in scope, complexity, character or duration of the work to be performed by the Consultant.

FEE SCHEDULE SUMMARY		
II	<u>Basic Services</u>	\$18,910
	▪ Walk-Through Survey	
	▪ Building Condition Assessment Report (Draft and Final)	
	▪ Opinion of Budget Costs	
III	<u>Special Services</u>	
	▪ Cost Estimating	\$5,000
	Total Design Services Fee	\$23,910

VI. Other Considerations and Exclusions

1. Below we have listed services that are excluded from those provided in our Basic Services. If during the review process, any of these additional services are required, Passero will identify the associated costs.
 - Any item not explicitly outlined herein.
 - Environmental Testing and Auditing.
 - Deconstructive Investigation.
 - Special Inspections and Construction Testing. Special Inspections Services provided includes only the preparation of the initial statement of Special Inspections and Construction Testing that the project might be required to undertake.
 - Commissioning Services.
 - CAD Files and Completed Drawings, unless otherwise included.
 - Design Services including: Bidding and Construction Documents, for proposed repairs.
 - Bidding and Construction Phase Services.

2. The City is responsible for providing complete and thorough data in a timely fashion as requested by the Consultant, including all necessary data from City archives. The Consultant is not responsible for data that is not provided for in the course of this Agreement.

End of Scope of Services

DISCUSSION/DIRECTION - Downtown Banners and Christmas decorations.

STAFF REPORT

DATE: April 8, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Downtown Banners.

The Public Works Department is seeking direction regarding the procurement of banner brackets and banners for the light poles down town.

There are 59 new light poles that have been installed with the recent FPL lighting project along St Johns Ave. There are 36 original poles still in place along St. Johns Ave, Memorial Parkway, and N 1st Street.

Based on these counts and considering maintaining and inventory for replacement or repairs, staff is recommending ordering 110 banner bracket sets and banners at a cost of approximately ~\$5,847.

Staff needs direction regarding what should be on the banners in the initial order and if the City should consider ordering multiple banner sets for holidays.

Additional banners from the current vendor cost ~\$38.40 per unit based on volume.

Cost: \$5,847.00 +



Christmas decorations.

The Public Works Department is seeking direction regarding the procurement of decorations for downtown also including the light poles.

There is no street power down town past 4th street, this infrastructure was removed when the light poles were replaced. In the past the City has contracted the installation of lights in areas with power and staff is still recommending lighting memorial to 4th until the downtown streetscape sidewalk phase is complete.

Until that project is complete most likely after December 2024, staff is asking for direction for what the City would consider for Christmas decorations from 4th to 11th and possibly the riverfront.

Pole garland and bow kits are approximately \$250.00 per unit, these kits would last multiple years if cared for properly and do not require power. This would cost appx. \$25,000.

Holiday specific banners as mentioned previously will cost approximately \$38.40 per unit and a full set would be about \$4,224.00 and will last multiple years.



BACKGROUND

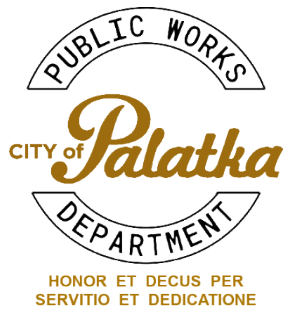
PROJECT ANALYSIS

Staff Recommendation

Provide direction regarding discussion points.
Consider a budget for the discussion points.

ATTACHMENTS

1. Holiday discussion - Public Works



Downtown Banners.

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There are 59 new light poles that have been installed with the recent FPL lighting project along St Johns Ave. There are 36 original poles still in place along St. Johns Ave, Memorial Parkway, and N 1st Street.

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Pole garland and bow kits are approximately \$250.00 per unit, these kits would last multiple years if cared for properly and do not require power. This would cost appx. \$25,000.

Holiday specific banners as mentioned previously will cost approximately \$38.40 per unit and a full set would be about \$4,224.00 and will last multiple years.

CITY OF PALATKA, FLORIDA
TIF CRA REVENUES AND EXPENSES FOR FIVE MONTHS ENDED FEBRUARY 29, 2024
BUDGET VERSUS ACTUAL

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MON TH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED	
TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2024 / 2									
PROPERTY TAXES									
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHAI	\$ 288,787.00	\$ 287,381.56	\$ 355,722.00	\$ -	\$ 332,807.67	\$ 22,914.33	93.55%	
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$ 198,524.00	\$ 197,557.65	\$ 244,538.00	\$ 240,835.03	\$ 240,835.03	\$ 3,702.97	98.48%	
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$ 92,209.00	\$ 92,205.44	\$ 109,900.00	\$ -	\$ 106,447.35	\$ 3,452.65	96.85%	
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$ 63,388.00	\$ 63,385.73	\$ 75,549.00	\$ 77,030.23	\$ 77,030.23	\$ (1,481.23)	101.96%	
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$ 34,675.00	\$ 34,675.46	\$ 38,049.00	\$ -	\$ 36,145.20	\$ 1,903.80	94.99%	
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$ 23,837.00	\$ 23,837.31	\$ 26,156.00	\$ 26,156.34	\$ 26,156.34	\$ (0.34)	100.00%	
	TOTAL	\$ 701,420.00	\$ 699,043.15	\$ 849,914.00	\$ 344,021.60	\$ 819,421.82	\$ 30,492.18	96.00%	
OTHER REVENUES									
030-00-366-0-0003	CONTRIBUTION - BENCHES	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	\$ (2,200.00)	0.00%	
030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRB	\$ -	\$ -	\$ 131,926.00	\$ -	\$ 131,926.40	\$ -	100.00%	
030-00-369-9-1003	FESTIVALS	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	0.00%	
	TOTAL	\$ -	\$ 350.00	\$ 131,926.00	\$ -	\$ 134,126.40	\$ (2,200.00)	102.00%	
	TOTAL REVENUES	\$ 701,420.00	\$ 699,393.15	\$ 981,840.00	\$ 344,021.60	\$ 953,548.22	\$ 28,292.18	97.00%	
CASH BALANCE FORWARD									
030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FC	\$ 812,337.00	\$ -	\$ 923,777.00	\$ -	\$ -	\$ 923,777.00	0.00%	
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORW/	\$ 143,597.00	\$ -	\$ 122,286.00	\$ -	\$ -	\$ 122,286.00	0.00%	
030-00-301-0-0003	NORTH HISTORIC BALANCE FORW/	\$ 124,487.00	\$ -	\$ 62,739.00	\$ -	\$ -	\$ 62,739.00	0.00%	
	TOTAL	\$ 1,080,421.00	\$ -	\$ 1,108,802.00	\$ -	\$ -	\$ 1,108,802.00	0.00%	
ALL DISTRICTS	TOTAL REV, TRF & CASH BALANCE	\$ 1,781,841.00	\$ 699,393.15	\$ 2,090,642.00	\$ 344,021.60	\$ 953,548.22	\$ 1,137,094.18	46.00%	

CITY OF PALATKA, FLORIDA
TIF CRA REVENUES AND EXPENSES FOR FIVE MONTHS ENDED FEBRUARY 29, 2024
BUDGET VERSUS ACTUAL

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MON TH REVENUES	CURRENT_YTD REVENUES	ENCUMBRANCES	UNREALIZED	% REALIZ ED
TIF EXPENDITURES / 41.66 % Yr Complete For Fiscal Year: 2024 / 2									
DOWNTOWN									
030-30-580-3-3100	PROFESSIONAL SERVICES	\$ 10,000.00	\$ -	\$ 104,012.00	\$ 4,350.00	\$ 6,950.00	\$ -	\$ 97,062.00	6.68%
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT C	\$ 12,000.00	\$ 6,000.00	\$ 12,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	50.00%
030-30-580-3-3109	MAINTENANCE CONTRACT	\$ 9,200.00	\$ 1,350.00	\$ 35,000.00	\$ 450.00	\$ 1,800.00	\$ -	\$ 38,200.00	5.14%
030-30-580-3-3200	AUDIT EXPENSE	\$ 10,740.00	\$ -	\$ 10,675.00	\$ -	\$ -	\$ 11,213.00	\$ (538.00)	0.00%
030-30-580-3-4805	FESTIVALS	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-30-580-3-5280	MISC EXPENSES	\$ 1,000.00	\$ 70.00	\$ 3,400.00	\$ -	\$ -	\$ -	\$ 3,400.00	0.00%
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CC	\$ 2,500.00	\$ 643.80	\$ 4,000.00	\$ -	\$ 643.80	\$ -	\$ 3,356.20	16.09%
030-30-580-3-5402	DEO ANNUAL DUES	\$ 175.00	\$ 122.50	\$ 175.00	\$ -	\$ 129.50	\$ -	\$ 45.50	74.00%
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$ 25,000.00	\$ 20,643.00	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	0.00%
030-30-580-6-6314	RECRUITMENT PROJECT	\$ 55,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	0.00%
030-30-580-6-6316	WAYFINDING	\$ 60,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$ 50,000.00	\$ 10.00	\$ 121,000.00	\$ -	\$ -	\$ 5,000.00	\$ 116,000.00	0.00%
030-30-580-6-6320	LANDSCAPING	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00%
030-30-580-6-6321	SITE AMENITIES	\$ 7,500.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 2,912.00	\$ 12,088.00	0.00%
030-30-580-6-6328	PUBLIC ART	\$ 25,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%
030-30-580-6-6400	CAPITAL OUTLAY	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	0.00%
TOTAL		\$ 315,615.00	\$ 28,839.30	\$ 475,262.00	\$ 4,800.00	\$ 15,523.30	\$ 75,125.00	\$ 384,613.70	3.00%
TRANSFERS									
030-30-580-9-9103	REIMB GENERAL-FIREWORKS	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$ 26,953.00	\$ 6,006.25	\$ 28,112.00	\$ 2,342.67	\$ 11,713.35	\$ -	\$ 16,398.65	41.66%
030-30-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$ 15,000.00	\$ 5,695.85	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-30-580-9-9130	TRANSFER TO BETTER PLACE-CDE	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTA	\$ 89,565.00	\$ -	\$ 89,565.00	\$ -	\$ -	\$ -	\$ 89,565.00	0.00%
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STI	\$ -	\$ -	\$ 867,831.00	\$ -	\$ -	\$ -	\$ 867,831.00	0.00%
TOTAL		\$ 651,518.00	\$ 11,702.10	\$ 985,508.00	\$ 2,342.67	\$ 11,713.35	\$ -	\$ 973,794.65	1.00%
DOWNTOWN	DEPARTMENT TOTAL	\$ 967,133.00	\$ 40,541.40	\$ 1,460,770.00	\$ 7,142.67	\$ 27,236.65	\$ 75,125.00	\$ 1,358,408.35	2.00%

CITY OF PALATKA, FLORIDA
TIF CRA REVENUES AND EXPENSES FOR FIVE MONTHS ENDED FEBRUARY 29, 2024
BUDGET VERSUS ACTUAL

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MON TH REVENUES	CURRENT_YTD REVENUES	ENCUMBRANCES	UNREALIZED	% REALIZ ED
TIF EXPENDITURES / 41.66 % Yr Complete For Fiscal Year: 2024 / 2									
SOUTH HISTORIC									
030-31-580-3-3100	PROFESSIONAL SERVICES	\$ 5,000.00	\$ -	\$ 17,016.00	\$ -	\$ -	\$ -	\$ 17,016.00	0.00%
030-31-580-3-3200	AUDIT EXPENSE	\$ 3,380.00	\$ -	\$ 3,355.00	\$ -	\$ -	\$ 3,474.00	\$ (119.00)	0.00%
030-31-580-3-5280	MISC EXPENSES	\$ 50.00	\$ -	\$ 867.00	\$ -	\$ -	\$ -	\$ 867.00	0.00%
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$ 2,000.00	\$ 147.90	\$ 3,500.00	\$ -	\$ 147.90	\$ -	\$ 3,352.10	4.22%
030-31-580-3-5402	DEO ANNUAL DUES	\$ 100.00	\$ 38.50	\$ 110.00	\$ -	\$ 29.75	\$ -	\$ 80.25	27.04%
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$ 50,000.00	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,000.00	0.00%
030-31-580-6-6333	SIGNAGE	\$ 1,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	0.00%
030-31-580-6-6337	SITE AMENITIES	\$ 1,500.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	0.00%
030-31-580-6-6341	LANDSCAPING	\$ 9,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%
030-31-580-6-6342	FESTIVALS	\$ 3,000.00	\$ 1,488.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-31-580-6-6343	CAPITAL OUTLAY	\$ 50,000.00	\$ -	\$ 181,926.00	\$ -	\$ -	\$ -	\$ 181,926.40	0.00%
TOTAL		\$ 125,030.00	\$ 1,674.40	\$ 281,774.00	\$ -	\$ 177.65	\$ 3,474.00	\$ 278,122.75	0.00%
TRANSFERS									
030-31-580-9-9101	TRANSFER TO BETTER PLACE-SOL	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH PO	\$ 27,000.00	\$ -	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 27,000.00	0.00%
030-31-580-9-9105	REIMB GENERAL	\$ 5,596.00	\$ 1,970.00	\$ 8,501.00	\$ 708.42	\$ 3,542.10	\$ -	\$ 4,958.90	41.66%
030-31-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$ 5,000.00	\$ 1,665.70	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 87,596.00	\$ 3,635.70	\$ 35,501.00	\$ 708.42	\$ 3,542.10	\$ -	\$ 31,958.90	10.00%
SOUTH HISTORIC DEPARTMENT TOTAL		\$ 212,626.00	\$ 5,310.10	\$ 317,275.00	\$ 708.42	\$ 3,719.75	\$ 3,474.00	\$ 310,081.65	1.00%

CITY OF PALATKA, FLORIDA
TIF CRA REVENUES AND EXPENSES FOR FIVE MONTHS ENDED FEBRUARY 29, 2024
BUDGET VERSUS ACTUAL

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MON TH REVENUES	CURRENT_YTD REVENUES	ENCUMBRANCES	UNREALIZED	% REALIZ ED
TIF EXPENDITURES / 41.66 % Yr Complete For Fiscal Year: 2024 / 2									
NORTH HISTORIC									
030-32-580-3-3100	PROFESSIONAL SERVICES	\$ 10,000.00	\$ -	\$ 8,815.00	\$ -	\$ -	\$ -	\$ 8,815.00	0.00%
030-32-580-3-3200	AUDIT EXPENSE	\$ 1,220.00	\$ -	\$ 1,220.00	\$ -	\$ -	\$ 1,263.00	\$ (43.00)	0.00%
030-32-580-3-5280	MISC EXPENSES	\$ 4,030.00	\$ -	\$ 983.00	\$ -	\$ -	\$ -	\$ 983.00	0.00%
030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$ 1,000.00	\$ 78.30	\$ 1,984.00	\$ -	\$ -	\$ -	\$ 1,984.25	0.00%
030-32-580-3-5402	DEO ANNUAL DUES	\$ 50.00	\$ 14.00	\$ 16.00	\$ -	\$ 15.75	\$ -	\$ -	100.00%
030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$ 35,000.00	\$ -	\$ 50,000.00	\$ -	\$ 78.30	\$ -	\$ 49,921.70	0.15%
030-32-580-6-6320	NORTH HISTORIC EXPENSE	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENT	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	0.00%
030-32-580-6-6323	SITE AMENITIES	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 112,800.00	\$ 92.30	\$ 113,018.00	\$ -	\$ 94.05	\$ 1,263.00	\$ 111,660.95	0.00%
TRANSFERS									
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$ 2,458.00	\$ 855.85	\$ 5,981.00	\$ 498.42	\$ 2,492.10	\$ -	\$ 3,488.90	41.66%
030-32-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$ 4,000.00	\$ 651.25	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 6,458.00	\$ 1,507.10	\$ 5,981.00	\$ 498.42	\$ 2,492.10	\$ -	\$ 3,488.90	42.00%
NORTH HISTORIC DEPARTMENT TOTAL		\$ 119,258.00	\$ 1,599.40	\$ 118,999.00	\$ 498.42	\$ 2,586.15	\$ 1,263.00	\$ 115,149.85	2.00%
TOTAL EXPENDITURES		\$ 1,299,017.00	\$ 47,450.90	\$ 1,897,044.00	\$ 8,349.51	\$ 33,542.55	\$ 79,862.00	\$ 1,783,639.85	2.00%
CONTINGENCIES & RESERVES									
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTC	\$ 157,461.00	\$ -	\$ 65,257.00	\$ -	\$ -	\$ -	\$ 65,257.00	0.00%
030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$ 262,164.00	\$ -	\$ 121,193.00	\$ -	\$ -	\$ -	\$ 121,193.00	0.00%
030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$ 63,199.00	\$ -	\$ 7,148.00	\$ -	\$ -	\$ -	\$ 7,148.00	0.00%
TOTAL		\$ 482,824.00	\$ -	\$ 193,598.00	\$ -	\$ -	\$ -	\$ 193,598.00	0.00%
ALL DISTRICTS	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	\$ 1,781,841.00	\$ 47,450.90	\$ 2,090,642.00	\$ 8,349.51	\$ 33,542.55	\$ 79,862.00	\$ 1,977,237.85	2.00%
ALL DISTRICTS	NET RESULTS	\$ -	\$ 651,942.25	\$ -	\$ 335,672.09	\$ 920,005.67	\$ 79,862.00	\$ (840,143.67)	2.00%