

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

WALTON PELLICER
BOCC REPRESENTATIVE

SAM DEPUTY
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC. FCPC
CITY CLERK

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

NICOLE AUTH,
CRA MANAGER

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
April 20, 2026 at 5:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. March 23, 2026

3. PUBLIC COMMENTS

4. CRA DISTRICT REPRESENTATIVES

5. INFORMATIONAL UPDATES

- a. City Commission Resolution No. 2026-R-61 – Ratification of CRA Recommendation and Authorization of MOU with Florida Small Business Development Center (Informational)
- b. City Commission Resolution – Building Improvement Grant Reimbursement (801 St. Johns Avenue – Administrative Correction) (Informational)

6. DISCUSSION/DIRECTION

- a. Public Art Program Framework & Refresh of Murals Located on City Buildings Maintained by the City
- b. National Register of Historic Places (NRHP) Nomination – Downtown Palatka
- c. 2026 Building Improvement Grant Cycle – Program Timeline and Direction
- d. Discussion Direction to Repurpose Funds

7. REGULAR BUSINESS

- a. CRA District Boundary Overview and Public Awareness Update

8. REPORTS

- a. Financial Report Year to Date for the Months Ended March 31, 2026
- b. CRA Project Status Update (Report)
- c. City Manager Report

9. ADJOURN

NOTICE: Per F.S. 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.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
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WILL JONES
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COMMISSIONER



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

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Community Redevelopment Meeting March 23, 2026, Minutes

Invocation

The invocation was led by Commissioner Campbell

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pellicer.

Roll Call

Commissioner Campbell, Commissioner Pellicer, Mr. Deputy, Commissioner Jones (arrived later), and Mayor Correa were present. Commissioner Davis via Zoom. Commissioner Borom is excused.

APPROVAL OF MINUTES

February 26, 2026

Vote: Commissioner Campbell moved to approve the minutes with noted corrections. Mr. Deputy seconded the motion which passed unanimously.

Public Comment

No general public comments at this time.

Discussion/Direction

Holiday Dates Conflict

After discussion, the board decided to move the conflicting dates to May 18th, November 16th, and December 14th, 2026. Staff to update the calendar.

Regular Business

Landscaping Services Contract Amendment (Four Seasons Landscaping)

Ms. Auth explained the new plantings on Laurel & Oak need interim maintenance/watering; she has had numerous community complaints about plant health. Ms. Auth continued to explain that Four Seasons currently has a separate contract for other services. After the board discussion, staff is to amend the current Four Seasons contract through end of October (to avoid scope overlap/breach), then issue a comprehensive RFP covering all CBD and Southwest Ward

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streetscape landscaping thereafter. After the funding Central Business District landscaping budget has \$25,000 remaining; South Historic has \$20,000 (no North Historic line seen). After discussion, staff are to split costs by percentage of work in each district. and clarify whether budget transfers are needed. Ms. Carty recommended this to be held until the next meeting when she has time to look at the budget and make sure the amendment is coming for the right GL line. Commissioner Campbell asked about the legality of the contract. Cit Attorney Ms. West stated the problem with putting out an RFP now would be overlapping which means the city would be in breach of the current contract, so amending it would be the appropriate solution. Ms. Auth stated the amendment would take the current contract into October when the city can send out an RFP.

Public Comments

Cheryl Roach: Critiqued tree placement (Laurel & Oak holly/oaks too close to road/signs; oaks under oaks); raised South Historic right-of-way neglect and parking on right of ways.

Pam Garriss: Entrance to downtown (3rd between Reid & St. Johns) palms/ligustrum heavily neglected; requested funds to address this gateway.

Responses:

Commissioner Campbell expressed concerned about the level of service and asked if they are suppose to be covering that in the contract? Ms. West addressed some of the questions, she stated, the Four Seasons' installation contract did not include ongoing watering; temporary watering contract exists. Parking on the right of way is a code enforcement issue; citations are in progress. The Five Points island is included in the proposed amendment (not current contract) and the district boundaries (Historic vs. TIF) differ; review maps to confirm funding applicability.

CRA Public Art Program: Mural Restoration Funding

Ms. Auth explained she spoke with Mr. Alexander. She explained the four murals originally estimated \$17,200; subtract Price-Martin mural due to renovations is \$16,500. The additional \$3,000 invoice for Train Station mural (Speakeasy side) fell into current year total \$19,500 from Public Art budget. The Current Public Art budget \$40,000; post-allocation remaining \$20,500.

Board Discussion & Concerns:

Commissioner Pellicer stated the city needs to find out who owns the murals and establish if the owner will allow someone to work on them.

Commissioner Campbell raised concerns about redoing the murals and the people who own the building might just paint over them. He also stated he feels it is a waste of taxpayers' dollars and he doesn't see the city investing to that magnitude.

Commissioner Davis stated we really need to clarify the difference between Murals and Public Art.

Commissioner Pellicer stated he feels the city should find out who owns the buildings the murals are on, and find out if we can or can't fix the murals.

Mayor Correa stated she feels if we are going to give money to the Mural committee for these murals, we should have them done on panels so they can be removed if the building does get sold and the city has to relocate them.

Public Comment

Pam Garriss recommended the use of panels for future murals as the mayor suggested.

Discussion:

Commissioner Campbell stated he feels that staff need to dive a little bit deeper and maybe bring in the mural committee so it does not appear the board is not supportive, but if we want to make sure if we are making an investment, that it is protected to some degree. So, he recommends that the CRA Board pauses and brings the mural committee in. Maybe at the next meeting or a workshop.

St. Johns Avenue Streetscape Project Update (Informational)

Projects Manager David Bumgarner gave an update. He stated they are waiting for answers from Mike Silverstein and Ayers Associates, but they have not gotten back to us yet. He also stated he spoke with Joe Verechio and with his electrical background the change order might not be needed. Joe Verechio explained the Engineering drawings showed 30/50-amp outlets at 52 locations; he feels these are not needed per current scope and historic design. The change order for 500k was flagged; and the staff from FDOT requested justification; city intent is to eliminate most (possibly all) of the change order by reverting to standard outlet/wire sizing. We are expecting to have a resolution with 1 -2 weeks for approval.

Commissioner Davis why does the city have such a communication problem with vendors that the city for projects that the city approves? Joe Verechio stated he can only see that when the originally electricians originally bid on the project they bided for one thing but the seen dollar signs and this project was going to be worth more. Commissioner Davis asked if we have a project plan? Ms. Carty explained we do have a deliverable date which is December 31, 2026. The board emphasized consistent communications and mitigations for downtown businesses during construction.

Commissioner Jones stated he recommended the electric signs, but it was discussed as being to costly, but if people are tripping over the signs, then the electronic way might have been the way to go.

Commissioner Campbell stated this scares him because this project should not have taken 8 years and he understands about covid, but no way should there have a a change order submitted today from five years ago. He also stated he would like to make sure no other projects are being stalled and if they are stalled why they are being stalled.

Commissioner Jones stated we have an engineering firm that is under contract and they looked over everything and, said yes the city needs this, then you look over everything and realize hey we don't need this, is this what happened in this case? Joe Verechio stated yes, we are in the process of looking over every project, to make sure things are accurate.

After further discussion the Board stressed there is a need for better vendor communications, documentation continuity, and project management oversight and frequent status reports requested. Also, engage Ayers (engineering) on quality approvals; consider bringing them before the body for accountability.

Police CRA Report

Matt Keith from the Palatka Police Department gave the CRA Board the report. He explained the community engagement and the Increased foot patrol & UTV in South, Central, North Historic; participated in MLK Walk, Azalea Festival; safety talks. The traffic Enforcement on the truck route had 54 stops, 25 ordinance violations (some warning period earlier). 18 stops for violations at problem intersections. The Foot Patrol Impact was 155 miles walked Jan 16–Mar 13 in CRA area. The camera Registry had 80 plus privately owned cameras identified; which 30 of the are registered, this improves investigative response (no direct camera access). The calls for Service was 81 total; 14 reports (including traffic stops/crashes; not all crimes).

Commissioner Pellicer commended the Police Department for doing a good job and he will continue to advocate for the ordinance to be pushed on that truck route.

Commissioner Jones stated he would like to see other calls for service not just the traffic violations.

Financial Report YTD (Month Ending Feb 28, 2026)

Ms. Pierre explained the **progress**: which is 41% through fiscal year. The revenue is 96% received (front-loaded TIF collections). The expenses are at 34% expended, primarily recurring payroll & Tillman House repairs. The highlights are downtown with seasonal (Christmas lights),

building improvement grants; several capital lines (Public Art, Econ Dev, Special Events Grants) not yet expended. The transfers are consistent with the Five-Year Plan (approved 2021).
South Historic: Tillman House expenditures \$176,000; other recurring/payroll.
North Historic: recurring/payroll; transfers per plan.
Mr. Deputy asked about the Utility (Potable Water) transfer. Joe Verechio stated it is for the Main Street water main project (north side); location confirmed by Public Works.

City Manager Verbal Report:

Ms. Carty gave her report which included the wayfinding plan which is under development; consultant deliverable targeted end of May; survey data shared. Ms. Auth explained the Gateway Property Survey (St. Johns Bridge entrance): She explained the short-term preferred uses like temporary public gatherings (events, pop-ups, food trucks), green space. She also explained the long-term preferred uses which would be mixed-use (retail and residential) highest also hospitality also strong; civic/cultural facilities well-rated; lesser interest in pure office. Ms. Auth stated the survey results will be emailed to board and provided to consultant.
Ms. Carty gave the update on Gas Lamp Installation (non-CRA funded): Parts received; installation underway; expected to be lit by April 1.
Commissioner Davis requested Request for advanced neighborhood notifications when equipment is staged on private property or on the right of way.

Public comment

Ms. Roach noted one missing pole (Morris & River) awaiting pickup/installation. She also commented on the beautification of the gas lamps.

Pam Garris stated she feels the landscape budget should address the beautification issues.

Board discussion:

Mr. Deputy made reports of rutting, ponding, manhole area cracking at relatively new raised intersections. Joe Verrechio stated that Public Works was exploring epoxy treatment to limit degradation; warranty likely expired. He also inquired about the electric bicycles on the sidewalks. Ms. West stated the state legislature just passed a law regulating e-bikes. With the speed on sidewalks. This will go into effect July 1st, 2026. So as soon as that state law is in effect, that will be stronger ammunition than the city trying to pass an ordinance would be a lesser violation. Once that state law goes into effect the Police Department can start writing citations.

Commissioner Jones stated who has responsibility for the things that are on the sidewalks now, like the benches, and asked if there was an ordinance that was in place that prohibits the downtown to put signs up. Ms. West stated there, however, they can pertain to getting a permit which will allow them to have a sign out. Commissioner Jones asked if the business owners get a permit who is responsible if a pedestrian gets hurt. Ms. West answered, assuming the business owner has met all obligations, then the city would potentially have some sort of liability.

Commissioner Campbell stated he feels it may be time to have a conversation with Ayers Associates regarding the work they are approving. As to what they accept and the quality of work they are signing off on, and he feels this conversation is long overdue.

Commissioner Davis stated she had agreed with Commissioner Campbell.

Commissioner Pellicer asked about the repaving on Main Street and asked if there was funding for it. Joe Verechio stated yes, they must complete all the main water line first before the paving can happen.

Adjourn

Commissioner Campbell moved to adjourn. Commissioner Pellicer seconded which passed unanimously.

City Commission Resolution No. 2026-R-61 – Ratification of CRA Recommendation and Authorization of MOU with Florida Small Business Development Center (Informational)
Informational item regarding a City Commission resolution ratifying prior CRA Board action and authorizing execution of a Memorandum of Understanding with the Florida Small Business Development Center (FSBDC) for FY 2025–2026.

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

N/A

BACKGROUND

The City, through the Community Redevelopment Agency (CRA), has maintained an ongoing partnership with the Florida Small Business Development Center (FSBDC) at the University of North Florida to provide consulting, training, and outreach services to local businesses within the CRA districts.

At a prior meeting, the CRA Board recommended approval of funding participation for this partnership. The associated Memorandum of Understanding (MOU) outlines the scope of services and funding structure to support small business growth, entrepreneurship, and economic development.

The City Commission is scheduled to consider Resolution No. 2026-R-61, which ratifies the CRA Board's prior recommendation and authorizes execution of the MOU for Fiscal Year 2025–2026.

PROJECT ANALYSIS

The proposed MOU includes the following services:

- One-on-one business consulting
- Training workshops and technical assistance
- Economic development outreach
- Quarterly performance reporting

Total funding for the program is \$25,000, structured as follows:

- \$15,000 – CRA funding

- \$10,000 – City General Fund

This partnership supports CRA objectives related to business development, retention, and activation of commercial areas within the redevelopment districts.

This item is presented to the CRA Board for informational purposes to provide awareness of the City Commission's upcoming consideration and formal ratification of prior CRA action.

Staff Recommendation

No action required. This item is provided for informational purposes only.

ATTACHMENTS

1.	2026-R-61 Small Business Development
2.	MOU - Small Business Development Center

RESOLUTION NO. 2026-R-61

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, RATIFYING THE RECOMMENDATION OF THE COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE FLORIDA SMALL BUSINESS DEVELOPMENT CENTER AT THE UNIVERSITY OF NORTH FLORIDA FOR FISCAL YEAR 2025–2026; PROVIDING FOR FUNDING; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Agency (CRA) of the City of Palatka has considered the continued provision of small business development services within the CRA district; and

WHEREAS, the Florida Small Business Development Center at the University of North Florida (FSBDC) has historically provided professional consulting, training, and outreach services to small businesses and entrepreneurs within the City of Palatka; and

WHEREAS, such services include individual business consulting, group training programs, and economic development outreach activities that support the growth and sustainability of local businesses; and

WHEREAS, the City Commission finds that continued partnership with the FSBDC promotes economic development, job creation, and revitalization within the City and the CRA district; and **WHEREAS**, the CRA has recommended approval of a Memorandum of Understanding (MOU) for Fiscal Year 2025–2026 for these services; and

WHEREAS, the proposed MOU provides for funding in the amount of Twenty-Five Thousand Dollars (\$25,000.00), payable in quarterly installments, consistent with prior agreements; and

WHEREAS, the City Commission finds that entering into said MOU is in the best interests of the City of Palatka.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. Ratification of CRA Recommendation.

The City Commission hereby ratifies and approves the recommendation of the Community Redevelopment Agency to enter into a Memorandum of Understanding with the Florida Small Business Development Center at the University of North Florida for Fiscal Year 2025–2026.

SECTION 2. Authorization of Execution.

The Mayor and the City Clerk are hereby authorized to execute and attest the Memorandum of Understanding with the Florida Small Business Development Center, in substantially the form attached hereto, for the provision of services in the amount of \$25,000.00, payable in quarterly installments, on behalf of the City of Palatka.

SECTION 3. Funding Authorization.

Funding for this agreement is hereby approved and shall be allocated in accordance with the City’s adopted Fiscal Year 2025–2026 budget.

SECTION 4. Scrivener’s Errors.

The City Manager or designee is hereby authorized to correct typographical, scrivener’s, or clerical errors in this Resolution and any attachments thereto, without further action by the City Commission, provided that such corrections do not affect the intent of this Resolution. A corrected copy shall be maintained in the public record by the City Clerk.

SECTION 5. Effective Date.

This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 23rd day of April, 2026.

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney: Jane West, Esq.

MEMORANDUM OF UNDERSTANDING
October 1, 2025 – September 30, 2026

PARTIES

This Memorandum of Understanding (“Agreement”) is entered into by and between the City of Palatka, Florida, a municipal corporation (“City”), and the University of North Florida Board of Trustees, for and on behalf of the Florida Small Business Development Center at the University of North Florida (FSBDC) (“SBDC”).

PURPOSE

The purpose of this Agreement is to set forth the services to be provided by the SBDC to support small business development, economic growth, and entrepreneurial activity within the City of Palatka, in exchange for funding provided by the City.

TERM

This Agreement shall commence on October 1, 2025, and shall terminate on September 30, 2026, unless earlier terminated as provided herein. This Agreement may be renewed upon mutual written agreement of the parties.

FUNDING AND PAYMENT

1. Total Compensation.
The City agrees to pay the SBDC a total amount not to exceed Twenty-Five Thousand Dollars (\$25,000.00) for services performed under this Agreement.
2. Payment Schedule.
Payment shall be made in four (4) quarterly installments of \$6,250.00, payable upon receipt of invoice and supporting documentation, due on or about:
 - October 15, 2025
 - January 15, 2026
 - April 15, 2026
 - July 15, 2026
3. Invoice Requirements.
Each invoice shall be accompanied by a Quarterly Report detailing services provided during the preceding quarter.
4. Funding Source.
Funding shall be provided consistent with the City’s adopted Fiscal Year 2025–2026 budget and applicable CRA funding allocations, if applicable.

SERVICES

The SBDC shall provide professional consulting, training, and outreach services to small businesses and prospective entrepreneurs located within the City of Palatka.

A. Consulting Services

- Provide one-on-one confidential consulting to existing and prospective small business owners;
- Offer specialized consulting services, including access to subject matter experts where available.

B. Training and Education

- Conduct group training workshops, seminars, and educational programs tailored to the needs of local businesses;

- Provide technical assistance in areas such as business planning, financial management, marketing, and access to capital.

C. Outreach and Economic Development Support

- Participate in community events, trade shows, and economic development initiatives;
- Collaborate with City staff, the CRA, and other stakeholders to support business retention and expansion efforts.

D. Reporting and Performance Tracking

- Maintain accurate records of all services delivered;
- Utilize SBDC's CRM system to track client interactions and outcomes;
- Provide quarterly reports including, at a minimum:
 - Number of clients served
 - Number of training sessions conducted
 - Jobs created/retained (if available)
 - Capital accessed or leveraged (if available)

TERMINATION

1. Termination for Convenience.

Either party may terminate this Agreement without cause upon thirty (30) days' written notice.

2. Termination for Cause.

Either party may terminate this Agreement immediately upon written notice for material breach, provided the breaching party fails to cure such breach within a reasonable period.

3. Payment Upon Termination.

The SBDC shall be compensated for services satisfactorily performed through the effective date of termination.

INDEPENDENT CONTRACTOR

The SBDC is an independent contractor and not an employee or agent of the City. Nothing contained herein shall be construed to create a partnership or joint venture.

COMPLIANCE WITH LAWS

The SBDC shall comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of this Agreement.

INDEMNIFICATION

To the extent permitted by Florida law, each party shall be responsible for the acts and omissions of its own officers, employees, and agents. Nothing herein shall be deemed a waiver of sovereign immunity.

NOTICE

All notices required under this Agreement shall be in writing and delivered to the respective parties at their official addresses.

ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings, whether written or oral, relating to the subject matter herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

CITY OF PALATKA, FLORIDA

By: _____

Marcia Carty, City Manager

Date: _____

ATTEST: _____

Karen Hayes, City Clerk

**UNIVERSITY OF NORTH FLORIDA BOARD OF TRUSTEES
on behalf of the Florida Small Business Development Center**

By: _____

Authorized Representative

Date: _____

City Commission Resolution – Building Improvement Grant Reimbursement (801 St. Johns Avenue – Administrative Correction) (Informational)

Informational item regarding a City Commission resolution authorizing Building Improvement Grant reimbursement for 801 St. Johns Avenue and providing for an administrative correction to previously approved FY 2025 grant awards.

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

N/A

BACKGROUND

The CRA previously approved a batch of Building Improvement Grant applications for the FY 2025 cycle, which were subsequently formalized through a Resolution identifying eligible properties for reimbursement upon completion of work and submission of required documentation.

The property located at 801 St. Johns Avenue completed the application process, received staff-level approval consistent with program guidelines, and has submitted all required final documentation for reimbursement, including but not limited to:

- Before and after photos
- Itemized receipts and proof of payment
- Scope verification consistent with the approved application

During final reconciliation of approved properties and documentation, staff identified that 801 St. Johns Avenue was inadvertently omitted from the adopted Resolution listing approved addresses, despite having met all eligibility and approval requirements.

PROJECT ANALYSIS

This item represents an administrative correction to include a property that was previously approved under the FY 2025 Building Improvement Grant Program but was inadvertently excluded from the formal Resolution.

The applicant has met all program requirements and submitted complete documentation for reimbursement. Inclusion through the City Commission resolution ensures equitable treatment

of applicants and maintains consistency with previously approved grant awards. No additional funding is required.

The City Commission is scheduled to consider a Resolution authorizing reimbursement for 801 St. Johns Avenue and formally correcting the prior administrative omission.

This item is presented to the CRA Board for informational purposes to provide awareness of the City Commission's upcoming consideration.

Staff Recommendation

No action required. This item is provided for informational purposes only.

ATTACHMENTS

1.	46. Resolution 2025-R-46 7 Building Grants
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RESOLUTION NO. 2025-R-46

A RESOLUTION OF THE CITY OF PALATKA AUTHORIZING THE RATIFICATION OF THE COMMUNITY REDEVELOPMENT AGENCY'S RECOMMENDATION AND AWARD OF SEVEN (7) BUILDING IMPROVEMENT COST SHARE GRANTS DURING THE SEPTEMBER 2024 ADVERTISEMENT CYCLE; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on January 14, 2025, the Tax Increment Finance Committee met and scored the seven Building Improvement Cost Share Grant applications sending a ranked list to the Community Redevelopment Agency; and

WHEREAS, on February 10, 2025, the Community Redevelopment Agency reviewed the ranked list of applicants and recommended that the City Commission approve a total of \$124,384.50 in grants to be distributed among the seven selected applicants as part of the September 2024 Building Improvement Cost Share Grant cycle; and

NOW, THEREFORE, be it resolved by the City Commission of the City Of Palatka, Florida, that:

1. The Mayor and City Clerk are hereby authorized to execute and attest Building Cost Share Grant Agreements with the following seven applicants, with individual grant amounts not to exceed the specified amounts:
 - 1010 Main St., Palatka, FL 32177 - \$7387.50
 - 113 S. 8th St., Palatka, FL 32177 - \$25,000.00
 - 720 St. Johns Ave., Palatka, FL 32177 - \$25,000.00
 - 310 Main St., Palatka, FL 32177 - \$9,100.00
 - 214 St. Johns Ave., Palatka, FL 32177 - \$15,397.00
 - 912 St. Johns Ave., Palatka, FL 32177 - \$25,000.00
 - 706 St. Johns Ave., Palatka, FL 32177 - \$17,500.00

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2025.

CITY OF PALATKA

BY: 

ITS MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:


CITY ATTORNEY



Public Art Program Framework & Refresh of Murals Located on City Buildings Maintained by the City

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

At a previous CRA Board meeting, the Commission directed staff to pause the current approach to murals and explore a more structured and defensible framework for public art. Key concerns included lack of formal agreements, unclear ownership and maintenance responsibility, potential liability exposure, and the absence of a consistent approval process.

In response, I have developed a *Public Art & Placemaking Program Framework*, which proposes transitioning to a grant-based, applicant-driven model. This framework is intended to establish overall direction only. Detailed program elements—including ownership and maintenance standards, liability protections, and required agreements—will be further developed in coordination with a future Public Arts Committee and community stakeholders and incorporated into a formal ordinance, if approved.

PROJECT ANALYSIS

Public Art Program Framework

The proposed framework transitions from direct CRA-funded installations to a structured grant program that:

- Establishes a consistent and equitable funding process
- Clarifies ownership and maintenance responsibilities
- Reduces long-term municipal liability
- Supports scalable public art appropriate for Palatka

At this stage, the Board is asked to provide direction on how to proceed with program development:

- **Option 1:** Direct staff to further develop the program and return with a complete proposal
- **Option 2:** Determine what date a CRA workshop can be scheduled to collaboratively

refine program details

Refresh of Murals Located on City Buildings Maintained by the City (Interim Action)

While the program is being developed, staff will be proceeding with maintenance of existing murals located on City-owned property as an interim measure.

Expenditures:

City Hall Murals: \$3,500

Annex / Former Post Office: \$6,000

Price Martin Center: \$700 (deferred until renovations are complete)

Total Immediate Cost: \$9,500

These improvements preserve existing public assets and are separate from the proposed grant program.

Staff Recommendation

Provide direction on next steps for development of the Public Art & Placemaking Grant Program:

- Proceed with staff development of a full program, **or**
- Schedule a CRA workshop

ATTACHMENTS

1.	Public Art & Placemaking Program Framework
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Public Art & Placemaking Program Framework

City of Palatka CRA



Purpose of Today's Discussion

Staff is seeking direction to:

- Transition to a grant-based public art program
- Establish a clear governance structure
- Define ownership and liability standards
- Determine whether to hold a CRA workshop prior to adoption

Current Challenge

The current approach creates ongoing risk and inconsistency

- No formal agreements governing art installations
- Projects occurring on private property without clear responsibility
- Unclear liability exposure for the City
- No standardized process for review or approval

What Staff Is Proposing

Adopt a CRA Public Art & Placemaking Grant Program

Key shift:

- From CRA-funded installations
 ☐ → To applicant-driven, reimbursement-based projects

Result:

- CRA funds improvements
- Applicants own and maintain them

Program Structure

Staff recommends the following framework:

- Reimbursement-based grants
- Matching requirement (recommended: 75/25)
- Funding cap per project
- Open to multiple art types—not limited to murals

Governance Structure

Defined roles to eliminate confusion:

CRA Board / Staff

- Program administration
- Funding approval

Public Arts Committee (Required Step)

- Design and appropriateness review

Applicant / Property Owner

- Ownership and full maintenance responsibility

Approval Process

Staff recommends adopting the following process:

1. Application submission to CRA
2. Eligibility review (CRA staff)
3. Public Arts Committee approval (required)
4. CRA funding decision
5. Execution of legal agreements

Ownership & Responsibility

Staff recommends the following standard:

- All artwork remains privately owned
- The CRA will not assume ownership
- Maintenance is the responsibility of the applicant/property owner

Required Legal Protections

All funded projects must include:

- Property Owner Consent Agreement
- Maintenance Covenant (minimum 3-5 years)
- Hold Harmless / Indemnification Agreement

Right-Sized Public Art Options for Palatka

Staff recommends a balanced, practical approach:

- Functional streetscape art (benches, planters, racks)
- Utility enhancements (painted boxes, crosswalks)
- Panel-based installations (removable, flexible)
- Lighting and banner elements
- Murals as one option—not the primary focus

Panel-Based Installations

Staff recommends encouraging panel-based systems:

- Removable if ownership changes
- Reduces long-term disputes
- Limits liability exposure
- More adaptable over time

Benchmarking

Common elements in successful programs:

- Grant-based funding models
- No municipal ownership of artwork
- Required agreements with property owners
- Design review through advisory committees

What Happens If No Action Is Taken

- Continued liability ambiguity
- Inconsistent approvals
- Limited participation from property owners
- Increased expectation of City responsibility

Staff Recommendation

Staff recommends:

- Establishing a Public Art & Placemaking Grant Program
- Adopting the proposed governance structure
- Implementing required ownership and liability standards
- Providing direction on whether to proceed directly or hold a CRA workshop

Decision Points

Staff is requesting direction on the following:

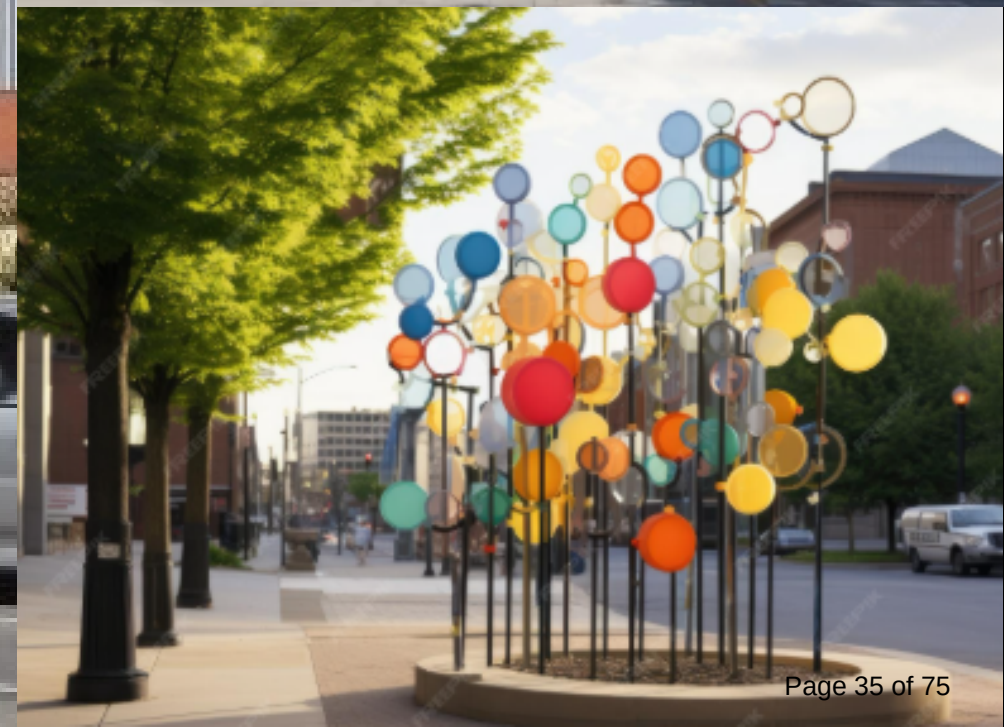
- Do you support transitioning to a grant-based program model?
- Do you support the proposed governance and approval structure?
- Would you like to schedule a CRA public art workshop prior to adoption?

Next Steps

- Develop full Program Guidelines (Exhibit A)
- Create application materials
- Coordinate Public Arts Committee structure
- Return to CRA Board for formal adoption

Closing

This framework allows the CRA to support meaningful visual improvements while maintaining clear boundaries on ownership, responsibility, and long-term obligations.



STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

The Community Redevelopment Agency (CRA) is requesting to approve funding in the amount of \$50,000 from GL# 030-30-580-3-3100 (Professional Services) to retain consultant services, to prepare and submit the National Register of Historic Places (NRHP) nomination for the Downtown Palatka district.

BACKGROUND

In September 2025, the City engaged Historic Property Associates, Inc. (HPA) to conduct a Preliminary Site Information Questionnaire (PSIQ) for the downtown area. The results of that analysis determined that the district is:

- Potentially individually eligible for listing on the NRHP
- Eligible under:
 - Criterion A: Politics/Government, Commerce, and Community Planning & Development
 - Criterion C: Architecture
- With a period of significance from 1885–1976

The PSIQ further confirmed that Downtown Palatka has served as the historic center of commerce and government activity for nearly a century, contributing significantly to the long-term development of the city.

The next required step in the process is the preparation and submission of a formal National Register Nomination, which is a comprehensive and technical document requiring:

- Extensive historical research and documentation
- Architectural inventory and mapping
- Professional photography to federal standards
- Coordination with the Florida Division of Historical Resources
- Presentation to the Florida National Register Review Board (NRRB)

As outlined in the consultant's scope, this process is anticipated to take approximately 4–6 months for preparation, with final state review occurring thereafter.

PROJECT ANALYSIS

The requested funding represents a strategic economic development investment, not solely a preservation initiative.

1. Direct Economic Leverage

NRHP designation unlocks access to:

- 20% Federal Historic Rehabilitation Tax Credit for income-producing properties
- Increased eligibility for state and federal grant funding
- Expanded access to preservation-based financing tools

These incentives directly support private sector reinvestment, aligning with CRA goals to:

- Reduce vacancy
- Improve building conditions
- Stimulate adaptive reuse and redevelopment

2. Market Positioning & Downtown Activation

NRHP designation serves as a national-level credential that:

- Enhances Palatka's ability to attract developers, investors, and heritage tourism
- Strengthens branding of the Central Business District as a destination
- Supports ongoing CRA initiatives related to:
 - Business mix optimization
 - Streetscape investments
 - Public art and placemaking

3. Protection of Existing Public Investment

The City and CRA have already made significant capital investments in the downtown area (streetscape, infrastructure, beautification).

NRHP listing:

- Adds a layer of protection through Section 106 review for federally funded or permitted projects
- Ensures that future external projects consider the impacts on historic assets
- Helps preserve and maximize the return on existing CRA investments

4. Regulatory Clarity (Addressing Common Concerns)

It is important to note:

- NRHP designation is honorary in nature.
- It does not restrict private property owners from altering, selling, or using their property.
- Requirements only apply if owners choose to utilize federal incentives or funding.

This minimizes regulatory risk while maximizing opportunity.

5. Defined Scope and Deliverables

The \$50,000 flat fee includes:

- Historic context research (Post-WWII and Newtown focus)
- Preparation of full NRHP nomination package
- Required revisions and final submission
- District mapping and building inventory (~100 structures)
- Professional photography to federal standards

The consultant will also:

- Represent the nomination before the Florida Historical Commission

FISCAL IMPACT

The total project cost of \$50,000 for professional consulting services will be funded through GL# 030-30-580-3-3100 (Professional Services).

A budget transfer will be executed from GL# 030-30-580-9-9132 (Potable Water Project) to GL# 030-30-580-3-3100 (Professional Services) to support this expenditure.

Staff has confirmed that GL# 030-30-580-9-9132 represents a completed project, and the remaining funds are available for reallocation without impacting ongoing operations or capital priorities.

Staff Recommendation

Staff recommends approval of the \$50,000 funding request to proceed with the National Register nomination for Downtown Palatka and authorization of the associated budget transfer from GL# 030-30-580-9-9132 (Potable Water Project) to GL# 030-30-580-3-3100 (Professional Services).

This investment is justified as a catalytic economic development tool that:

- Leverages significantly greater private and external funding opportunities
- Strengthens the City's position for economic redevelopment and tourism growth
- Protects and enhances prior CRA and City investments
- Advances long-term goals related to downtown activation, historic preservation, and economic vitality

ATTACHMENTS

1.	National Register of Historic Places Listing benefits facts Mar 18 2026
2.	Scope of Work National Register of Historic Places (NRHP) Nomination
3.	Florida_Historic_Downtown_Case_Studies
4.	Examples

National Register of Historic Places Listing Benefits & Facts

BENEFITS:

- Financial incentives via federal tax credits (20% for income producing rehabilitations), eligibility for grants, and increased market value.
- Creates community pride and increased interest in the history and architecture of the community (Heritage Tourism).
- Provides a marketing opportunity for the city and encourages downtown investment.
- Allows flexibility of Florida building codes in their application to historic buildings for meeting modern building safety requirements.
- Owners gain access to technical preservation services from the National Park Service and State Historic Preservation Office (SHPO).
- It provides a degree of protection against federally licensed or funded projects that might harm the property, through a consultative process known as section 106 review.

FACTS:

- It is honorary designation and does not restrict the use, alteration, nor sale of the property. A private owner becomes obligated to follow federal preservation standards only if federal funding or licensing is used to work on the property, or if the owner seeks and receives a special benefit that derives from National Register designation, such as a grant or tax credit.
- It is the official list of the historic places worthy of preservation throughout the nation.

Scope of Work for National Register of Historic Places (NRHP) Nomination

Task Details	Fee
Conduct historical research, focusing on Post-World War II History of Palatka and historic Newtown, to prepare a historic context for Downtown Palatka	\$10,000.00
Complete a draft National Register nomination conforming to NRHP Bulletin 16a or 16b for submission to the Division of Historical Resources	\$7,500.00
Complete any required revisions from the Division and submit a final draft of the National Register Nomination application	\$7,500.00
Prepare digital map of district with contributing and non-contributing buildings	\$5,000.00
Photography including streetscapes/individual buildings to National Register of Historic Places standards	\$5,000.00
Prepare updates and new Florida Master site file forms for approximately 100 buildings in proposed district from N.-S 2 nd Street to the N.-S. 11 th Street commercial corridor in Newtown	\$15,000.00
Total:	\$50,000.00

Florida Historic Downtown Designation – Comparable Case Studies

Purpose

To provide Florida-based examples of communities that have successfully leveraged historic district designation in conjunction with strategic public investment, business mix management, and downtown activation to drive economic vitality and long-term sustainability.

Delray Beach, Florida (Atlantic Avenue / Old School Square Area)

Designation: Multiple Local Historic Districts + National Register Listings

Why it Works:

- Coordinated CRA-led reinvestment transformed a historically declining corridor into a regional destination
- Adaptive reuse of historic structures (e.g., Old School Square) as cultural and economic anchors
- Highly curated mix of dining, retail, arts, and nightlife along a defined downtown spine
- Continuous streetscape, lighting, and pedestrian-oriented improvements

Key Takeaway:

Historic preservation + curated business environment + CRA investment = high-performing destination corridor

Stuart, Florida (Downtown / Riverfront District)

Designation: Local Historic District + National Register resources

Why it Works:

- Strong integration of historic downtown with riverfront activation
- High concentration of locally owned businesses, galleries, and restaurants
- Consistent branding and identity as a coastal historic destination
- Walkable scale with cohesive architectural character

Key Takeaway:

Waterfront activation + historic character + local business ecosystem = sustained small-market success

Winter Garden, Florida (Plant Street Historic District)

Designation: National Register Historic District

Why it Works:

- Adaptive reuse of historic buildings into high-traffic anchors (e.g., food hall/market concepts)
- Strategic programming, including weekly farmers markets and events
- Integration with regional trail systems driving consistent foot traffic
- Strong public-private reinvestment in streetscape and façade improvements

Key Takeaway:

Anchor destinations + programming + preservation = consistent and reliable foot traffic

Mount Dora, Florida (Downtown Historic District)

Designation: National Register Historic District

Why it Works:

- Event-driven economy (arts festivals, seasonal events) supporting small businesses
- Strong preservation of historic character and cohesive architectural identity
- Targeted branding as a regional destination for shopping, dining, and tourism
- Ongoing façade and streetscape enhancements

Key Takeaway:

Event programming + branding + preserved historic fabric = year-round economic activity

West Palm Beach, Florida (Clematis Street Historic Commercial District)

Designation: National Register Historic District

Why it Works:

- Historic commercial corridor functioning as the city's primary downtown spine
- Strong mix of nightlife, dining, and retail supported by public events and programming
- Strategic connection between historic district and newer adjacent development
- Continued investment in pedestrian infrastructure and public realm

Key Takeaway:

Historic core + connectivity to new development + activation = expanded economic impact

St. Augustine, Florida (Historic District)

Designation: National Historic Landmark District / National Register Historic District

Why it Works:

- Integration of historic preservation with tourism-driven economic development
- Strong public realm activation (pedestrian corridors, events, interpretive spaces)
- Long-standing architectural standards and preservation enforcement

Key Takeaway:

Preservation + public space activation = sustained economic activity and destination appeal

Examples:



Winter
Garden

West Palm



Mount
Dora



Sebring



2026 Building Improvement Grant Cycle – Program Timeline and Direction

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Discussion and direction from the City Commission regarding the timing and structure of the 2026 Building Improvement Grant Program cycle.

BACKGROUND

The City's Building Improvement Grant Program is administered annually to support property improvements, façade enhancements, and reinvestment within designated redevelopment areas.

During the FY 2025 cycle, the application window opened on May 1, 2025, and closed on June 15, 2025. This established timeline has created an expectation among community members and stakeholders that the program will follow a similar schedule for the 2026 cycle.

Staff has already begun receiving inquiries regarding the anticipated opening date for the upcoming grant cycle, indicating early interest and demand for program participation.

PROJECT ANALYSIS

Establishing a clear and consistent timeline for the 2026 Building Improvement Grant cycle is critical for program administration, applicant preparedness, and overall program effectiveness.

Maintaining a similar application window (May 1 – June 15) would provide continuity, align with stakeholder expectations, and allow staff to build upon an established and understood process. This approach supports efficient program rollout, minimizes confusion among applicants, and ensures adequate time for outreach, application review, and award processing.

Additionally, CRA budget workshops for FY 2026–2027 are scheduled to begin on May 13, 2026. Maintaining a May 1 application opening allows for early visibility into program demand and projected reimbursement activity, which can support more informed TIF forecasting and funding allocation discussions during the budget process.

Early direction from the City Commission will allow staff to:

- Prepare and update application materials and program guidelines
- Coordinate outreach and communication efforts
- Ensure adequate time for application review and award processing
- Align funding allocations within the fiscal planning cycle

Staff Recommendation

Staff recommends the City Commission provide direction on the preferred timeline for the 2026 Building Improvement Grant Program cycle, including whether to maintain the previous application window or adjust the schedule as deemed appropriate.

ATTACHMENTS

1.	BIG Program 2025-2026
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Building Improvement Grant Program



Building Improvement Grant Program

Grant Cycle Dates:
May 1, 2025 – June 15, 2025

I. Program Description

The Building Improvement Grant Program is designed to support revitalizing blighted residential and commercial properties by providing financial assistance to property owners undertaking exterior improvements in the Community Redevelopment Agency (CRA) Districts. The program targets projects in urgent need of rehabilitation, where the property owner can proceed without complete reliance on grant funds, and where there is a high likelihood of successful completion. The program provides cost-share funding with the following reimbursement structure: 50% reimbursement for projects less than \$50,000 and a maximum reimbursement of \$25,000 for projects \$50,000 or more.

Program Eligibility and Timeline

This program applies only to new work and is not retroactive. Any work completed prior to receiving the grant award will not be eligible for reimbursement or counted toward the matching funds. The work must be completed within twelve (12) months from the date of the agreement's execution.

II. Eligibility

To be eligible for consideration, projects align with the goals outlined in the [CRA Plan](#), and meet the following minimum eligibility criteria:

1. **Location:** The project must be located within a designated [CRA District](#).
2. **Scope of Work:** The project must involve extensive exterior repairs necessary to obtain a Certificate of Occupancy or Completion, address code violations, or remedy visual blight. A detailed list of eligible work is provided on page 4. *Please note that land clearing and roof repairs are not eligible expenses under this grant.*
3. **Licensed Contractor Requirement:** All improvements must be completed by a licensed contractor. Proof of contractor licensing must be included with the application and reimbursement documentation.

**Building Improvement Grant
Cost Share Program**

4. **Taxable Property:** Must be taxable or a non-taxable property added to the tax roll through the project.
5. **No Prior Funding:** The parcel ID must not have received CRA funding in the last 10 years.
6. **Complete Application:** Must include a fully completed application and all required documentation.
7. **Committee Scoring:** Must score at least 35 points (out of 50) from the Tax Increment Finance Advisory Committee based on the urgency of rehabilitation needs, redevelopment impact, alignment with program goals, and financial capacity.

III. Application Process

Applications deemed to be incomplete, or ineligible will not be considered. Applications must include:

- Completed application forms and acknowledgement applicant of grant requirements;
- A detailed project description, including the scope of work and itemized construction estimates;
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements;
- High-quality photos of the proposed project area;
- List of all applicable permits needed for the project or written proof from the County or applicable authority if no permits are required;
- Current taxable value per the Putnam County Property Appraiser;
- Proof of ownership, option to purchase agreement or completed Owner Authorization Form;
- Verification of 25% of matching funds as proof of financial ability to fund the applicant's portion of the project (i.e. loan approval, demonstrated savings, etc.);
- Certificate of appropriateness if the project is in the North or South Historic District; and

Important Considerations

Grant funds are taxable income and must be reported to the IRS. Applicants should consult a tax professional about potential tax implications. Funds can only be used for building improvements, not administrative expenses like drawings or contractor estimates.

IV. Selection and Evaluation Criteria

The evaluation will take place within 30 days of the application deadline, at a time and location to be announced. Applicants will be notified at least 10 days in advance. TIFAC will assess proposals based on the following criteria, including but not limited to:

Criteria	Points
Urgency of Rehabilitation Needs: The condition of the property and the urgency of the proposed improvements.	25
Redevelopment Impact: The degree to which proposed improvements will positively affect the property and surrounding neighborhood.	10
Alignment with Program Goals: How well the project aligns with the objectives of the Building Improvement Grant Program, which focuses on eliminating slum and blight conditions.	10
Financial Capacity of Applicant: The applicant's ability to proceed with the project without full reliance on the grant funds. It ensures that the applicant has demonstrated financial capability to fund the project.	5

Building Improvement Grant Program

Once the TIFAC has scored and ranked the applications, the results will be submitted to the CRA for review. The CRA will then make funding recommendations, which will be submitted to the City Commission for final approval. Upon receiving the grant agreement, the property owner must execute it within ten (10) business days. Both the applicant and any contractors involved must sign the Grant Agreement and a Release and Hold Harmless Agreement with the City of Palatka CRA, in accordance with Florida law.

V. Reimbursement Details

The program provides cost-share funding with the following reimbursement structure:

- **50% reimbursement** for projects less than \$50,000.
- **Maximum reimbursement of \$25,000** for projects \$50,000 or more.

Reimbursement is issued upon 100% completion of the project. Funds will be disbursed by check to the applicant once the following conditions are met:

1. **Submission of documentation:** This includes contractor invoices, receipts for supplies, and proof of payment (cleared checks or credit card statements).
2. **Certificate of Occupancy/Completion:** Issued by the Chief Building Official or closed permit reports, confirming compliance with applicable codes.
3. **After Photos:** Submission of clear "after" photos showing the completed work as it corresponds to the original scope outlined in the grant agreement.
4. **Inspection by Project Manager:** A site visit to verify that the work has been completed as specified in the grant agreement.
5. **Contractual obligations:** Execute a Release and Hold Harmless agreement with the City of Palatka
6. **Property assessment:** Confirmation that the property is assessed and subject to ad valorem taxation.
7. **Release of lien letters (if applicable):** Letters from contractors and suppliers confirming no outstanding liens.
8. **Completion verification:** Confirmation that any additional contract criteria were completed satisfactorily and professionally.

**Building Improvement Grant
Cost Share Program**

Examples of eligible exterior repairs:

1. Structural Wall Repairs

- a. Cracks, bulges, or damage in load-bearing exterior walls.
- b. Major repairs to structural framing, such as replacing rotten or decayed wood framing or repairing metal supports.

2. Siding or Cladding Replacement

- a. Extensive damage to the siding (wood, vinyl, stucco, etc.) due to rot, weather, or termites.
- b. Complete replacement or repair of large sections of damaged or deteriorating cladding.

3. Window and Door Replacements

- a. Replacement of exterior windows or doors that are broken, leaking, or severely damaged.
- b. Replacement of non-functional windows and doors affecting the home's energy efficiency or security.

4. Exterior Steps, Staircases, and Railings

- a. Major repairs to exterior stairs or walkways that are unsafe or damaged, including fixing or replacing steps, railings, or ramps.
- b. Repairing or replacing damaged entryways, stoops, or porches.

5. Landscaping and Drainage Issues

- a. Extensive landscaping repairs related to water drainage, such as fixing grading issues, broken gutters, or water diversion systems.
- b. Repairing or replacing retaining walls, fences, or gates that have been damaged or are structurally unsound.

6. Exterior Paint or Coating

- a. Complete stripping and repainting of the exterior due to extensive wear or peeling, especially if the surface is weathered or deteriorated and could lead to further damage (e.g., wood rot or mold).

7. Safety and Compliance Issues

- a. Addressing exterior safety hazards, such as unstable decks, balconies, or unsafe exterior lighting.
- b. Repairs to address any existing code violations received from local authorities, ensuring the property is compliant with current building and safety codes.

8. Demolition

- a. Removal of residential or non-residential structures, including homes, sheds, garages, or other deteriorated, inhabitable buildings, that are beyond repair and present significant safety hazards, health risks, or visual blight to the property and surrounding area.

If you're interested in an exterior repair that is not listed above, please inquire to see if it may be eligible.

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov



Building Improvement Grant Application Checklist

Before you submit your application, review this checklist to ensure you have all of the items that are required.

- ☐ Completed application forms and acknowledgement applicant has read and understands the grant requirements
- ☐ Construction estimates (detailed and itemized)
- ☐ Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements
- ☐ High-quality photos of the proposed project area
- ☐ List of required permits for the project, or written confirmation from the County or relevant authority if no permits are needed
- ☐ Current taxable value per the Putnam County Property Appraiser
- ☐ Proof of ownership, option to purchase agreement or completed Owner Authorization Form
- ☐ Verification of 25% matching funds (e.g., loan approval, bank statements, demonstrated savings)
- ☐ Certificate of Appropriateness from the Planning Department (for projects located in the North or South Historic District)

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov



Building Improvement Grant Application

1. Applicant:

Name: _____
Address: _____
_____ Zip Code: _____
Contact Name: _____ Phone Number: _____
Email: _____

2. Property to be improved:

Property Name (if a business): _____
Address: _____
_____ Zip Code: _____
Legal Description: _____
Property Tax Parcel Number: _____

3. Owner of property (if not applicant):

Name: _____
Address: _____
_____ Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

11. In your opinion, how would this project benefit the surrounding area?

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.

Applicant Signature

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Discussion Direction to Repurpose Funds

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Finance is requesting Board discussion and direction regarding the repurposing of unused funds originally allocated for the Downtown and South Potable Water Line Improvement Projects. The request includes the reallocation of \$100,000 from the North Historic District and an additional \$30,000 from the South Historic District.

BACKGROUND

Finance staff met with the Public Works Department and the Project Manager to review the status of the Downtown and South Potable Water Line Improvement Projects. Both projects are complete. As a result, the remaining funds previously allocated to these efforts are no longer needed for their original purpose and must be reassigned to eligible CRA activities.

PROJECT ANALYSIS

The completion of these utility projects has generated a combined total of \$130,000 in available funds that can be redirected to support other initiatives within the Downtown and South Historic Districts. Repurposing these funds provides an opportunity to address community needs, respond to stakeholder concerns, and support ongoing CRA objectives.

This item is being presented to the Board to facilitate discussion and to obtain guidance on how to strategically reallocate these funds to projects that align with district priorities and the CRA's Five-Year Plan.

Staff Recommendation

Staff recommends repurposing the available funds in a manner that best responds to the concerns and needs expressed by Downtown and South Historic District constituents, ensuring consistency with the established goals and strategies outlined in the CRA Five-Year Plan. Direction from the Board is requested to determine the specific allocations.

ATTACHMENTS

None

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

This item is presented for informational purposes only. No formal action is requested of the CRA Board.

BACKGROUND

The Community Redevelopment Agency (CRA) was established pursuant to Chapter 163, Part III, Florida Statutes, to address conditions of slum and blight and to support the redevelopment of targeted areas within the City of Palatka. The CRA operates through three designated districts:

- North Historic District
- South Historic District
- Central Business District (CBD)

Each district boundary was formally adopted to guide reinvestment, infrastructure improvements, economic development, and community revitalization efforts.

The CRA is funded through Tax Increment Financing (TIF), which reinvests a portion of the increase in property tax revenues generated within the district boundaries back into those same areas to support eligible redevelopment activities.

PROJECT ANALYSIS

As the City of Palatka continues to experience population growth and increased development activity, it is important to ensure that both residents and stakeholders have a clear understanding of CRA district boundaries and the role of the CRA.

Recent findings from the City's Gateway Redevelopment Survey indicated that approximately 25% of respondents were unsure whether they reside within a CRA district, highlighting a gap in public awareness.

Revisiting and clearly communicating CRA district boundaries supports several key objectives:

- **Transparency:** Ensures residents understand where CRA investments are being made
- **Public Engagement:** Encourages participation from eligible property owners and stakeholders
- **Program Accessibility:** Helps residents and businesses identify eligibility for CRA programs, grants, and incentives
- **Strategic Alignment:** Reinforces how redevelopment efforts align with adopted CRA Plans and community priorities

This discussion is not intended to modify or expand existing CRA district boundaries at this time. Rather, it is an opportunity to provide clarity, improve communication tools (maps, website content, outreach materials), and reinforce public understanding of the CRA's purpose and function.

The Community Redevelopment Agency (CRA) is a public entity that works to improve designated areas of the city by:

- Investing in infrastructure and streetscape improvements
- Supporting local businesses and economic development
- Enhancing public spaces and beautification efforts
- Addressing blight and encouraging property reinvestment

The CRA does not increase taxes. Instead, it reinvests a portion of existing property tax growth within the district back into that area to support revitalization.

Staff Recommendation

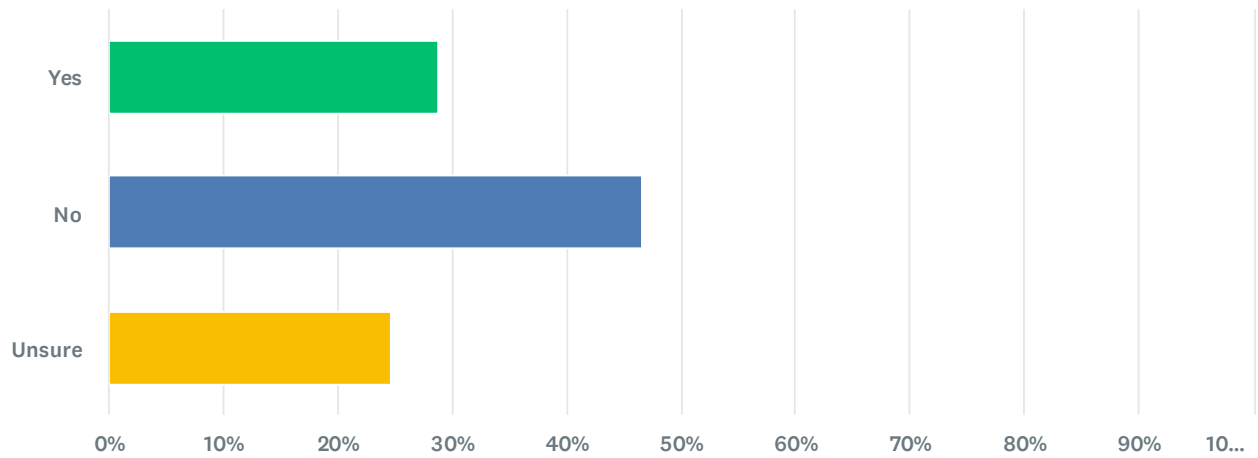
There is no staff recommendation required at this time. This item is informational only.

ATTACHMENTS

1.	Survey Monkey Data Port Consolidated 9
2.	CRA Districts Map

Q9 Do you reside within the CRA District?

Answered: 73 Skipped: 1



Answer Choices	Percentage	Responses
Yes	28.77%	21
No	46.58%	34
Unsure	24.66%	18
Total		73

City of Palatka – CRA TIF Financial Dashboard

March 2026

Overall Financial Condition: Stable

Revenues continue to exceed expenditures year-to-date. Net position (revenues minus expenditures) is \$466,321.89. Property tax collections are largely complete, and spending remains below the time-elapsed benchmark.

Fund	2025 Budget	2026 Budget	Actual Exp 2026 YTD	Actual Rev 2026 YTD
Tax Increment Fund	964,820	1,115,081	531,319.89	1,060,714.44

CRA District Expenditure Dashboard

District	FY26 Budget	Actuals YTD	% of Budget	Indicator
Downtown	1,925,673.00	282,541.76	14.67%	
South Historic	682,451.00	228,768.33	33.52%	
North Historic	206,650.00	18,084.46	8.75%	

CRA Revenue Realization – City & County

District	City Budget	City YTD	City %	County Budget	County YTD	County %
Downtown	323,447	321,763.13	99.48%	477,105	439,498.27	92.12%
South Historic	95,856	95,373.41	99.50%	141,394	130,271.14	92.13%
North Historic	31,223	31,196.71	99.92%	46,056	42,611.78	92.52%

Key Activity Lines

Downtown: Landscaping, Building Improvement Grants, Christmas Lights. South Historic: Tilghman project and Admin Costs North Historic: Admin Costs

Cash & Financial Outlook

Cash forward totals \$1,699,693 across all CRA districts (Downtown \$1,125,121; South Historic \$445,200; North Historic \$129,372). Revenues exceed expenditures by

\$531,319.89 YTD. Encumbrances total \$73,899.49, and the remaining FY26 budget after encumbrances is \$2,740.874.51

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
50 % Yr Complete For Fiscal Year: 2026 / 3

	A	B	C	D	E	F	G	H	I	J
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025_REV_YTD	2026_BUDGET	CURRENT_MTD	CURRENT_YTD	UNREALIZED	PERCENT_REALIZED	
2	TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50.00 % Yr Complete For Fiscal Year: 2026 / 3									
3	PROPERTY TAXES									
4	030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$ 402,603.00	\$ 377,907.85	\$ 477,105.00	\$ -	\$ 439,498.27	\$ 37,606.73	92.11%	
5	030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$ 276,766.00	\$ 276,763.83	\$ 323,447.00	\$ -	\$ 321,763.13	\$ 1,683.87	99.47%	
6	030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$ 129,505.00	\$ 122,470.08	\$ 141,394.00	\$ -	\$ 130,271.14	\$ 11,122.86	92.13%	
7	030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$ 89,027.00	\$ 89,027.03	\$ 95,856.00	\$ -	\$ 95,373.41	\$ 482.59	99.49%	
8	030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$ 39,657.00	\$ 37,673.01	\$ 46,056.00	\$ -	\$ 42,611.78	\$ 3,444.22	92.52%	
9	030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$ 27,262.00	\$ 27,261.93	\$ 31,223.00	\$ -	\$ 31,196.71	\$ 26.29	99.91%	
10										
11		TOTAL	\$ 964,820.00	\$ 931,103.73	\$ 1,115,081.00	\$ -	\$ 1,060,714.44	\$ 54,366.56	95.12%	
12										
13										
14		TOTAL REVENUES	\$ 964,820.00	\$ 931,103.73	\$ 1,115,081.00	\$ -	\$ 1,060,714.44	\$ 54,366.56	95.12%	
15										
16										
17	CASH BALANCE FORWARD									
18	030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	\$ 839,383.00	\$ -	\$ 1,125,121.00	\$ -	\$ -	\$ 1,125,121.00	0.00%	
19	030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$ 299,314.00	\$ -	\$ 445,200.00	\$ -	\$ -	\$ 445,200.00	0.00%	
20	030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$ 85,311.00	\$ -	\$ 129,372.00	\$ -	\$ -	\$ 129,372.00	0.00%	
21										
22		TOTAL	\$ 1,224,008.00	\$ -	\$ 1,699,693.00	\$ -	\$ -	\$ 1,699,693.00	0.00%	
23										
24		TOTAL REV, TRF & CASH BALANCES	\$ 2,188,828.00	\$ 931,103.73	\$ 2,814,774.00	\$ -	\$ 1,060,714.44	\$ 1,754,059.56	37.68%	
25										
26	TIF EXPENDITURES / 50.00 % Yr Complete For Fiscal Year: 2026 / 3									
27	DOWNTOWN									
28	030-30-580-1-1100	EXEC SALARIES TIFDT	\$ 38,500.00	\$ 9,025.44	\$ 49,000.00	\$ 3,542.36	\$ 11,543.59	\$ -	\$ 37,456.41	23.55%
29	030-30-580-1-2100	FICA TAX EXP TIF DT	\$ 2,945.00	\$ 653.00	\$ 3,749.00	\$ 268.82	\$ 880.90	\$ -	\$ 2,868.10	23.49%
30	030-30-580-1-2200	RETIREMENT EXP TIF DT	\$ 11,820.00	\$ 2,770.82	\$ 13,524.00	\$ 977.72	\$ 3,034.33	\$ -	\$ 10,489.67	22.43%
31	030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	\$ 8,140.00	\$ 968.90	\$ 9,065.00	\$ 402.64	\$ 402.64	\$ -	\$ 8,662.36	4.44%
32	030-30-580-3-3100	PROFESSIONAL SERVICES	\$ 75,000.00	\$ 980.00	\$ 110,000.00	\$ -	\$ 2,875.00	\$ 1,000.00	\$ 106,125.00	2.61%
33	030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	\$ 25,000.00	\$ 6,250.00	\$ 15,000.00	\$ -	\$ 3,750.00	\$ 11,250.00	\$ -	25.00%
34	030-30-580-3-3109	MAINTENANCE CONTRACT	\$ 35,000.00	\$ 2,250.00	\$ 20,000.00	\$ 2,200.00	\$ 7,675.00	\$ 7,400.00	\$ 4,925.00	38.37%
35	030-30-580-3-3200	AUDIT EXPENSE	\$ 10,775.00	\$ -	\$ 11,900.00	\$ -	\$ 1,848.28	\$ 2,092.80	\$ 7,958.92	15.53%
36	030-30-580-3-4020	DOWNTOWN-SCHOOL,CONF,TRAVEL	\$ 1,120.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	0.00%
37	030-30-580-3-5000	FINES & FEES	\$ -	\$ -	\$ -	\$ -	\$ 13.53	\$ -	\$ (13.53)	0.00%
38	030-30-580-3-5280	MISC EXPENSES	\$ 840.00	\$ 8.97	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	0.00%
39	030-30-580-3-5281	DOWNTOWN OPS SUPPLIES	\$ 140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
40	030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	\$ 5,000.00	\$ 611.06	\$ 1,500.00	\$ 356.40	\$ 356.40	\$ 35.01	\$ 1,108.59	23.76%
41	030-30-580-3-5402	DEO ANNUAL DUES	\$ 175.00	\$ 148.00	\$ 200.00	\$ -	\$ 105.45	\$ -	\$ 94.55	52.72%
42	030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$ 30,000.00	\$ 29,133.56	\$ 33,483.00	\$ -	\$ 33,483.07	\$ -	\$ -	100.00%
43	030-30-580-6-6316	WAYFINDING	\$ 3,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 679.00	\$ 14,321.00	0.00%
44	030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$ 160,000.00	\$ 30,000.00	\$ 135,000.00	\$ -	\$ 57,387.50	\$ -	\$ 77,612.50	42.50%
45	030-30-580-6-6320	LANDSCAPING	\$ 10,000.00	\$ -	\$ 25,000.00	\$ -	\$ 16,450.00	\$ -	\$ 8,550.00	65.80%
46	030-30-580-6-6321	SITE AMENITIES	\$ 10,000.00	\$ 6,900.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%
47	030-30-580-6-6328	PUBLIC ART	\$ 23,000.00	\$ 967.80	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00%
48	030-30-580-6-6332	ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%
49	030-30-580-6-6336	LARIMER RENOVATIONS	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	0.00%
50	030-30-580-6-6400	CAPITAL OUTLAY	\$ 73,403.00	\$ -	\$ 1,517.00	\$ -	\$ -	\$ -	\$ 1,516.93	0.00%
51										

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
50 % Yr Complete For Fiscal Year: 2026 / 3

	A	B	C	D	E	F	G	H	I	J
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025_REV_YTD	2026_BUDGET	CURRENT_MTD	CURRENT_YTD	UNREALIZED	PERCENT_REALIZED	
52		TOTAL	\$ 523,858.00	\$ 90,667.55	\$ 663,938.00	\$ 7,747.94	\$ 139,805.69	\$ 22,456.81	\$ 501,675.50	21.05%
53										
54		TRANSFERS								
55	030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$ 76,744.00	\$ 38,371.98	\$ 96,529.00	\$ 8,044.00	\$ 48,264.00	\$ -	\$ 48,265.00	49.99%
56	030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$ 128,246.00	\$ -	\$ 128,246.00	\$ 10,687.00	\$ 78,919.62	\$ -	\$ 49,326.38	61.53%
57	030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$ 25,276.00	\$ -	\$ 25,276.00	\$ 2,106.00	\$ 15,552.45	\$ -	\$ 9,723.55	61.53%
58	030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	\$ 93,148.00	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	0.00%
59	030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	\$ 671,482.00	\$ -	\$ 911,684.00	\$ -	\$ -	\$ -	\$ 911,684.00	0.00%
60										
61		TOTAL	\$ 994,896.00	\$ 38,371.98	\$ 1,261,735.00	\$ 20,837.00	\$ 142,736.07	\$ -	\$ 1,118,998.93	11.31%
62										
63										
64		DEPARTMENT TOTAL	\$ 1,518,754.00	\$ 129,039.53	\$ 1,925,673.00	\$ 28,584.94	\$ 282,541.76	\$ 22,456.81	\$ 1,620,674.43	14.67%
65										
66										
67		SOUTH HISTORIC								
68	030-31-580-1-1100	EXEC SALARIES TIFSouth	\$ 12,100.00	\$ 2,879.91	\$ 16,100.00	\$ 1,049.82	\$ 3,454.46	\$ -	\$ 12,645.54	21.45%
69	030-31-580-1-2100	FICA TAX EXP TIFSouth	\$ 926.00	\$ 208.56	\$ 1,232.00	\$ 79.66	\$ 263.59	\$ -	\$ 968.41	21.39%
70	030-31-580-1-2200	RETIREMENT EXP TIFSouth	\$ 3,715.00	\$ 884.15	\$ 4,444.00	\$ 289.74	\$ 936.10	\$ -	\$ 3,507.90	21.06%
71	030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	\$ 2,558.00	\$ 304.50	\$ 2,979.00	\$ 119.32	\$ 119.32	\$ -	\$ 2,859.68	4.00%
72	030-31-580-3-3100	PROFESSIONAL SERVICES	\$ 7,700.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%
73	030-31-580-3-3200	AUDIT EXPENSE	\$ 3,355.00	\$ -	\$ 3,740.00	\$ -	\$ 575.87	\$ 657.74	\$ 2,506.39	15.39%
74	030-31-580-3-4020	SOUTH- SCHOOL,CONF,TRAVEL	\$ 347.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
75	030-31-580-3-5000	FINES & FEES	\$ -	\$ -	\$ -	\$ -	\$ 13.53	\$ -	\$ (13.53)	0.00%
76	030-31-580-3-5280	MISC EXPENSES	\$ 259.00	\$ -	\$ 650.00	\$ 75.00	\$ 75.00	\$ -	\$ 575.00	11.53%
77	030-31-580-3-5281	SOUTH OPS SUPPLIES	\$ 43.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
78	030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$ 1,500.00	\$ 198.03	\$ 1,500.00	\$ 103.95	\$ 103.95	\$ 11.51	\$ 1,384.54	6.93%
79	030-31-580-3-5402	DEO ANNUAL DUES	\$ 110.00	\$ 36.00	\$ 110.00	\$ -	\$ 57.95	\$ -	\$ 52.05	52.68%
80	030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$ 160,734.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	0.00%
81	030-31-580-6-6333	SIGNAGE	\$ 1,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%
82	030-31-580-6-6337	SITE AMENITIES	\$ 1,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	0.00%
83	030-31-580-6-6341	LANDSCAPING	\$ 3,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 2,000.00	\$ 18,000.00	0.00%
84	030-31-580-6-6343	CAPITAL OUTLAY	\$ 61,615.00	\$ -	\$ 40,615.00	\$ -	\$ -	\$ -	\$ 40,615.00	0.00%
85	030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	\$ 155,378.00	\$ -	\$ 300,000.00	\$ -	\$ 176,369.25	\$ 48,530.75	\$ 75,100.00	58.78%
86	030-31-580-6-6347	CODE COMPLIANCE	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	0.00%
87	030-31-580-6-9134	TRANSFER TO BETTER STREET	\$ -	\$ -	\$ 20,621.00	\$ -	\$ -	\$ -	\$ 20,621.00	0.00%
88										
89		TOTAL	\$ 415,341.00	\$ 4,511.15	\$ 569,991.00	\$ 1,717.49	\$ 181,969.02	\$ 51,200.00	\$ 336,821.98	31.92%
90										
91		TRANSFERS								
92	030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	\$ 28,080.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	0.00%
93	030-31-580-9-9105	REIMB GENERAL	\$ 26,167.00	\$ 13,083.48	\$ 34,210.00	\$ 2,851.00	\$ 17,106.00	\$ -	\$ 17,104.00	50.00%
94	030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$ 40,306.00	\$ -	\$ 40,306.00	\$ 3,359.00	\$ 24,804.69	\$ -	\$ 15,501.31	61.54%
95	030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$ 7,944.00	\$ -	\$ 7,944.00	\$ 662.00	\$ 4,888.62	\$ -	\$ 3,055.38	61.53%
96										
97		TOTAL	\$ 102,497.00	\$ 13,083.48	\$ 112,460.00	\$ 6,872.00	\$ 46,799.31	\$ -	\$ 65,660.69	41.61%
98										
99										
100		DEPARTMENT TOTAL	\$ 517,838.00	\$ 17,594.63	\$ 682,451.00	\$ 8,589.49	\$ 228,768.33	\$ 51,200.00	\$ 402,482.67	33.52%
101										

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
50 % Yr Complete For Fiscal Year: 2026 / 3

	A	B	C	D	E	F	G	H	I	J
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025_REV_YTD	2026_BUDGET	CURRENT_MTD	CURRENT_YTD	UNREALIZED	PERCENT_REALIZED	
102		NORTH HISTORIC								
103	030-32-580-1-1100	EXEC SALARIES TIFNorth	\$ 4,400.00	\$ 988.15	\$ 4,900.00	\$ 343.52	\$ 1,367.97	\$ -	\$ 3,532.03	27.91%
104	030-32-580-1-2100	FICA TAX EXP TIFNorth	\$ 337.00	\$ 71.31	\$ 375.00	\$ 26.06	\$ 104.42	\$ -	\$ 270.58	27.84%
105	030-32-580-1-2200	RETIREMENT EXP TIFNorth	\$ 1,351.00	\$ 303.33	\$ 1,352.00	\$ 94.82	\$ 329.85	\$ -	\$ 1,022.15	24.39%
106	030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	\$ 930.00	\$ 110.74	\$ 907.00	\$ 39.04	\$ 39.04	\$ -	\$ 867.96	4.30%
107	030-32-580-3-3100	PROFESSIONAL SERVICES	\$ 2,600.00	\$ -	\$ 4,300.00	\$ -	\$ -	\$ -	\$ 4,300.00	0.00%
108	030-32-580-3-3200	AUDIT EXPENSE	\$ 1,220.00	\$ -	\$ 1,360.00	\$ -	\$ 208.85	\$ 239.18	\$ 911.97	15.35%
109	030-32-580-3-4020	NORTH- SCHOOL,CONF,TRAVEL	\$ 133.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
110	030-32-580-3-5000	FINES & FEES	\$ -	\$ -	\$ -	\$ -	\$ 13.53	\$ -	\$ (13.53)	0.00%
111	030-32-580-3-5280	MISC EXPENSES	\$ 101.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	0.00%
112	030-32-580-3-5281	NORTH OPS SUPPLIES	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
113	030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$ 500.00	\$ 60.91	\$ 500.00	\$ 34.65	\$ 34.65	\$ 3.50	\$ 461.85	6.93%
114	030-32-580-3-5402	DEO ANNUAL DUES	\$ 16.00	\$ 16.00	\$ 22.00	\$ -	\$ 11.60	\$ -	\$ 10.40	52.72%
115	030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$ 83,661.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00%
116	030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$ 31,734.00	\$ -	\$ 16,005.00	\$ -	\$ -	\$ -	\$ 16,005.00	0.00%
117	030-32-580-6-6328	CODE COMPLIANCE	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	0.00%
118										
119		TOTAL	\$ 126,999.00	\$ 1,550.44	\$ 99,971.00	\$ 538.09	\$ 2,109.91	\$ 242.68	\$ 97,618.41	2.11%
120										
121		TRANSFERS								
122	030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$ 7,693.00	\$ 3,846.48	\$ 10,359.00	\$ 863.00	\$ 5,178.00	\$ -	\$ 5,181.00	49.98%
123	030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$ 14,657.00	\$ -	\$ 14,657.00	\$ 1,221.00	\$ 9,017.19	\$ -	\$ 5,639.81	61.52%
124	030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$ 2,889.00	\$ -	\$ 2,889.00	\$ 241.00	\$ 1,779.36	\$ -	\$ 1,109.64	61.59%
125	030-32-580-9-9134	TRANSFER TO BETTER PLACE	\$ -	\$ -	\$ 78,774.00	\$ -	\$ -	\$ -	\$ 78,774.00	0.00%
126										
127		TOTAL	\$ 25,239.00	\$ 3,846.48	\$ 106,679.00	\$ 2,325.00	\$ 15,974.55	\$ -	\$ 90,704.45	14.97%
128										
129										
130		DEPARTMENT TOTAL	\$ 152,238.00	\$ 5,396.92	\$ 206,650.00	\$ 2,863.09	\$ 18,084.46	\$ 242.68	\$ 188,322.86	8.75%
131										
132										
133		TOTAL EXPENDITURES	\$ 2,188,830.00	\$ 152,031.08	\$ 2,814,774.00	\$ 40,037.52	\$ 529,394.55	\$ 73,899.49	\$ 2,211,479.96	18.80%
134										
135										
136		CONTINGENCIES & RESERVES								
137										
138		TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
139										
140		TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	\$ 2,188,830.00	\$ 152,031.08	\$ 2,814,774.00	\$ 40,037.52	\$ 529,394.55	\$ 73,899.49	\$ 2,211,479.96	18.80%
141										
142										
143										
144		CRA TIF NET RESULTS	\$ (2.00)	\$ 779,072.65			\$ 531,319.89			

CRA Project Status Update (Report)

Summary update on the status of active and completed Community Redevelopment Agency (CRA) projects and initiatives.

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Staff provides periodic project status updates to ensure the CRA Board remains informed of progress across redevelopment initiatives. These updates support transparency, coordination, and alignment with the CRA Redevelopment Plan.

PROJECT ANALYSIS

Staff provides the following summary of current project statuses:

- **Bronson Mulholland House Renovations** – Substantially complete; additional porch improvements underway with anticipated completion by the end of the month.
- **Tilghman House Renovations** – Complete.
- **River Street Wall** – Complete.
- **The Pride of Palatka II** – Complete.
- **Price Martin Center Renovations** – On track.
- **Gateway Redevelopment Project (Port Consolidated Site)** – On track. Consultant report is anticipated for submission to FloridaCommerce by April 30, 2026, with presentation to the City Commission scheduled for May 14, 2026.
- **CRA Plan Update** – On track. Staff continues coordination with GAI Consultants through bi-weekly meetings. Stakeholder meetings are scheduled for the week of April 21, 2026.
- **A. Philip Randolph Regional Multimodal Transportation Hub** – On track. Project is in early stages and currently under engineering review.
- **Streetscape Phase II (St. Johns Avenue Corridor)** – Back on track. Construction resumed April 15, 2026. Ongoing coordination with merchants and Maer.

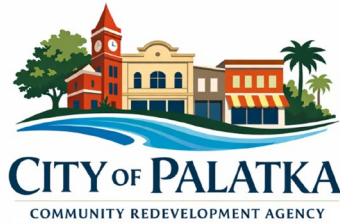
Additionally, staff has developed and distributed a recurring construction update flyer to downtown merchants to ensure consistent communication and transparency regarding project impacts and timelines (see attached

Staff Recommendation

This item is provided for informational purposes only. No Board action is required.

ATTACHMENTS

1.	Palatka_Streetscape_Locked
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DOWNTOWN STREETScape PROJECT UPDATE

Central Business District (St. Johns Avenue Corridor) April 2026

CONSTRUCTION TIMELINE

Construction Resumes: Wednesday, April 15, 2026

Current Work Area: North side of 6th Street (final week of work)

Phase Transition: Contractor starting next phase of work immediately following completion

Next Work Area: South side of 6th Street

Anticipated Start: Approximately 4 weeks

WHAT TO EXPECT

- Active construction zones
- Temporary parking and access adjustments
- Business access maintained
- Noise and equipment activity

Project Updates

- Concrete work north of the 600 block will be completed this week
- Contractor will transition to the south side of 6th Street immediately after
- Temporary travel lane closure will occur between the 600 and 700 blocks
- Due to utility constraints (panel box location), the contractor will shift from the 600 block to the 800 block for the next phase of work
- A comprehensive construction schedule is currently being developed to better coordinate with upcoming downtown events

BUSINESSES REMAIN OPEN DURING CONSTRUCTION

OUR COMMITMENT

The CRA is working to minimize disruption while enhancing walkability, aesthetics, and the overall downtown experience.

CONTACT INFORMATION

Nicole Auth
CRA Coordinator, City of Palatka
386-240-4785

City of Palatka – Community Redevelopment Agency

City Manager Report

Portable Solar Message Boards (CRA & Public Works)

Presentation of staff's implementation of prior Commission direction regarding solar-powered message boards to support public communication for construction activities, traffic impacts, and project updates—one designated for the CRA districts and one for Public Works operations citywide.

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

At the request of the City Commission during a previous meeting, staff was directed to further evaluate the use of portable message boards to improve communication with the public during construction and infrastructure projects.

The City and CRA continue to manage multiple active and upcoming projects, including streetscape improvements, infrastructure upgrades, and redevelopment initiatives. These efforts require timely and visible communication with residents, businesses, and visitors regarding road closures, detours, project timelines, and safety information.

While existing communication methods (e.g., website updates, social media, and printed notices) remain important, they do not consistently reach individuals traveling through active project areas. Portable message boards provide real-time, location-based communication directly within impacted corridors.

PROJECT ANALYSIS

In response to Commission direction, staff evaluated portable solar-powered message boards as a practical solution to enhance field-based communication.

The use of these units will provide:

- Real-Time Messaging: Immediate updates related to construction schedules, detours, and safety alerts
- Mobility & Flexibility: Ability to relocate units as projects progress across various corridors and districts
- Enhanced Public Safety: Increased visibility for drivers and pedestrians within active work zones
- Business Support: Clear communication to maintain access and reduce disruption within CRA districts during construction
- Operational Efficiency: Reduced reliance on temporary signage and manual communication methods
- Sustainability: Solar-powered operation minimizes ongoing costs

One unit will be assigned to the CRA to support redevelopment and streetscape-related activities within the designated districts.

Fiscal Impact

The total cost per unit is \$15,767.01. See attached invoice for two units — one is for Public Works and will be paid from Fund 001.

Funding for the CRA-designated message board will be allocated from the CRA Redevelopment Trust Fund (GL# 101-19-519-6-6487), which are the funds transferred from TIF funds (030) to Better Place for the street scape project, consistent with eligible expenditures under Chapter 163, Part III, Florida Statutes.

This expenditure is within existing budgeted funds and does not require additional appropriation.

Staff Recommendation

This item is presented for informational purposes to update the Commission on staff's implementation of prior direction regarding the purchase of portable message boards. No formal action is required.

ATTACHMENTS

1.	MB II_Mid-Sized Message Board
2.	SO_SalesOrder2_c4173004-f69b-4ebd-acbe-399d52ce86d8

Silent Messenger II

PRODUCT GUIDE

Message Board | Mid Sized

The "Silent Messenger II" is a mid-sized message board. This rugged portable changeable message sign is designed to provide communications to improve traffic flow and safety in highway work zones.

The Silent Messenger II consists of a 92" w x 54" h sign panel with a 27 x 48 pixel full matrix LED display on a sturdy steel trailer, powered by a combination of solar panels and batteries. Choose from either a foldable or Lift and Rotate trailer.

OPTIONAL REMOTE COMMUNICATIONS*

With this option, the Message Board comes with a GPS receiver, cellular transceiver, and FREE lifetime cellular service*. Use with SolarTech's Command Center software for remote communications - messages can be changed and managed remotely from a laptop, PC, or a smartphone. No cellular charges!

Command Center software allows you to track your equipment using the built-in cellular transceiver and GPS system.

Manage your fleet from your laptop, PC, or smartphone without leaving your desk! Access units from a map or list. Control units individually or broadcast to a group.

You can build a message library, share messages between boards, schedule messages and more.

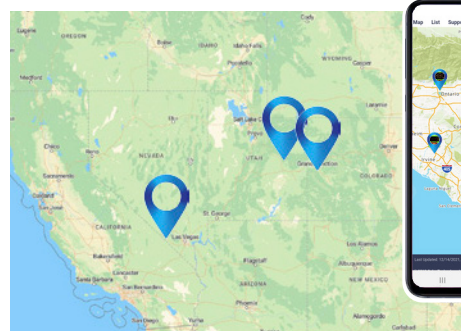


EASY-TO-USE CONTROLLER

The touch-screen controller needs no manual - it's that easy to use! Includes:

- » Password protection
- » Intuitive icons for ease of use
- » Scheduling capability
- » Fully networkable
- » NTCIP version 3 compatible

Get automated email notifications when a message changes, if the battery voltage is low, if a pixel fails or the unit moves.



No more misplaced equipment... fewer problems... less downtime!

Learn more at www.solartechtechnology.com

Silent Messenger II

Message Board | Mid Sized

Display Panel

Panel Size.....	92" x 54" (234 cm x 137 cm)
Pixel Array/Size.....	27 x 48 pixel array with 1.77" (45 mm) pitch
Character Height.....	12" to 38" (30.5 cm to 97 cm)
Panel Construction.....	All aluminum, modular construction
Panel Face.....	3/16" polycarbonate, non-glare
Number of Fonts.....	Up to Twelve (12)
Graphics Capability.....	Full matrix with full animation
Display Technology.....	LED (amber, 592 nm)
Display Brightness.....	>10,000 candela per square meter
Display Life Expectancy.....	10 years typical
Viewing Angle.....	>60°

Trailer

Length Overall (operating)	112" (284 cm)	Lift & Rotate Trailer
Length Overall (towing)	112" (284 cm)	108" (274 cm)
Width Overall.....	92" (234 cm)	152" (386 cm)
Height Traveling.....	92" (234 cm)	77" (196 cm)
Height Operating.....	142" (360 cm)	101" (257 cm)
Ground Clearance.....	13" (33 cm)	142" (360 cm)
Weight of MBII.....	1,560 lbs (708 kg)	13" (33 cm)
Coupler.....	2" (50 mm) ball or	2,000 lbs (907 kg)
.....	3" (76 mm) pintle ring	2" (50 mm) ball or
Lifting Mechanism.....	1,000 lb automatic	3" (76 mm) pintle ring
.....	brake, winch & cable	1,000 lb electric
Axle Suspension.....	(for both) Torq flex, independent	linear actuator

Mega-Tech Control Console

Console Circuitry.....	Ultra-low power solid state
Console Touchscreen.....	Weather-resistant, backlit, full-color GUI, intuitive icon-driven, multi-lingual
Programming Software.....	Proprietary, field upgradable for units not connected to Command Center
Message Capacity.....	Pre-programmed and user programmed (> 250 each)
Message Display Time.....	User-selectable (0.1 to 99 seconds)
Display Update Time.....	Instantaneous
Non-volatile Memory.....	16 GB Micro SD card
Password Protection.....	User selectable, multi-level
Operator Interface.....	Easy-to-use icons (no manual required)
Connectivity.....	Supports NTCIP version 3 via UDP/IP over Ethernet, and PMPP over RS-232; Units with Remote Communications Options: UDP/IP over the built-in cellular modem

Energy Source

Operating Voltage.....	12 volts DC (nominal)
Battery Type.....	6 volt heavy duty, deep cycle (GC-2)
Number of Batteries.....	Four (4) standard lead acid (flooded)
Battery Bank Capacity.....	520 amp hours
Battery Status Indicator.....	Displays battery voltage, charging activity and low battery condition
Solar Construction.....	Top-mounted solar panels in aluminum frame
Solar Power Output.....	Standard 160 watt (nominal)
Solar Charge Controller.....	Automatic, temperature compensated, MPPT (Maximum Power Point Tracking)



Custom Colors Available

OPTIONS AND UPGRADES

Upgrades - Lift & Rotate Trailer Only

30 x 48 pixel display panel at 1.77" (45 mm) pixel pitch;
panel dimensions 59.5" x 92"
30 x 56 pixel display panel at 1.77" (45 mm) pixel pitch;
panel dimensions 59.5" x 106"
Tilt and Rotate Solar Arrays: • 160 watt • 220 watt • 330 watt



SCAN ME

Remote Communications

Includes GPS receiver, cellular transceiver, and FREE cellular service*. Remotely access and track your Message Board.

**With this option, cellular service is provided free of charge, and is limited to carrier supported generational wireless technology.*

Battery Upgrades - Both Trailers

Type	Number	Capacity
Lead-Acid (flooded)	Six(6)	780 amp hour
	Eight (8)	1040 amp hour
Gel Cell or AGM	Four (4)	520 amp hour
	Six(6)	780 amp hour
	Eight (8)	1040 amp hour

Battery Charger Options

- » 45 amp, 120 volt AC
- » 55 amp, 120 volt AC
- » 90 amp, 120 volt AC

Brakes - Both Trailers

- » Hydraulic Surge Brakes (5,000 lb Capacity)
- » Electric Brakes

Battery Security Option

- » Anti-theft steel battery frame bolted to trailer
- » Vandal-proof battery box with reinforced steel cage

Radar Options - Both Trailers

- » Directional doppler K-Band, user-configured KPH or MPH
- » Data collection and statistical analysis package included.

Learn more at www.solartechology.com



TERMS AND CONDITIONS OF SALE

PRICES

All prices quoted, unless otherwise noted, are F.O.B. Allentown, Pennsylvania. Unless otherwise noted, all prices quoted do not include taxes, and if applicable, tax must be added to the sales price. All written price quotations are valid for thirty (30) days. Prices are subject to change without prior notice.

ACCEPTANCE OF ORDERS

All orders are subject to acceptance and acknowledgment by the main office.

CREDIT APPROVAL AND TERMS OF PAYMENT

Shipments, deliveries, and performance of work shall at all times be subject to the approval of the Credit Department. The Credit Department Manager may, at any time, decline to allow any shipment, delivery, or performance of work, except upon receipt of payment, plus any interest and penalties, of overdue invoices or upon arrangement of special terms and conditions or security to the Credit Department. Terms of payment are, unless otherwise specified, net thirty (30) days after invoice date. Accounts which have not been paid within the terms specified on the invoice will be considered in default, and a charge of 1-1/2% per month will be assessed. All invoices will be dated at the time of shipment from SOLAR TECHNOLOGY's factory, unless otherwise specified. Any discount, if applicable, is at the exclusion of any shipping charges and taxes.

DELIVERY

Delivery will be arranged at the time of order; however, the scheduled delivery date is approximate and SOLAR TECHNOLOGY shall not be responsible for delays or nonperformance caused by weather, labor strikes, fire, theft, vandalism, war, government intervention, or any other cause beyond its control.

SCHEDULED SHIPPING DATES AND ORDER CANCELLATIONS

All scheduled shipping dates are subject to approval by the main office. Standard products and parts orders cancelled prior to 72 (seventy-two) hours of being shipped are not subject to a Cancellation Charge. Orders cancelled within 72 (seventy-two) hours or less of being shipped for standard products and parts will be subject to cancellation and restocking charges equal to 20% of original order. Orders for other than standard products (modified, customized, or special order products and parts) will be subject to cancellation and restocking charges equal to 50% (fifty percent) of original order. Any of the above type orders that are cancelled after being shipped will incur the charges as outlined above plus all freight charges incurred.

LIMITED WARRANTY

SOLAR TECHNOLOGY, INC. (STI) warrants each new piece of equipment to be free from defects in materials and/or workmanship for a period of five years, or sixty (60) months, from the date of sale. This warranty covers the repair or replacement of components manufactured by Solar Technology, Inc. only. To view the entire warranty policy, please visit <https://solartechnology.com/wp-content/uploads/Warranty-Statement-REV2018.pdf>.

RETURNED MATERIALS FOR CREDIT CONSIDERATION

No merchandise may be returned for credit to SOLAR TECHNOLOGY without prior written consent. All returned items are subject to fees mentioned above. Consideration of "return for credit" items can only be made when SOLAR TECHNOLOGY is furnished the original invoice number, and any returned items shall be subject to inspection; no materials which are damaged, or have been used, will be accepted for credit. Final determination of condition can be made only by SOLAR TECHNOLOGY, or its designated representative.

CONSIGNMENT

Solar Technology, Inc. (SolarTech) recognizes the strategic advantages of negotiating partnerships utilizing consignment inventory. Any and all units shipped as consignment to storage yards, equipment resellers, equipment dealers, or any other "customers" remain the property of SolarTech until appropriately invoiced out of consignment status. Consignment units will be invoiced from consignment to the responsible organization when any or all of the following conditions are met: the unit(s) are placed into service on a roadway or active job, the unit(s) are sold to a subsequent entity, the unit(s) are used in any way for monetary gain. Unless otherwise agreed upon, all consignment units will be outfitted for the standard configuration for the geographic area in which they are being held, and may be stored for a maximum of 120 days before date of invoice. On day 121 of consignment status, or the first day after the agreed upon consignment term has ended, the unit will be invoiced by SolarTech and payment will be due. SolarTech reserves the right to review all consignment equipment status and relationships with holders of consignment equipment. At any time, the SolarTech Sales and Accounting departments may withhold shipping further consignment or processing additional units and parts orders if outstanding consignment invoices have not been paid. Additionally, SolarTech reserves the right to revoke consignment privileges based on account status, and to subsequently remove/relocate any remaining consignment on site.

USE OF DATA

Solar Technology, Inc. retains ownership of all data related to its Command Center, SolarTrak, SmartZone, and other software suites/products, unless otherwise authorized or specified. Solar Technology reserves the right to use this data as needed.

**Quote**

Order Number: 26-1396
Order Date: 3/31/2026
Expire Date: 5/1/2026
Terms Upon Credit Approval
Customer P.O. QUOTE
Confirm To NICOLE AUTH
Ship VIA PREPAID & ADD
F.O.B. ALLENTOWN PA
Freight Terms PREPAID & ADD
Salesperson: STI

Customer: 00-QQ
CITY OF PALATKA
PALATKA FL
201 N 2NS STREET
PALATKA, FL 32177
Phone:
Alt Phone: 386-329-0100 Ext. 2088
Fax:
E-Mail: nauth@palatka-fl.gov

ALL PRICES IN US DOLLARS

Sold To:
CITY OF PALATKA
PALATKA FL
201 N 2NS STREET
PALATKA, FL 32177

Ship To:
CITY OF PALATKA
PALATKA FL
201 N 2NS STREET
PALATKA, FL 32177

Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
SILENT MSGR 2	EA	2.00	0.00	0.00	14,467.01	\$28,934.02

SolarPwr PCMS Full Matrix

Whse: 900

MBII Standard 54"x92" Case 27x48 Pixel
160 Watt Solar Array Default Font Power Miser
4 Standard Batteries w/ Hold-Down
Battery Charger 45amp 115VAC 50/60 Hz
2" Ball Coupler
USA w/ Cellular & GPS Lifetime Service

COMMENTS:**PRICING IS FOR THE UNIT SPECIFIED****LITERATURE SHEET PROVIDED****INSTALLATION IS THE CUSTOMERS RESPONSIBILITY****LEAD TIME IS APPROX. 3 WEEKS AFTER RECEIPT OF ORDER (SUBJECT TO CHANGE)****FREIGHT QUOTED IS VALID FOR APPROXIMATELY 2 WEEKS, AFTER WHICH IT IS SUBJECT TO CHANGE DUE TO MARKET INFLUENCES.****ANNOUNCING: SolarTech WebSuite!**

Command Center, SolarTrak, SmartZone, and troubleshooting guides
available at app.solartechtechnology.com

ACKNOWLEDGEMENT - PLEASE SIGN & RETURN VIA EMAIL:
mkleckner@solartechtechnology.com

Please verify billing and shipping addresses.

Terms & Conditions of Sale are attached. This order is accepted as entered above.

ACCEPTED BY	TITLE	DATE
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Enter Purchase Order Number if not shown above. Purchase Order # _____

Net Order:	\$28,934.02
Less Discount:	0.00
Freight:	2,600.00
Deposit:	0.00
Sales Tax:	1,836.04
Order Total:	\$33,370.06
Order Balance:	\$33,370.06

WARNING: Any and All Products, Assemblies, Subassemblies, Parts, Components, Documents, etc. (i.e. Anything and Everything Offered and/or Provided By Solar Technology, Inc. Either for Sale or Free of Charge) May Contain Chemicals Known To The State Of California To Cause Cancer, Or Birth Defects Or Other Reproductive Harm. For more information go to: www.p65warnings.ca.gov.