**ROBERTA M. CORREA**
MAYOR - COMMISSIONER

**ANNIE H. DAVIS**
COMMISSIONER

**JUSTIN R. CAMPBELL**
COMMISSIONER

**WILL JONES**
COMMISSIONER

**RUFUS J. BOROM**
COMMISSIONER

**JASON SHAW SR.**
ACTING CITY MANAGER
POLICE CHIEF

**JANE WEST, ESQ.**
CITY ATTORNEY

**KAREN HAYES, MMC, FCPC**
CITY CLERK

**CHANTEL PIERRE, CPA**
FINANCE DIRECTOR

**SAM DEPUTY**
COMMUNITY REPRESENTATIVE

**NICOLE AUTH**
CRA COORDINATOR

**AGENDA**
**COMMUNITY REDEVELOPMENT AGENCY**
**May 18, 2026 at 5:00 PM**

**1. CALL TO ORDER**
   a. Invocation
   b. Pledge of Allegiance
   c. Roll Call

**2. APPROVAL OF MINUTES**
   a. April 20, 2026

**3. PUBLIC COMMENTS**

**4. CRA DISTRICT REPRESENTATIVES**

**5. REGULAR BUSINESS**
   a. Small Business Development Center Report (Imformational Only, No Action Required).
   b. Sunshine Law Presentation – City Attorney (Informational Only; No Action Requested)
   c. CRA Landscaping and Maintenance – Budget Status and Planning Discussion
   d. Bronson-Mulholland House Handrail Installation (Informational Only)

**6. REPORTS**
   a. April 2026 Financial Report
   b. St. Johns Avenue Corridor Intersection Improvements – Condition Assessment & Corrective Action
   c. City Manager Verbal Report
   d. Agenda Item: Streetscape Phase II Project Update

**7. 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.

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

# Community Redevelopment Meeting
# April 20, 2026, Minutes

**Invocation**
The invocation was led by Pastor Mulberry.

**Pledge of Allegiance**
The Pledge of Allegiance was led by Mr. Deputy.

**Roll Call**
Commissioner Borom, Commissioner Pellicer, Mr. Deputy, Commissioner Davis, Commissioner Jones, and Mayor Correa were present. Commissioner Campbell is excused.

**APPROVAL OF MINUTES**
**March 23, 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.

**CRA DISTRICT REPRESENTATIVES**
There were no representatives at this time**.**

**Informational Updates**
City Commission Resolution No. 2026-R-61 Ratification of CRA Recommendation and Authorization of MOU with Florida Small Business Development Center (Informational)
Commissioner Davis stated she wanted staff to clarify CRA as a listed partner in the MOU moving forward. Add reporting/feedback mechanism from FSBDC to the CRA in future MOU cycle (requested for FY 2026/2027). Commissioner Jones pointed out that the Resolution states $25,000 in quarterly installments; he would like clarity on the actual split. Ms. Auth stated it was split between the two funds with $15,000 from the CRA and $10,000 City General Fund. Mr. Deputy asked to note this split in the resolution. Commissioner Davis directed staff to

correct resolution language regarding funding split and ensure CRA partner designation and reporting in the next MOU.

**City Commission Resolution – Building Improvement Grant Reimbursement (801 St. Johns Avenue Administrative Correction) (Informational)**
Ms. Auth explained that the applicant submitted all paperwork and reimbursement amount is $25,000. Funds were already budgeted for this address on the prior resolution; however, the prior omission was an oversight for this address.
After a short discussion the board asked staff to process the reimbursement in the upcoming cycle and ensure the address inclusion is in the revised resolution for the correct documentation.

**Discussion/Direction**
**Public Art Program Framework & Refresh of Murals Located on City Buildings and Maintained by the City**
After discussion from the board there were concerns about agreements, ownership/maintenance, liability, approval process. Mural committee remains intact; public art committee envisioned as collaborative/umbrella group (partnership rather than oversight). Avoid advertising/business promo in public art. Staff were asked to explore panels for movable murals where building owner agreements cannot be secured.
**Vote:** Commissioner Davis moved to shift the public art fund to a grant-based fund. Commissioner Borom seconded the motion which passed unanimously.
**Vote:** Commissioner Davis moved to have a workshop to identify the framework of the public art committee to include how this committee will compliment or work with the existing mural committee. Commissioner Borom seconded the motion which passed unanimously.
**Vote:** Sam Deputy moved to fund the 2 murals on the two city hall buildings. Commissioner Pellicer seconded the motion which passed unanimously.

**National Register of Historic Places (NRHP) Nomination – Downtown Palatka**
Ms. Auth presented a request from the Community Redevelopment Agency (CRA) for approval of $50,000 to retain a consultant to prepare and submit a National Register of Historic Places (NRHP) nomination for the Downtown Palatka District.
She provided the following background: In September 2025, the City engaged Property Associates to complete a Preliminary Site Information Questionnaire for the downtown area. The initial findings indicate the district is potentially eligible for listing on the National Register, with a preliminary period of significance identified as 1885–1976. The downtown area has historically served as the center of commerce and government activity for nearly a century. Ms. Auth explained the next step in the NRHP process requires a comprehensive nomination package including historical research, architectural inventory, mapping, professional photography (meeting federal standards), coordination with the Florida Division of Historic Resources, and a presentation to the Florida National Register Review Board and stated the process may take up to six months.
Ms. Auth asked if the CRA seeks funding to proceed and has provided a scope of work and examples of other Florida cities benefiting from historic designation and also noted that the NRHP boundaries will be determined by the consultant's findings and may differ from the existing Central Business District boundaries.
**Board Discussion**
The board expressed support for the project and highlighted the potential benefits, including tax incentives for property owners, tourism opportunities, preservation of historic resources, and recognition of culturally significant areas such as New Town.
Key discussion points included: Clarification regarding the period of significance and how additional research may alter findings, the importance of recognizing historic sites and cultural

heritage across the community, especially buildings previously lost or overlooked, opportunities for future historic markers, heritage walking tours, and collaboration with tourism partners and the interest in exploring similar research or listings for additional areas of the city, including the North and South Historic Districts, pending the outcome of this project and availability of CRA funding in those districts.
Ms. Auth explained she will consult with the consultant regarding possibilities for additional historical research beyond the CRA Central Business District.
**Vote:** Commissioner Davis moved to approve the $50,000 funding request for preparation and submission of the National Register of Historic Places nomination for Downtown Palatka and authorized the associated budget transfer from the CRA Central Business District TIF fund to Professional Services. Same deputy seconded the motion which passed unanimously.

**2026 Building Improvement Grant Cycle – Program Timeline and Direction**
Ms. Auth requested directions regarding the 2026 Building Improvement Grant (BIG) cycle timeline. She explained the previous cycle opened May 1 through June 15, and staff noted that the community is already expecting the same dates based on prior years. Numerous inquiries have already been received.
Ms. Auth recommended maintaining the same application window beginning May 1, noting strong public awareness of the traditional timeframe.
The board discussed concerns regarding adequate public outreach, including, ensuring equitable notification to property owners across the three CRA TIF districts, leveraging utilities databases, website postings, and direct outreach, and the importance of proactive communication for business owners who may not live in the City.
Clarification was provided that the requirement for three bids applies after grant awards, not during the application window.
The board also discussed challenges for residential property owners in the North and South TIF districts who often cannot afford the upfront match required under the BIG program. Staff agreed to explore potential revisions or the development of a more accessible home-improvement program for those districts.
**Direction Provided:** Consensus was reached to proceed with opening the 2026 Building Improvement Grant cycle on May 1 using the established May 1 – June 15 timeframe. Ms. Auth will conduct extensive promotion and outreach, explore modifications to better support applicants lacking upfront funds and continue evaluating alternatives for residential-district assistance programs.

**Discussion Direction to Repurpose Funds**
Ms. Pierre presented a report explaining that the potable water improvement projects in the Central Business (TIF) District and the South TIF District have been completed. As a result, funds previously allocated to those projects are now unassigned and available for reallocation to eligible CRA activities.
**Central Business TIF (formerly "Downtown")**
Ms. Pierre stated the original allocation was $100,000. $50,000 was already reallocated earlier in the meeting and there is $50,000 remains available for repurposing
**South TIF District**
Ms. Pierre stated the remaining unassigned funds: $30,000
Clarification was provided to correct terminology in the staff report and ensure consistency going forward. The districts should be referred to as Central Business TIF, South TIF, and North TIF. Ms. Pierre stated she will correct the report and ensure future financial documents use accurate and consistent labeling.
The board discussed potential uses of the remaining funds.
Ms. Pierre emphasized the report is informational at this meeting and intended to make the board

aware of available funds.
The CRA Coordinator and Finance Director will return at the next meeting with formal recommendations for reallocation options.
The board mentioned possible future needs, such as signage in the South TIF District and other CRA eligible beautification or improvement projects.
Ms. Auth also noted ongoing outreach to neighborhood representatives in both the North and South TIF Districts, though engagement has been inconsistent in some areas.

**REGULAR BUSINESS**

**CRA District Boundary Overview and Public Awareness Update**

Ms. Auth provided an informational overview of the CRA district boundaries in response to recurring questions and confusion noted in previous meetings and during recent public workshops. A survey conducted at the Gateway workshop indicated that 25% of participants did not know whether they lived within a CRA district, highlighting a public awareness gap.
Staff presented a map illustrating the boundaries for the Central Business TIF District, the South TIF District and the North TIF District.
Ms. Auth explained the Corresponding Historic Districts, which do not align with TIF boundaries and the Key clarifications included: The Historic District boundaries and TIF District boundaries are not the same, and in several areas the boundaries split streets, alleys, or even run through buildings, the south side of a boundary street may fall under the South TIF District, while the north side may fall under the Central Business TIF and the North TIF District ends at Madison Street, while the North Historic District boundaries extend beyond it.
Ms. Auth stated This distinction is critical for determining which TIF fund can legally support specific projects or maintenance needs and noted that this clarity is essential as the City updates its five-year CRA Redevelopment Plan, since TIF-eligible activities and funding allocations depend on accurate district identification.
The board discussed the need for enhanced public outreach to help residents and property owners understand their district status, potential benefits of public workshops and map distribution, the importance of realtor education, as properties are often misrepresented to buyers due to misunderstanding of district boundaries, the need for cleaner, more readable maps.
Staff expects improved mapping once redevelopment plan consultants complete updated graphics and the past inconsistencies in terminology and the importance of maintaining consistent usage of Central Business TIF, North TIF, and South TIF and the ongoing efforts to re-engage representatives from the North and South Historic Districts, though participation has been more challenging in some areas.

**REPORTS**

**Financial Report Year to Date for the Months Ended March 31, 2026**

Ms. Pierre presented the CRA Financial Dashboard as of March 31, 2026 (midpoint of the fiscal year). The report reflected the combined financial condition of the three TIF districts and provided budget-to-actual comparisons.
Ms. Pierre noted that the CRA's overall financial condition is stable, with expenditure remaining within available revenues.
Expenditure levels by district were reported as follows:
• Central Business TIF District – 14.67% of budget expended
• South TIF District – 33.50% of budget expended
• North TIF District – 8.75% of budget expended
Revenue receipts were also reviewed, with the Central Business TIF having received 99.48% of its budgeted City contribution and 92.12% of the County contribution as of the reporting date.
Major expenditure categories included landscaping, Building Improvement Grants, Christmas lights (South TIF), administrative costs, and the Tilghman Project.

Ms. Carty confirmed that the terminology on the dashboard will be corrected going forward to consistently use Central Business TIF, South TIF, and North TIF rather than "downtown" or "historic district."

**Administrative Transfers Discussion**

The board raised concerns about continued administrative transfers from CRA funds to the City for general administrative support.

The City Attorney Jane West noted that such transfers made sense before the hiring of the CRA Coordinator but may not be appropriate now.

Ms. Carty requested time to review the issue with Ms. West and bring back a recommendation.

The board emphasized the need to resolve the matter promptly.

**Tree Watering and Maintenance**

Discussion followed regarding the watering of newly planted trees in the Central Business TIF District. An interim $2,000 allocation for temporary watering services has been fully expended.

Ms. Auth advised that watering costs were not originally built into the project, although maintenance should have been anticipated.

The board discussed alternatives, including using remaining potable water funds, extending temporary services, or evaluating Public Works capacity. Ms. Carty committed to using her administrative discretion to ensure immediate continuity of tree watering while staff explores long-term solutions and cost-effective options.

The board also noted that with 100+ new trees being added as the streetscape project finishes, a clear and sustainable long-term maintenance plan will be necessary.

**CRA Project Status Update (Report)**

provided an informational update on ongoing, completed, and pending CRA projects, in response to the Commission's request at the prior board meeting. Only CRA-funded projects were included.

Project status updates included:

Bronson-Mulholland House – Substantially complete; porch improvements underway.

Tilghman House Renovations – Complete pending punch-list items.

Pride of Palatka II – Complete.

Price-Martin Center – Renovations on track.

Gateway Redevelopment Project – On schedule; consultant report expected within the week and due to Florida Commerce by April 30.

CRA Plan Update – Progressing as planned.

Municipal Transportation Hub – On track.

Streetscape Phase 2 – Back on track following delays.

The boards questions and discussion centered primarily on the Streetscape 2 project, including: the absence of accurate or updated construction schedules for merchants. The contractor communication issues and a transition to a new project manager at DCCM, the concerns about whether contract deadlines, penalties, and deliverables are being enforced, requests for clarity on who approved design changes, including new bump-outs and parking impacts. The need for a full accounting of project cost, total change orders, and who approved those change orders, the interest in understanding the overall scope impacts and whether the timeline is still achievable.

The board requested that intersection failures (rutting, settling, and ADA ramp replacements) be placed on the next month's agenda for discussion.

The City Attorney Jane West advised that questions regarding breach of contract, delay damages, and contract enforcement should be reviewed privately due to legal considerations, but confirmed she will meet with the City Manager to determine next steps.

Ms. Auth and the project manager David Bumgarner confirmed they are meeting with DCCM and the contractor the next day to address communication issues, project sequencing, and plan discrepancies.

**City Manager Report**
Ms. Carty reported that, in response to the Commission's prior recommendation, the CRA has moved forward with the purchase of a messaging board to improve communication with businesses and the public during ongoing CRA projects.
The messaging board is being purchased with CRA funds, at an estimated cost of approximately $17,000. She also noted that a second messaging board will be purchased for use by the city organization as well.

**Adjourn**
This meeting was adjourned at 7:11 p.m.

**Small Business Development Center Report (Imformational Only, No Action Required).**
**Small Business Development Center Impact Presentation by Rick Paul.**

# STAFF REPORT

DATE: May 18, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

## APPLICATION REQUEST

## BACKGROUND

## PROJECT ANALYSIS

## Staff Recommendation

## ATTACHMENTS

| | |
|---|---|
| 1. | Palatka - SBDC Impact - Jan.-Mar. 2026 |

# City of Palatka

## Quarterly Impact Report

Florida SBDC at UNF

**City of Palatka**
October 2025 - March **2026**

## Service Delivery

**Entrepreneurs Consulted**
16
View Report (Other Co... As of Apr 6, 2026, 2:22 PM

**Total Consulting Hours**
83
View Report (Other Co... As of Apr 6, 2026, 2:22 PM

**Client's Revenue Increase**
50.00K
View Report (Other Co... As of Apr 6, 2026, 2:22 PM

**Business Startups**
2
View Report (Other Co... As of Apr 6, 2026, 2:22 PM

**Jobs Created + Retained**
2
View Report (Other Co... As of Apr 6, 2026, 2:22 PM

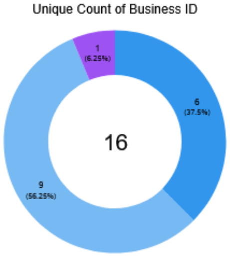
**Capital Formation**
$10.15K
View Report (Other Co... As of Apr 6, 2026, 2:22 PM

**8** Number of Workshops / Outreach Events

**311** Attendees to Workshops & Events

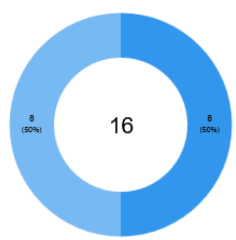
## Client Characteristics

**Gender**



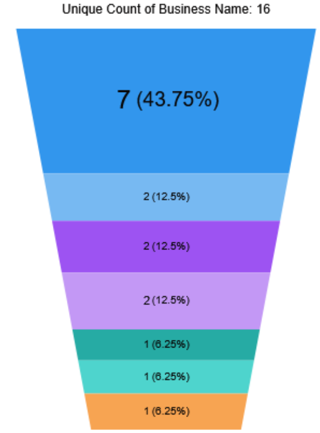

View Report (Other Counties - Curr. + Prev. Year) As of Apr 6, 2026, 2:22 PM

**Business Status**




View Report (Other Counties - Curr. + Prev. Year) As of Apr 6, 2026, 2:22 PM

**Business Type**
Blank = Pre-Venture




**Demographics: White %**
56.3%

**Demographics: Black %**
18.8%

**Demographics: Hispanic %**
6.3%

**Demographics: Asian %**
0%

**Sunshine Law Presentation – City Attorney (Informational Only; No Action Requested)**
**Presentation by the City Attorney providing an overview and refresher on Florida's Government in the Sunshine Law, including requirements for public meetings, communications between elected officials, and transparency obligations.**

# STAFF REPORT

DATE: May 18, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

**APPLICATION REQUEST**

**BACKGROUND**

Florida's Government in the Sunshine Law establishes requirements to ensure that meetings and communications of public boards and commissions are conducted openly and transparently.

At the request of the City Attorney, this item has been placed on the agenda to provide a refresher for everyone. Periodic review of Sunshine Law requirements is considered best practice to ensure continued compliance, minimize risk, and reinforce public trust in governmental decision-making processes.

**PROJECT ANALYSIS**

This is an informational item only. The presentation will cover key provisions of the Sunshine Law, including but not limited to:

- Requirements for open meetings and public access
- Limitations on communication between Board members outside of publicly noticed meetings
- Use of electronic communications and social media
- Public records considerations and retention

Providing this refresher supports good governance practices and helps ensure that all Board actions remain compliant with applicable state laws.

**Staff Recommendation**

This presentation supports the CRA Board's commitment to transparency, accountability, and compliance with state law. No formal action is required. This item is presented for informational purposes only.

**ATTACHMENTS**

| | |
|---|---|
| 1. | Florida's Government in the Sunshine Laws - Board and Committee onboarding |

# Florida's Government in the Sunshine Laws

Presented by: Jane West, Esq.

# Sunshine Law

Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. In the absence of statutory exemption, it applies to any gathering (formal or informal) of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

# Boards Subject to the Sunshine Law

- Elected or appointed boards at the state and local level (except the Legislature and judiciary)
- Advisory boards appointed by a governmental board or a single governmental official
- Staff gatherings are typically not subject to the Sunshine Law but can be if the work they do is part of a "decision making process" as opposed to traditional staff functions like "information gathering" or "fact finding." Examples include search committees and purchasing committees.

# Prohibited Communications

Members of boards subject to the Sunshine Law may not engage in private discussions with each other about board business, either in person or by telephoning, emailing, texting or any other type of electronic communication (i.e. social media, blogs).

*See Gilliams v. State*, 359 So. 3d 784 (Fla. 3d DCA 2023)

# LIAISONS

While an individual board member is not prohibited from discussing board business with staff or a nonboard member, these individuals may not be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.

*See also* AGO 23-04

# Sunshine Law Requirements

There are three basic requirements:

1) Meetings of public boards or commissions must be open to the public
2) Reasonable notice of such meetings must be provided; and
3) Minutes of the meetings must be prepared and open to public inspection.

# Penalties

- Civil action
- Criminal penalties
- Suspension or removal from office

# Public Participation

**Section 286.0114 Florida Statutes provides: subject to listed exceptions, boards must allow an opportunity for the public to be heard before the board takes official action on a proposition. The statute does not prohibit boards from maintaining orderly conduct or proper decorum in a public meeting.**

# Public Records Law Overview and Update

# Scope of Public Records Act

Florida's Public Records Act, Ch. 119, F.S., provides a right of access to the records of state and local governments as well as to records of private entities acting on their behalf.

# Scope of Public Records Act

In the absence of statutory exemption, this right of access applies to

- All "documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics, or means of transmission"
- made or received pursuant to law or ordinance or in connection with the transaction of official business
- by any agency [includes a private entity "acting on behalf" of a public agency]
- which are used to perpetuate, communicate, or formalize knowledge.

# Palatka's Processing of Public Records

Request received. Send to Clerk.

Clerk acknowledges request and forwards the request to the appropriate department.

If request is large, requestor is informed on estimated expense before producing.

Request is tracked by Clerk on spreadsheet.  Upon receipt of documents, Clerk provides the same.

# Thank You

Jane West, Esq.

386-312-2073

jwest@palatka-fl.gove

CITY of Palatka FLORIDA

**CRA Landscaping and Maintenance – Budget Status and Planning Discussion**
**Overview of current CRA landscaping and maintenance conditions, budget status, and service needs to support Board discussion and direction for FY 2026/2027 budget planning and upcoming procurement.**

# STAFF REPORT

DATE: May 18, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

**APPLICATION REQUEST**

**BACKGROUND**

The CRA maintains landscaping and general upkeep within redevelopment areas, including the Central Business District (CBD) and surrounding corridors. Recent and ongoing improvements, including tree and landscape installations, have increased the level of maintenance required to preserve these assets.

Public Works has supported these efforts, including watering newly installed trees on an approximately weekly basis; however, due to staffing capacity, competing priorities, and multiple active projects, maintaining a consistent and sufficient service level has been challenging. Current drought conditions require more frequent and reliable maintenance.

As additional landscaping improvements are completed later this year, overall maintenance obligations will continue to increase.

Current available funding is limited:

- CBD Landscaping: $6,550 remaining
- Maintenance (general upkeep): $4,925 remaining

Estimated need through the end of the current contract term is approximately $15,000, which exceeds available budget capacity.

**PROJECT ANALYSIS**

Current CRA landscaping and maintenance needs exceed both operational capacity and available funding. While Public Works has provided support, the existing structure does not allow for consistent, scheduled service required for landscape establishment and ongoing care.

From a funding perspective, approximately $11,000 remains across relevant CBD accounts, which is insufficient to meet the estimated $15,000 needed through the remainder of the contract term. Additionally, while approximately $20,000 remains in the South Historic District landscaping budget, current maintenance demand is concentrated within the CBD, indicating a misalignment of available resources for future consideration.

A comparative cost analysis (attached) was prepared in response to prior discussion regarding the potential addition of a Public Works position versus expanding contracted landscaping services. While a full-time Streets Division employee represents a recurring annual cost (approximately $42,000–$56,000), professional landscaping services provide a dedicated, scheduled, and specialized approach to plant care—particularly critical during the establishment period of newly installed trees.

The estimated cost to provide comprehensive landscaping and maintenance services, including watering and care of plantings, is approximately $3,000 per month. This targeted approach aligns service delivery with actual maintenance needs and supports the protection of CRA investments during the most critical stage of plant establishment.

As additional trees and landscaping improvements are installed with the completion of ongoing projects, the need for a consistent, professional maintenance approach will become increasingly important.

.

**Staff Recommendation**

No formal action requested.
This item is presented to lay the foundation for FY 2026/2027 budget development and to inform scope and service level considerations for the upcoming landscaping RFP.

**ATTACHMENTS**

| | |
|---|---|
| 1. | CRA Landscaping Cost Comparison |

**CRA Landscaping & Maintenance – Service Delivery Cost Comparison**

**Purpose**

To compare service delivery approaches for CRA landscaping and maintenance as discussed by the CRA Board.

**At-a-Glance Comparison**

| Category | Public Works (FTE – Streets Division) | Contracted Professional Landscaping |
|---|---|---|
| **Annual Cost** | $42,000 – $56,000 | ~$3,000/month (~$36,000 annually if ongoing) |
| **Cost Structure** | Fixed (recurring) | Scalable (based on service need) |
| **Primary Function** | General municipal maintenance | Dedicated landscape maintenance |
| **Service Approach** | Reactive / task-based | Scheduled / program-based |
| **Expertise** | General maintenance | Horticultural / plant care focused |
| **Equipment** | General-purpose | Specialized irrigation & landscape equipment |
| **Consistency** | Variable (competing priorities) | High (contract-defined schedule) |
| **Focus Area** | Citywide responsibilities | Targeted CRA areas |
| **Establishment Care (0–12 months)** | Limited capacity | Core service focus |

**Key Takeaways**

- **Cost Efficiency:**
  Contracted services provide targeted maintenance at a lower effective cost for the level of service required.
- **Service Alignment:**
  Landscaping—particularly tree establishment—requires consistent, scheduled care, not intermittent task-based support.
- **Investment Protection:**
  CRA-funded landscaping improvements are most vulnerable during the first 12 months and require dedicated attention to ensure survival and long-term value.
- **Scalability:**
  As additional trees and landscaping are installed, maintenance needs will increase and require a structured, scalable approach.

**Bronson-Mulholland House Handrail Installation (Informational Only)**

# STAFF REPORT

DATE: May 18, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

## APPLICATION REQUEST

## BACKGROUND

Previous exterior renovations to the Bronson-Mulholland House were completed utilizing non-CRA funding sources. While the project addressed multiple exterior improvements, the original scope of work did not include the installation of handrails on the lower porch areas. Following project completion, it was determined that the absence of handrails presents a potential public safety concern and liability exposure to the City due to accessibility and fall-risk considerations.

The Bronson-Mulholland House is located within the North Historic District CRA boundary. Staff has determined that the proposed improvements align with the goals and objectives of the CRA Plan, specifically relating to historic preservation, public safety, and the continued maintenance and activation of historic assets within the redevelopment area.

Because there is no dedicated General Ledger account specifically established for the Bronson-Mulholland House, staff has identified the North Historic District General Capital Improvements account as the most appropriate funding source for the project.

## PROJECT ANALYSIS

Staff proposes utilizing approximately $16,000 from the North Historic District General Capital Improvements, GL# 030-32-580-6-6322, account for the fabrication and installation of lower porch handrails at the Bronson-Mulholland House. The improvements are intended to address identified safety concerns, reduce potential liability risks, and support the continued public use and preservation of the historic structure.

As the property is located within the North Historic District CRA boundary, expenditures associated with the improvement must be funded from an eligible North Historic District TIF account. Staff has reviewed the proposed use of funds and determined that the expenditure is consistent with CRA objectives and permissible within the identified account.

This item is being presented for informational purposes only, and no formal Board action is requested at this time.

**Staff Recommendation**

This item is presented for informational purposes only. No Board action is requested.

**ATTACHMENTS**

| | |
|---|---|
| 1. | Bronson House 1st Porch Railing Proposal |

# ESTIMATE

**WD SITE SERVICES LLC**
16065 W Highway 100
Bunnell, FL 32110

wdsiteworks@gmail.com
+1 (386) 569-6917
+1 (386) 864-4823

## City of Palatka:Bronson-Mulholland House

**Bill to**
City of Palatka
201 North Second Street
Palatka, FL 32177

**Estimate details**
Estimate no.: 2024427
Estimate date: 04/24/2026

PWO Assignment NO: 100
Project Address: 100 Madison Street

| # | Date | Product or service | Description | Qty | Rate | Amount |
|---|---|---|---|---|---|---|
| 1. | 04/24/2026 | **PORCH** | Install railings around porch of house per plans. Labor and materials included. | 1 | $16,000.00 | $16,000.00 |

**Total** **$16,000.00**

**Accepted date**

**Accepted by**

**April 2026 Financial Report**

# STAFF REPORT

DATE: May 18, 2026

TO: City of Palatka Community Redevelopment Agency

FROM: City Staff

**APPLICATION REQUEST**

The Board members are being asked to review the April 2026 financial reports.

**BACKGROUND**

**PROJECT ANALYSIS**

For the month ended April 30, 2026, total revenues received year-to-date are $1,060,714.44, consisting of both the Putnam County and City of Palatka shares. Expenses and transfers total $663,501.89 resulting in a year-to-date net position of $397,212.55.

The total Community Redevelopment Agency (CRA) budget is $2,814,774, of which 38% has been realized in revenues and 24% has been realized in expenditures.

**Staff Recommendation**

Accept the financial report

**ATTACHMENTS**

| | |
|---|---|
| 1. | CRA_TIF_Financial_Dashboard_Apr2026 |
| 2. | CRA - TIF APR 2026 |

# City of Palatka – CRA TIF Financial Dashboard

April 2026

## Overall Financial Condition: Stable

Revenues continue to exceed expenditures year-to-date. Net position (revenues minus expenditures) is $397,212.55. 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 | 663,501.89 | 1,060,714.44 |

## CRA District Expenditure Dashboard

| District | FY26 Budget | Actuals YTD | % of Budget | Indicator |
|---|---|---|---|---|
| Downtown | 1,925,673.00 | 327,595.02 | 17% | |
| South Historic | 682,451.00 | 314,764.94 | 46.% | |
| North Historic | 206,650.00 | 21,141.93 | 17% | |

## 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

$397,212.55 YTD. Encumbrances total $23,129.00, and the remaining FY26 budget after encumbrances is $2,740.874.51.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **ACCOUNT_NUMBER** | **ACCOUNT_DESCRIPTION** | **2025 BUDGET** | **2025 ACTUAL_YTD** | **2026_BUDGET** | **CURRENT_MTD** | **CURRENT_YTD** | **UNREALIZED** | **PERCENT REALIZED** | |
| 2 | **TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 58.33 % Yr Complete For Fiscal Year: 2026 / 4** | | | | | | | | | |
| 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 | | **OTHER REVENUES** | | | | | | | | |
| 14 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ---------------- | ---------- | |
| 15 | | **TOTAL** | $ - | $ - | $ - | $ - | $ - | $ - | 0.00% | |
| 16 | | | | | | | | | | |
| 17 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ---------------- | ---------- | |
| 18 | | **TOTAL REVENUES** | $ 964,820.00 | $ 931,103.73 | $ 1,115,081.00 | $ - | $ 1,060,714.44 | $ 54,366.56 | 95.12% | |
| 19 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ---------------- | ---------- | |
| 20 | | | | | | | | | | |
| 21 | | **CASH BALANCE FORWARD** | | | | | | | | |
| 22 | 030-00-301-0-0001 | DOWNTOWN REDEVELOPMENT FORWARD | $ 839,383.00 | $ - | $ 1,125,121.00 | $ - | $ - | $ 1,125,121.00 | 0.00% | |
| 23 | 030-00-301-0-0002 | SOUTH HISTORIC BALANCE FORWARD | $ 299,314.00 | $ - | $ 445,200.00 | $ - | $ - | $ 445,200.00 | 0.00% | |
| 24 | 030-00-301-0-0003 | NORTH HISTORIC BALANCE FORWARD | $ 85,311.00 | $ - | $ 129,372.00 | $ - | $ - | $ 129,372.00 | 0.00% | |
| 25 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ---------------- | ---------- | |
| 26 | | **TOTAL** | $ 1,224,008.00 | $ - | $ 1,699,693.00 | $ - | $ - | $ 1,699,693.00 | 0.00% | |
| 27 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ---------------- | ---------- | |
| 28 | | **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% | |
| 29 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ---------------- | ---------- | |
| 30 | **TIF EXPENDITURES / 58.33 % Yr Complete For Fiscal Year: 2026 / 4** | | | | | | | | | |
| 31 | | **CENTRAL** | | | | | | | | |
| 32 | 030-30-580-1-1100 | EXEC SALARIES TIFDT | $ 38,500.00 | $ 12,021.44 | $ 49,000.00 | $ 3,542.36 | $ 15,085.95 | $ - | $ 33,914.05 | 30.78% |
| 33 | 030-30-580-1-2100 | FICA TAX EXP TIF DT | $ 2,945.00 | $ 844.74 | $ 3,749.00 | $ 258.24 | $ 1,139.14 | $ - | $ 2,609.86 | 30.38% |
| 34 | 030-30-580-1-2200 | RETIREMENT EXP TIF DT | $ 11,820.00 | $ 3,690.60 | $ 13,524.00 | $ 977.72 | $ 4,012.05 | $ - | $ 9,511.95 | 29.66% |
| 35 | 030-30-580-1-2300 | HEALTH AND LIFE INSUR TIF DT | $ 8,140.00 | $ 1,937.80 | $ 9,065.00 | $ 411.88 | $ 814.52 | $ - | $ 8,250.48 | 8.98% |
| 36 | 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% |
| 37 | 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% |
| 38 | 030-30-580-3-3109 | MAINTENANCE CONTRACT | $ 35,000.00 | $ 2,250.00 | $ 20,000.00 | $ 1,200.00 | $ 8,875.00 | $ 6,200.00 | $ 4,925.00 | 44.37% |
| 39 | 030-30-580-3-3200 | AUDIT EXPENSE | $ 10,775.00 | $ - | $ 11,900.00 | $ 2,092.80 | $ 3,941.08 | $ - | $ 7,958.92 | 33.11% |
| 40 | 030-30-580-3-4020 | DOWNTOWN-SCHOOL,CONF,TRAVEL | $ 1,120.00 | $ - | $ 3,500.00 | $ - | $ - | $ - | $ 3,500.00 | 0.00% |
| 41 | 030-30-580-3-5000 | FINES & FEES | $ - | $ - | $ - | $ (13.53) | $ - | $ - | $ - | 0.00% |
| 42 | 030-30-580-3-5280 | MISC EXPENSES | $ 840.00 | $ 8.97 | $ 1,500.00 | $ - | $ - | $ - | $ 1,500.00 | 0.00% |
| 43 | 030-30-580-3-5281 | DOWNTOWN OPS SUPPLIES | $ 140.00 | $ - | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 44 | 030-30-580-3-5401 | FRA ANNUAL DUES, TRAINING & CO | $ 5,000.00 | $ 611.06 | $ 1,500.00 | $ 35.01 | $ 391.41 | $ - | $ 1,108.59 | 26.09% |
| 45 | 030-30-580-3-5402 | DEO ANNUAL DUES | $ 175.00 | $ 148.00 | $ 200.00 | $ - | $ 105.45 | $ - | $ 94.55 | 52.72% |
| 46 | 030-30-580-6-6311 | DOWNTOWN CHRISTMAS LIGHTS | $ 30,000.00 | $ 29,133.56 | $ 33,483.00 | $ - | $ 33,483.07 | $ - | $ - | 100.00% |
| 47 | 030-30-580-6-6316 | WAYFINDING | $ 3,000.00 | $ - | $ 15,000.00 | $ - | $ - | $ 679.00 | $ 14,321.00 | 0.00% |
| 48 | 030-30-580-6-6319 | BUILDING IMPROVEMENT GRANT | $ 160,000.00 | $ 30,000.00 | $ 135,000.00 | $ 14,711.78 | $ 72,099.28 | $ - | $ 62,900.72 | 53.40% |
| 49 | 030-30-580-6-6320 | LANDSCAPING | $ 10,000.00 | $ - | $ 25,000.00 | $ 1,000.00 | $ 17,450.00 | $ 1,000.00 | $ 6,550.00 | 69.80% |
| 50 | 030-30-580-6-6321 | SITE AMENITIES | $ 10,000.00 | $ 6,900.00 | $ 10,000.00 | $ - | $ - | $ - | $ 10,000.00 | 0.00% |

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ACCOUNT_NUMBER | ACCOUNT_DESCRIPTION | 2025 BUDGET | 2025 ACTUAL_YTD | 2026_BUDGET | CURRENT_MTD | CURRENT_YTD | UNREALIZED | PERCENT REALIZED | |
| 51 | 030-30-580-6-6328 | PUBLIC ART | $ 23,000.00 | $ 967.80 | $ 40,000.00 | $ - | $ - | $ 3,000.00 | $ 37,000.00 | 0.00% |
| 52 | 030-30-580-6-6332 | ECONOMIC DEVELOPMENT | $ - | $ - | $ 15,000.00 | $ - | $ - | $ - | $ 15,000.00 | 0.00% |
| 53 | 030-30-580-6-6336 | LARIMER RENOVATIONS | $ - | $ - | $ 150,000.00 | $ - | $ - | $ - | $ 150,000.00 | 0.00% |
| 54 | 030-30-580-6-6400 | CAPITAL OUTLAY | $ 73,403.00 | $ - | $ 1,517.00 | $ - | $ - | $ - | $ 1,516.93 | 0.00% |
| 55 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ------------- | ---------------- | --------- |
| 56 | | **TOTAL** | $ 523,858.00 | $ 95,743.97 | $ 663,938.00 | $ 24,216.26 | $ 164,021.95 | $ 23,129.00 | $ 476,787.05 | 24.70% |
| 57 | | | | | | | | | | |
| 58 | | **TRANSFERS** | | | | | | | | |
| 59 | 030-30-580-9-9106 | REIMB GENERAL-ADMIN EXP | $ 76,744.00 | $ 44,767.31 | $ 96,529.00 | $ 8,044.00 | $ 56,308.00 | $ - | $ 40,221.00 | 58.33% |
| 60 | 030-30-580-9-9108 | REIMBURSEMENT-CONTR POLICE SER | $ 128,246.00 | $ - | $ 128,246.00 | $ 10,687.00 | $ 89,606.62 | $ - | $ 38,639.38 | 69.87% |
| 61 | 030-30-580-9-9109 | REIMBURSEMENT-CONTR CODE ENFR | $ 25,276.00 | $ - | $ 25,276.00 | $ 2,106.00 | $ 17,658.45 | $ - | $ 7,617.55 | 69.86% |
| 62 | 030-30-580-9-9132 | TRANSFER TO UTILITY FUND-POTAB | $ 93,148.00 | $ - | $ 100,000.00 | $ - | $ - | $ - | $ 100,000.00 | 0.00% |
| 63 | 030-30-580-9-9134 | TRANSFER TO BETTER PLACE - STR | $ 671,482.00 | $ - | $ 911,684.00 | $ - | $ - | $ - | $ 911,684.00 | 0.00% |
| 64 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ------------- | ---------------- | --------- |
| 65 | | **TOTAL** | $ 994,896.00 | $ 44,767.31 | $ 1,261,735.00 | $ 20,837.00 | $ 163,573.07 | $ - | $ 1,098,161.93 | 12.96% |
| 66 | | | | | | | | | | |
| 67 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ------------- | ---------------- | --------- |
| 68 | | **DEPARTMENT TOTAL** | $ 1,518,754.00 | $ 140,511.28 | $ 1,925,673.00 | $ 45,053.26 | $ 327,595.02 | $ 23,129.00 | $ 1,574,948.98 | 17.01% |
| 69 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ------------- | ---------------- | --------- |
| 70 | | | | | | | | | | |
| 71 | | **SOUTH HISTORIC** | | | | | | | | |
| 72 | 030-31-580-1-1100 | EXEC SALARIES TIFSouth | $ 12,100.00 | $ 3,821.51 | $ 16,100.00 | $ 1,049.82 | $ 4,504.28 | $ - | $ 11,595.72 | 27.97% |
| 73 | 030-31-580-1-2100 | FICA TAX EXP TIFSouth | $ 926.00 | $ 268.82 | $ 1,232.00 | $ 76.52 | $ 340.11 | $ - | $ 891.89 | 27.60% |
| 74 | 030-31-580-1-2200 | RETIREMENT EXP TIFSouth | $ 3,715.00 | $ 1,173.23 | $ 4,444.00 | $ 289.74 | $ 1,225.84 | $ - | $ 3,218.16 | 27.58% |
| 75 | 030-31-580-1-2300 | HEALTH AND LIFE INSUR TIFSouth | $ 2,558.00 | $ 609.00 | $ 2,979.00 | $ 122.06 | $ 241.38 | $ - | $ 2,737.62 | 8.10% |
| 76 | 030-31-580-3-3100 | PROFESSIONAL SERVICES | $ 7,700.00 | $ - | $ 15,000.00 | $ - | $ - | $ - | $ 15,000.00 | 0.00% |
| 77 | 030-31-580-3-3200 | AUDIT EXPENSE | $ 3,355.00 | $ - | $ 3,740.00 | $ 657.74 | $ 1,233.61 | $ - | $ 2,506.39 | 32.98% |
| 78 | 030-31-580-3-4020 | SOUTH- SCHOOL,CONF,TRAVEL | $ 347.00 | $ - | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 79 | 030-31-580-3-5000 | FINES & FEES | $ - | $ - | $ - | $ (13.53) | $ - | $ - | $ - | 0.00% |
| 80 | 030-31-580-3-5280 | MISC EXPENSES | $ 259.00 | $ - | $ 650.00 | $ - | $ 75.00 | $ - | $ 575.00 | 11.53% |
| 81 | 030-31-580-3-5281 | SOUTH OPS SUPPLIES | $ 43.00 | $ - | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 82 | 030-31-580-3-5400 | FRA ANNUAL DUES, TRAINING | $ 1,500.00 | $ 198.03 | $ 1,500.00 | $ 11.51 | $ 115.46 | $ - | $ 1,384.54 | 7.69% |
| 83 | 030-31-580-3-5402 | DEO ANNUAL DUES | $ 110.00 | $ 36.00 | $ 110.00 | $ - | $ 57.95 | $ - | $ 52.05 | 52.68% |
| 84 | 030-31-580-6-6329 | BUILDING IMPROVEMENT GRANT | $ 160,734.00 | $ - | $ 60,000.00 | $ - | $ - | $ - | $ 60,000.00 | 0.00% |
| 85 | 030-31-580-6-6333 | SIGNAGE | $ 1,000.00 | $ - | $ 10,000.00 | $ - | $ - | $ - | $ 10,000.00 | 0.00% |
| 86 | 030-31-580-6-6337 | SITE AMENITIES | $ 1,000.00 | $ - | $ 3,000.00 | $ - | $ - | $ - | $ 3,000.00 | 0.00% |
| 87 | 030-31-580-6-6341 | LANDSCAPING | $ 3,000.00 | $ - | $ 20,000.00 | $ - | $ - | $ - | $ 20,000.00 | 0.00% |
| 88 | 030-31-580-6-6343 | CAPITAL OUTLAY | $ 61,615.00 | $ - | $ 40,615.00 | $ - | $ - | $ - | $ 40,615.00 | 0.00% |
| 89 | 030-31-580-6-6344 | 324 RIVER ST REPAIRS TILGHMAN | $ 155,378.00 | $ - | $ 300,000.00 | $ 76,930.75 | $ 253,300.00 | $ - | $ 46,700.00 | 84.43% |
| 90 | 030-31-580-6-6347 | CODE COMPLIANCE | $ - | $ - | $ 70,000.00 | $ - | $ - | $ - | $ 70,000.00 | 0.00% |
| 91 | 030-31-580-6-9134 | TRANSFER TO BETTER STREET | $ - | $ - | $ 20,621.00 | $ - | $ - | $ - | $ 20,621.00 | 0.00% |
| 92 | | | ------------- | ---------------- | ------------- | ------------- | ---------------- | ------------- | ---------------- | --------- |
| 93 | | **TOTAL** | $ 415,341.00 | $ 6,106.59 | $ 569,991.00 | $ 79,124.61 | $ 261,093.63 | $ - | $ 308,897.37 | 45.83% |
| 94 | | | | | | | | | | |
| 95 | | **TRANSFERS** | | | | | | | | |
| 96 | 030-31-580-9-9102 | TRANSFER TO UTILITY- SOUTH POT | $ 28,080.00 | $ - | $ 30,000.00 | $ - | $ - | $ - | $ 30,000.00 | 0.00% |
| 97 | 030-31-580-9-9105 | REIMB GENERAL | $ 26,167.00 | $ 15,264.06 | $ 34,210.00 | $ 2,851.00 | $ 19,957.00 | $ - | $ 14,253.00 | 58.33% |
| 98 | 030-31-580-9-9108 | REIMBURSEMENT-CONTR POLICE SER | $ 40,306.00 | $ - | $ 40,306.00 | $ 3,359.00 | $ 28,163.69 | $ - | $ 12,142.31 | 69.87% |
| 99 | 030-31-580-9-9109 | REIMBURSEMENT-CONTR CODE ENFR | $ 7,944.00 | $ - | $ 7,944.00 | $ 662.00 | $ 5,550.62 | $ - | $ 2,393.38 | 69.87% |

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
58.33 % Yr Complete For Fiscal Year: 2026 / 4

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ACCOUNT_NUMBER | ACCOUNT_DESCRIPTION | 2025 BUDGET | 2025 ACTUAL_YTD | 2026_BUDGET | CURRENT_MTD | CURRENT_YTD | UNREALIZED | PERCENT REALIZED | |
| 100 | | | | | | | | | | |
| 101 | | **TOTAL** | $ 102,497.00 | $ 15,264.06 | $ 112,460.00 | $ 6,872.00 | $ 53,671.31 | $ - | $ 58,788.69 | 47.72% |
| 102 | | | | | | | | | | |
| 103 | | | | | | | | | | |
| 104 | | **DEPARTMENT TOTAL** | $ 517,838.00 | $ 21,370.65 | $ 682,451.00 | $ 85,996.61 | $ 314,764.94 | $ - | $ 367,686.06 | 46.14% |
| 105 | | | | | | | | | | |
| 106 | | **NORTH HISTORIC** | | | | | | | | |
| 107 | 030-32-580-1-1100 | EXEC SALARIES TIFNorth | $ 4,400.00 | $ 1,330.55 | $ 4,900.00 | $ 343.52 | $ 1,711.49 | $ - | $ 3,188.51 | 34.92% |
| 108 | 030-32-580-1-2100 | FICA TAX EXP TIFNorth | $ 337.00 | $ 93.23 | $ 375.00 | $ 25.04 | $ 129.46 | $ - | $ 245.54 | 34.52% |
| 109 | 030-32-580-1-2200 | RETIREMENT EXP TIFNorth | $ 1,351.00 | $ 408.43 | $ 1,352.00 | $ 94.82 | $ 424.67 | $ - | $ 927.33 | 31.41% |
| 110 | 030-32-580-1-2300 | HEALTH LIFE INSURA TIFNorth | $ 930.00 | $ 221.48 | $ 907.00 | $ 39.94 | $ 78.98 | $ - | $ 828.02 | 8.70% |
| 111 | 030-32-580-3-3100 | PROFESSIONAL SERVICES | $ 2,600.00 | $ - | $ 4,300.00 | $ - | $ - | $ - | $ 4,300.00 | 0.00% |
| 112 | 030-32-580-3-3200 | AUDIT EXPENSE | $ 1,220.00 | $ - | $ 1,360.00 | $ 239.18 | $ 448.03 | $ - | $ 911.97 | 32.94% |
| 113 | 030-32-580-3-4020 | NORTH- SCHOOL,CONF,TRAVEL | $ 133.00 | $ - | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 114 | 030-32-580-3-5000 | FINES & FEES | $ - | $ - | $ - | $ (13.53) | $ - | $ - | $ - | 0.00% |
| 115 | 030-32-580-3-5280 | MISC EXPENSES | $ 101.00 | $ - | $ 250.00 | $ - | $ - | $ - | $ 250.00 | 0.00% |
| 116 | 030-32-580-3-5281 | NORTH OPS SUPPLIES | $ 17.00 | $ - | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 117 | 030-32-580-3-5400 | FRA ANNUAL DUES, TRAINING | $ 500.00 | $ 60.91 | $ 500.00 | $ 3.50 | $ 38.15 | $ - | $ 461.85 | 7.63% |
| 118 | 030-32-580-3-5402 | DEO ANNUAL DUES | $ 16.00 | $ 16.00 | $ 22.00 | $ - | $ 11.60 | $ - | $ 10.40 | 52.72% |
| 119 | 030-32-580-6-6319 | BUILDING IMPROVEMENT GRANT | $ 83,661.00 | $ - | $ 40,000.00 | $ - | $ - | $ - | $ 40,000.00 | 0.00% |
| 120 | 030-32-580-6-6322 | GENERAL CAPITAL IMPROVEMENTS | $ 31,734.00 | $ - | $ 16,005.00 | $ - | $ - | $ - | $ 16,005.00 | 0.00% |
| 121 | 030-32-580-6-6328 | CODE COMPLIANCE | $ - | $ - | $ 30,000.00 | $ - | $ - | $ - | $ 30,000.00 | 0.00% |
| 122 | | | | | | | | | | |
| 123 | | **TOTAL** | $ 126,999.00 | $ 2,130.60 | $ 99,971.00 | $ 732.47 | $ 2,842.38 | $ - | $ 97,128.62 | 2.84% |
| 124 | | | | | | | | | | |
| 125 | | **TRANSFERS** | | | | | | | | |
| 126 | 030-32-580-9-9105 | REIMB GENERAL-ADMIN EXP | $ 7,693.00 | $ 4,487.56 | $ 10,359.00 | $ 863.00 | $ 6,041.00 | $ - | $ 4,318.00 | 58.31% |
| 127 | 030-32-580-9-9108 | REIMBURSEMENT-CONTR POLICE SER | $ 14,657.00 | $ - | $ 14,657.00 | $ 1,221.00 | $ 10,238.19 | $ - | $ 4,418.81 | 69.85% |
| 128 | 030-32-580-9-9109 | REIMBURSEMENT-CONTR CODE ENFR | $ 2,889.00 | $ - | $ 2,889.00 | $ 241.00 | $ 2,020.36 | $ - | $ 868.64 | 69.93% |
| 129 | 030-32-580-9-9134 | TRANSFER TO BETTER PLACE | $ - | $ - | $ 78,774.00 | $ - | $ - | $ - | $ 78,774.00 | 0.00% |
| 130 | | | | | | | | | | |
| 131 | | **TOTAL** | $ 25,239.00 | $ 4,487.56 | $ 106,679.00 | $ 2,325.00 | $ 18,299.55 | $ - | $ 88,379.45 | 17.15% |
| 132 | | | | | | | | | | |
| 133 | | | | | | | | | | |
| 134 | | **DEPARTMENT TOTAL** | $ 152,238.00 | $ 6,618.16 | $ 206,650.00 | $ 3,057.47 | $ 21,141.93 | $ - | $ 185,508.07 | 10.49% |
| 135 | | | | | | | | | | |
| 136 | | | | | | | | | | |
| 137 | | **TOTAL EXPENDITURES** | $ 2,188,830.00 | $ 168,500.09 | $ 2,814,774.00 | $ 134,107.34 | $ 663,501.89 | $ 23,129.00 | $ 2,121,173.11 | 23.57% |
| 138 | | | | | | | | | | |
| 139 | | | | | | | | | | |
| 140 | | **CONTINGENCIES & RESERVES** | | | | | | | | |
| 141 | | | | | | | | | | |
| 142 | | **TOTAL** | - | - | - | - | - | - | - | 0.00% |
| 143 | | | | | | | | | | |
| 144 | | **TOTAL EXPENDITURES, TRANSFERS,** | | | | | | | | |
| 145 | | **CONTINGENCIES & RESERVES** | $ 2,188,830.00 | $ 168,500.09 | $ 2,814,774.00 | $ 134,107.34 | $ 663,501.89 | $ 23,129.00 | $ 2,121,173.11 | 23.81% |
| 146 | | | | | | | | | | |
| 147 | | | | | | | | | | |

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
58.33 % Yr Complete For Fiscal Year: 2026 / 4

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ACCOUNT_NUMBER | ACCOUNT_DESCRIPTION | 2025 BUDGET | 2025 ACTUAL_YTD | 2026_BUDGET | CURRENT_MTD | CURRENT_YTD | UNREALIZED | PERCENT REALIZED | |
| 148 | | CRA TIF NET RESULTS | $ (2.00) | $ 762,603.64 | | | $ 397,212.55 | | | |

**St. Johns Avenue Corridor Intersection Improvements – Condition Assessment & Corrective Action**
**Discussion and direction regarding observed failure of recently improved intersections along the St. Johns Avenue Corridor, including identification of potential causes, responsible parties, and recommended corrective actions to protect prior CRA infrastructure investments.**

# STAFF REPORT

DATE: May 18, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

**APPLICATION REQUEST**

**BACKGROUND**

Construction of the St. Johns Avenue Corridor intersection improvements began on October 19, 2021, and reached substantial completion on August 1, 2022, as part of a grant-funded streetscape and roadway enhancement initiative intended to improve the visual character, drivability, and overall functionality of the downtown corridor.

At the most recent CRA Board meeting, concerns were raised regarding premature deterioration observed at multiple intersections along the corridor. Reported conditions include dislodged or failing brick pavers, rutting and surface deformation, and uneven or compromised utility structures, including sewer/manhole covers.

Because the project was completed relatively recently, questions have been raised regarding long-term performance, maintenance responsibility, and potential corrective options.

**PROJECT ANALYSIS**

Preliminary observations indicate that several factors may be contributing to the deterioration of the St. Johns Avenue Corridor intersections, including potential subgrade settlement, roadway loading conditions, material performance limitations, and issues surrounding utility structure elevations and surrounding base conditions. Given the decorative nature of the corridor improvements and the high-traffic environment of the intersections, additional evaluation is necessary to determine the exact root cause and appropriate long-term corrective strategy.

Staff is currently reviewing historical project documentation, including construction records, inspection and acceptance documentation, and contract materials associated with the original project, which began construction on October 19, 2021, and reached completion on August 1, 2022. As the project was grant funded, staff notes that future grant opportunities for corrective reconstruction of the same improvements may be limited.

Due to the technical nature of the issue, staff intends to defer to the City's new in-house engineer to provide further discussion regarding observed conditions, potential contributing factors, and possible corrective approaches and next-step considerations for Board discussion.

- Engage an independent engineering firm to:
  - Conduct a formal failure analysis
  - Provide design specifications for reconstruction
  - Develop cost estimates and phased implementation timeline

Engineering Staff Review

City Engineer Caitlyn Wernisch completed a preliminary review of available project documentation related to the original corridor improvements, including as-built plans, contract plans, and grant documentation.

Engineering staff noted that the intersection improvements were originally constructed as part of a cost-share grant initiative with the St. Johns River Water Management District (SJRWMD) focused on stormwater treatment and nutrient removal. The original engineer of record for the project was Ayers Associates, and the design included Unilock Eco-Priora permeable pavers within the corridor intersections.

At this time, staff has not completed a formal engineering determination regarding the root cause of failure. Additional evaluation may be necessary to assess long-term corrective options. Engineering staff will be available during the meeting to answer technical questions and provide additional discussion as needed.

**Staff Recommendation**

Staff recommends that the CRA Board receive and discuss the presentation regarding the current condition of the St. Johns Avenue Corridor intersections, provide feedback as appropriate, and authorize staff to continue coordination with the City's in-house engineer, Public Works, and Procurement for further evaluation of potential corrective options, cost considerations, and next-step recommendations for future Board consideration.

**ATTACHMENTS**

| | |
|---|---|
| 1. | ST JOHNS AVE STREETSCAPE - ASBUILT |

CITY of Palatka FLORIDA

# STATE OF FLORIDA

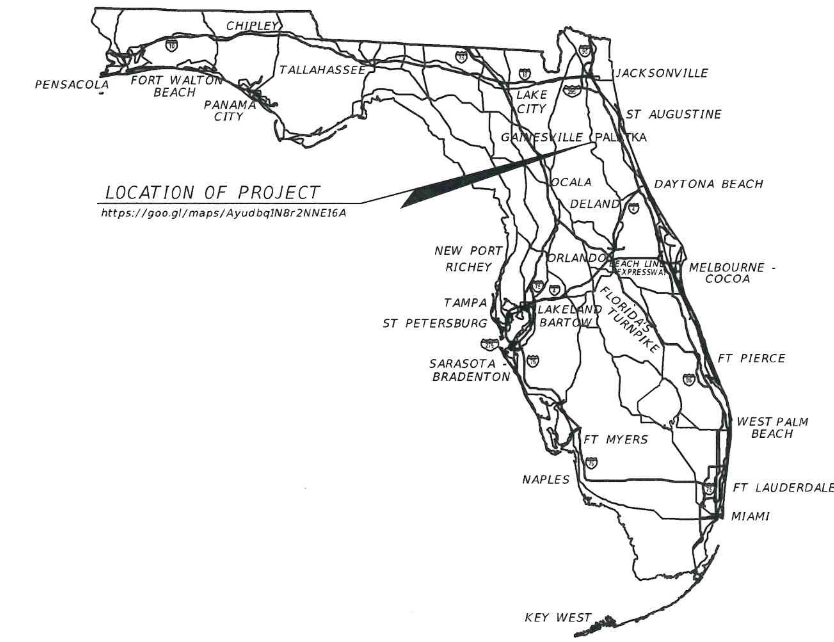
## CITY OF PALATKA PUBLIC WORKS

## ST. JOHNS AVENUE

FINANCIAL PROJECT ID 445796-1-54-01

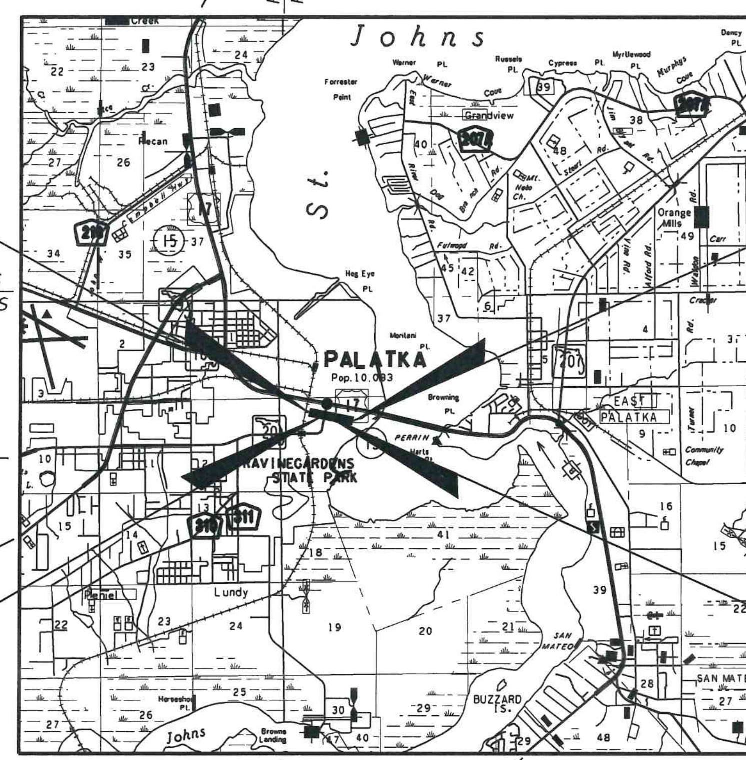
PUTNAM COUNTY

ST. JOHN'S AVENUE FROM 11TH STREET TO 4TH STREET
(PHASE 1 - INTERSECTION WORK ONLY)




### INDEX OF PLANS

| SHEET NO. | SHEET DESCRIPTION |
|---|---|
| 1 | KEY SHEET |
| 2 | SIGNATURE SHEET |
| 3 | SUMMARY OF PAY ITEMS |
| 4 | SITE DETAILS |
| 5 | GENERAL NOTES |
| 6 - 12 | INTERSECTION DETAILS |
| 13 - 15 | TEMPORARY TRAFFIC CONTROL PLANS |




# AS-BUILT

PHASE 1 FINAL PLANS
OCTOBER 5, 2022

### THE BOARD OF CITY COMMISSIONERS

| | |
|---|---|
| TERRILL HILL | MAYOR |
| TAMMIE MCCASKILL | COMMISSIONER GROUP 1 |
| JUSTIN CAMPBELL | COMMISSIONER GROUP 2 |
| WILL JONES | COMMISSIONER GROUP 3 |
| RUFUS BOROM | COMMISSIONER GROUP 4 |
| DONALD E. HOLMES, ESQ. | CITY MANAGER |

### CONTRACT PLANS PROJECT MANAGER:

CHRIS J. SILEWSKI, PLA
L.A. LICENSE NUMBER 6667396
AYRES ASSOCIATES
8875 HIDDEN RIVER PKWY, SUITE 200
TAMPA, FL 33637
(813) 978-8688

### GOVERNING STANDARD PLANS:

Florida Department of Transportation, FY2022-23 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: http://www.fdot.gov/design/standardplans

Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) 2018 Edition

### GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, Jan 2022 Standard Specifications for Road and Bridge Construction at the following website:
http://www.fdot.gov/programmanagement/Implemented/SpecBooks

| FISCAL YEAR | SHEET NO. |
|---|---|
| 22 | 1 |

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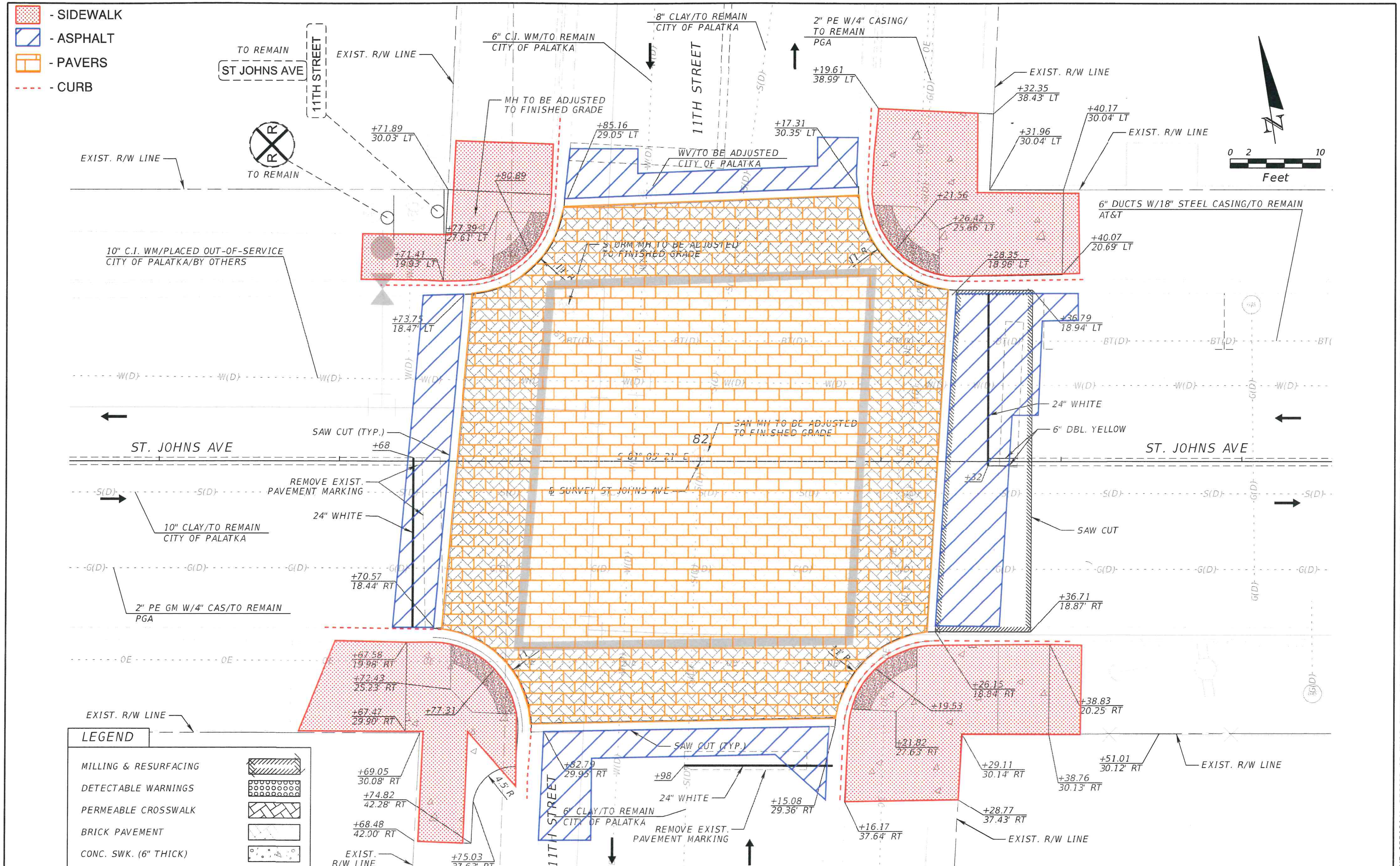


| REVISIONS | | | |
|---|---|---|---|
| DATE | DESCRIPTION | DATE | DESCRIPTION |
| | | | |

JEFFREY SIEWERT, P.E.
P.E. LICENSE NUMBER 39196
AYRES ASSOCIATES
8875 HIDDEN RIVER PKWY, SUITE 200
TAMPA, FL 33637
CERTIFICATE OF AUTHORIZATION 4356

CITY of Palatka FLORIDA

CITY OF PALATKA
PUBLIC WORKS

| COUNTY | STREET NAME |
|---|---|
| PUTNAM | ST JOHNS AVE |

# INTERSECTION DETAIL (1)

SHEET NO. 6

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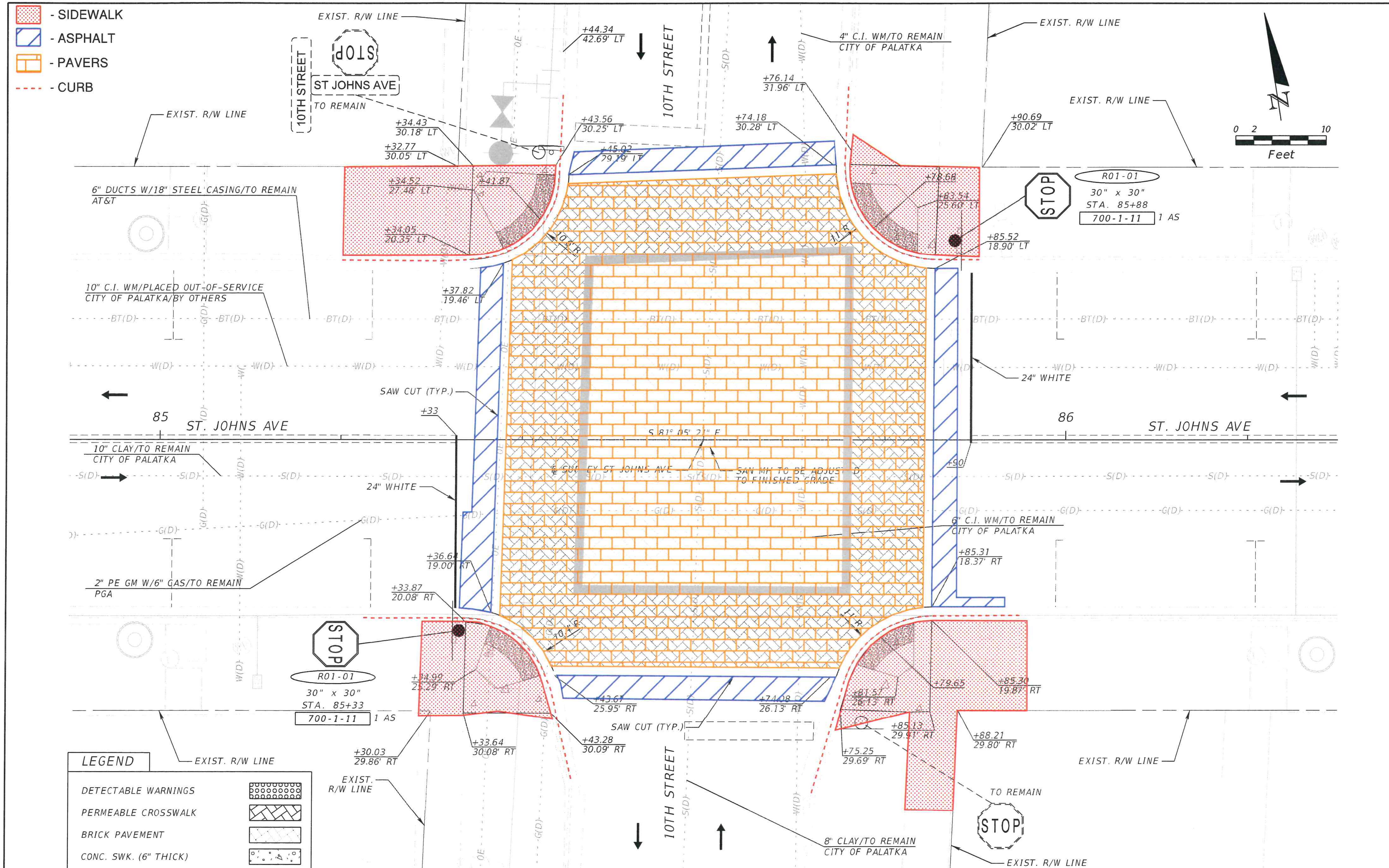


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| REVISIONS | | | |
|---|---|---|---|
| DATE | DESCRIPTION | DATE | DESCRIPTION |
| | | | |

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CITY of Palatka FLORIDA

| CITY OF PALATKA PUBLIC WORKS | |
|---|---|
| COUNTY | STREET NAME |
| PUTNAM | ST JOHNS AVE |

INTERSECTION DETAIL (2)

SHEET NO. 7

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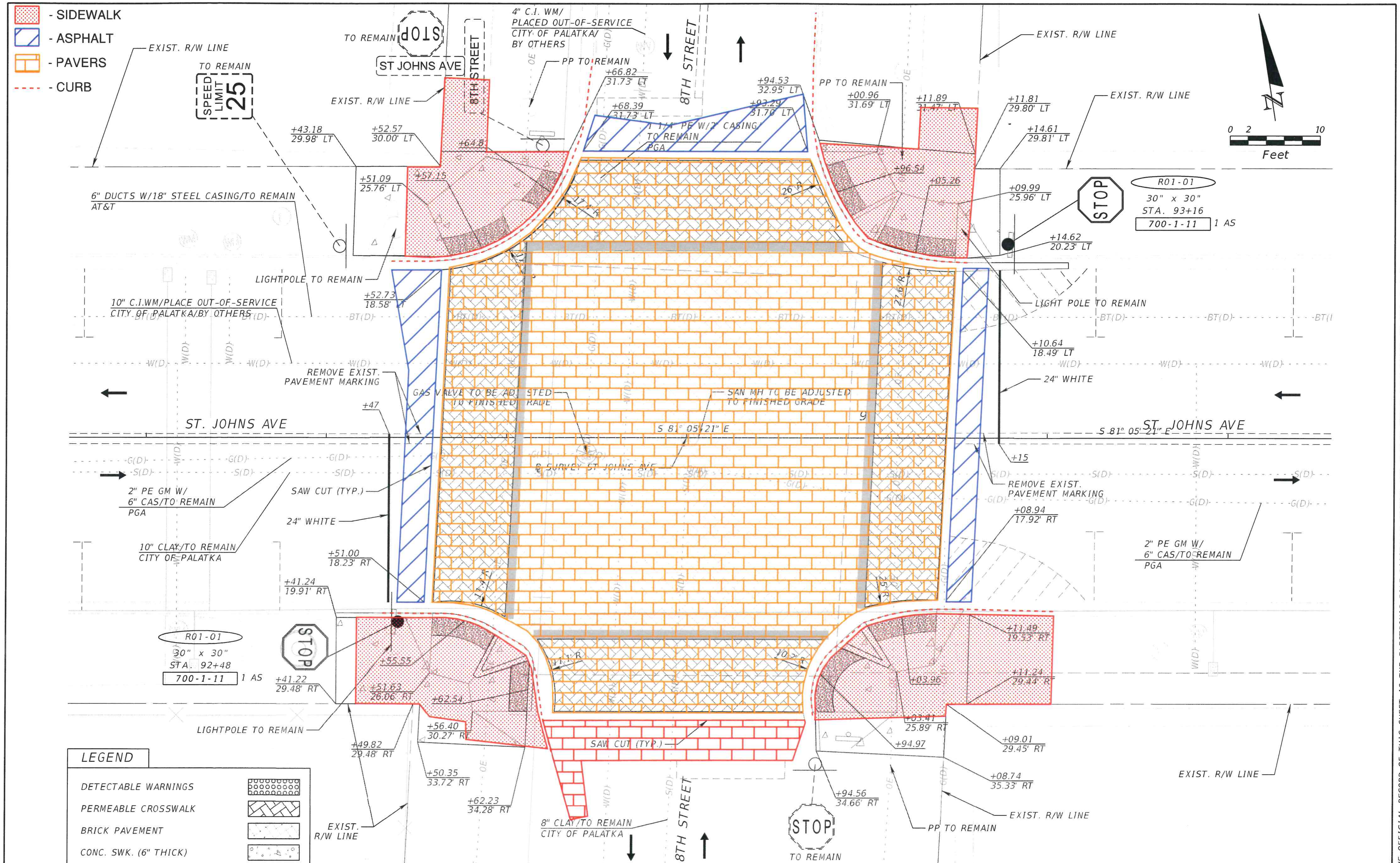


| REVISIONS | | | |
|---|---|---|---|
| DATE | DESCRIPTION | DATE | DESCRIPTION |
| | | | |

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CITY of Palatka FLORIDA

CITY OF PALATKA
PUBLIC WORKS

| COUNTY | STREET NAME |
|---|---|
| PUTNAM | ST JOHNS AVE |

# INTERSECTION DETAIL (3)

SHEET NO. 8

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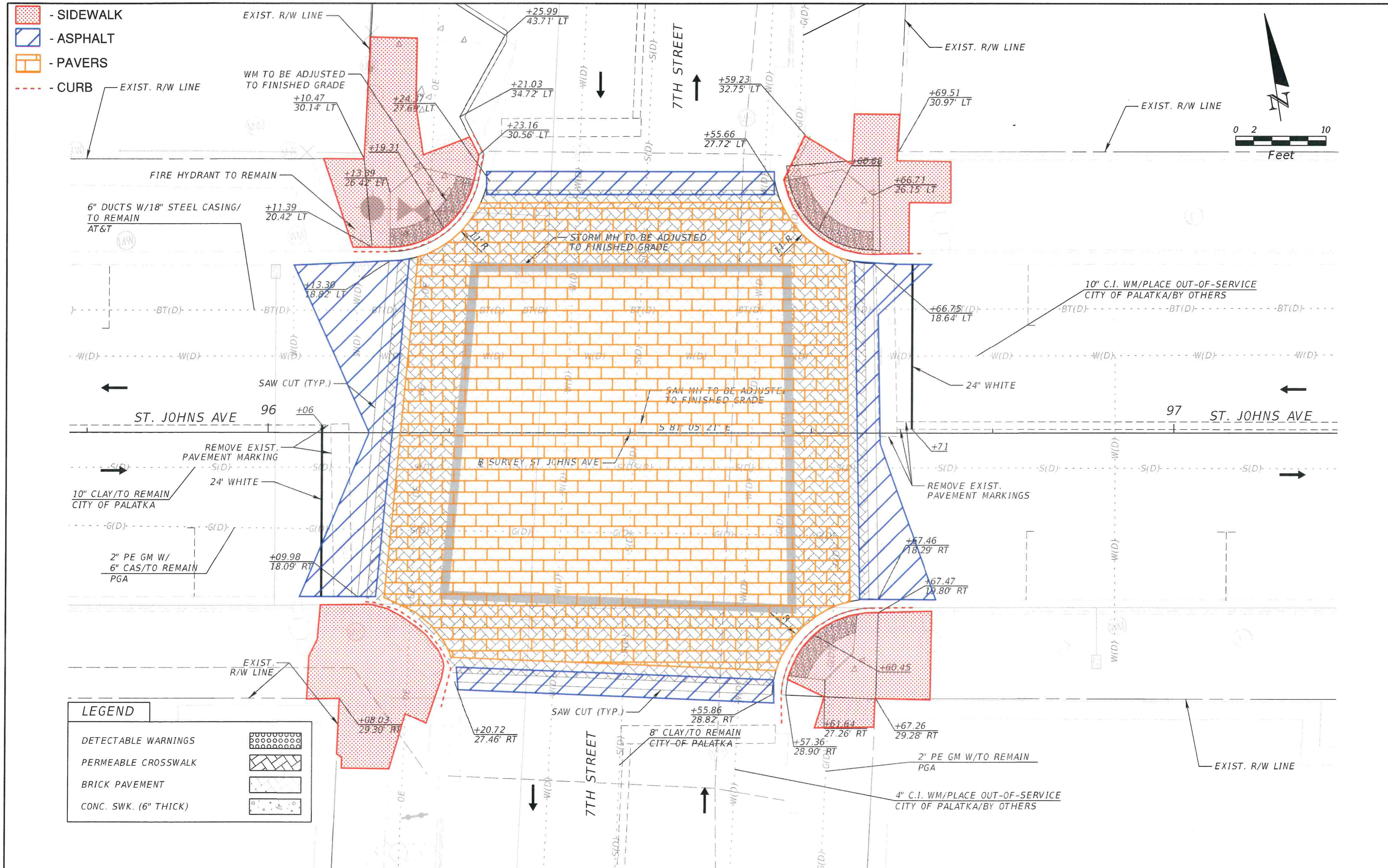


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| DATE | DESCRIPTION | DATE | DESCRIPTION |
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CITY of Palatka FLORIDA

CITY OF PALATKA
PUBLIC WORKS

| COUNTY | STREET NAME |
|---|---|
| PUTNAM | ST JOHNS AVE |

# INTERSECTION DETAIL (4)

SHEET NO. 9

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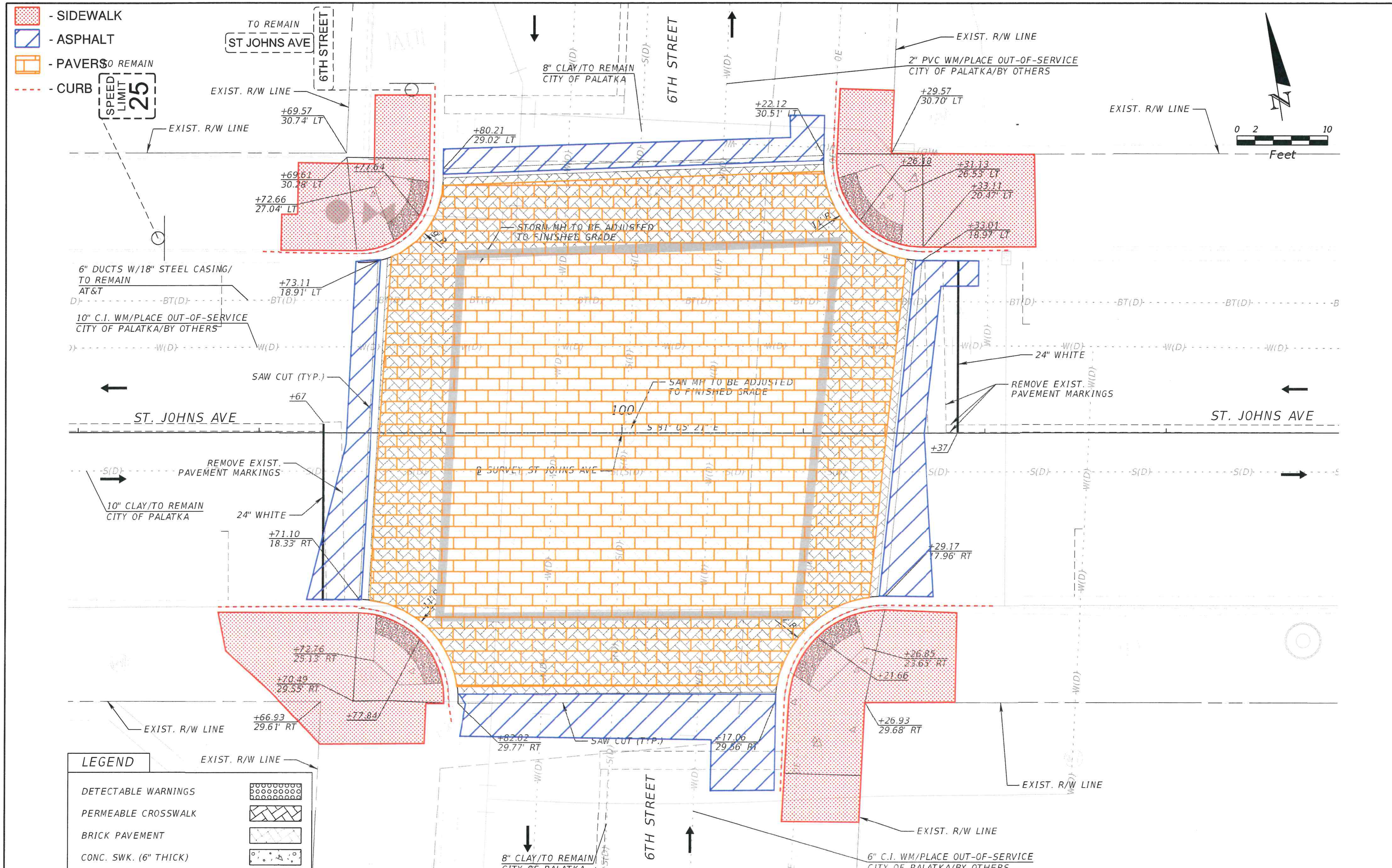


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| REVISIONS | | | |
|---|---|---|---|
| DATE | DESCRIPTION | DATE | DESCRIPTION |
| | | | |

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CITY of Palatka FLORIDA

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|---|---|
| PUTNAM | ST JOHNS AVE |

# INTERSECTION DETAIL (5)

SHEET NO.
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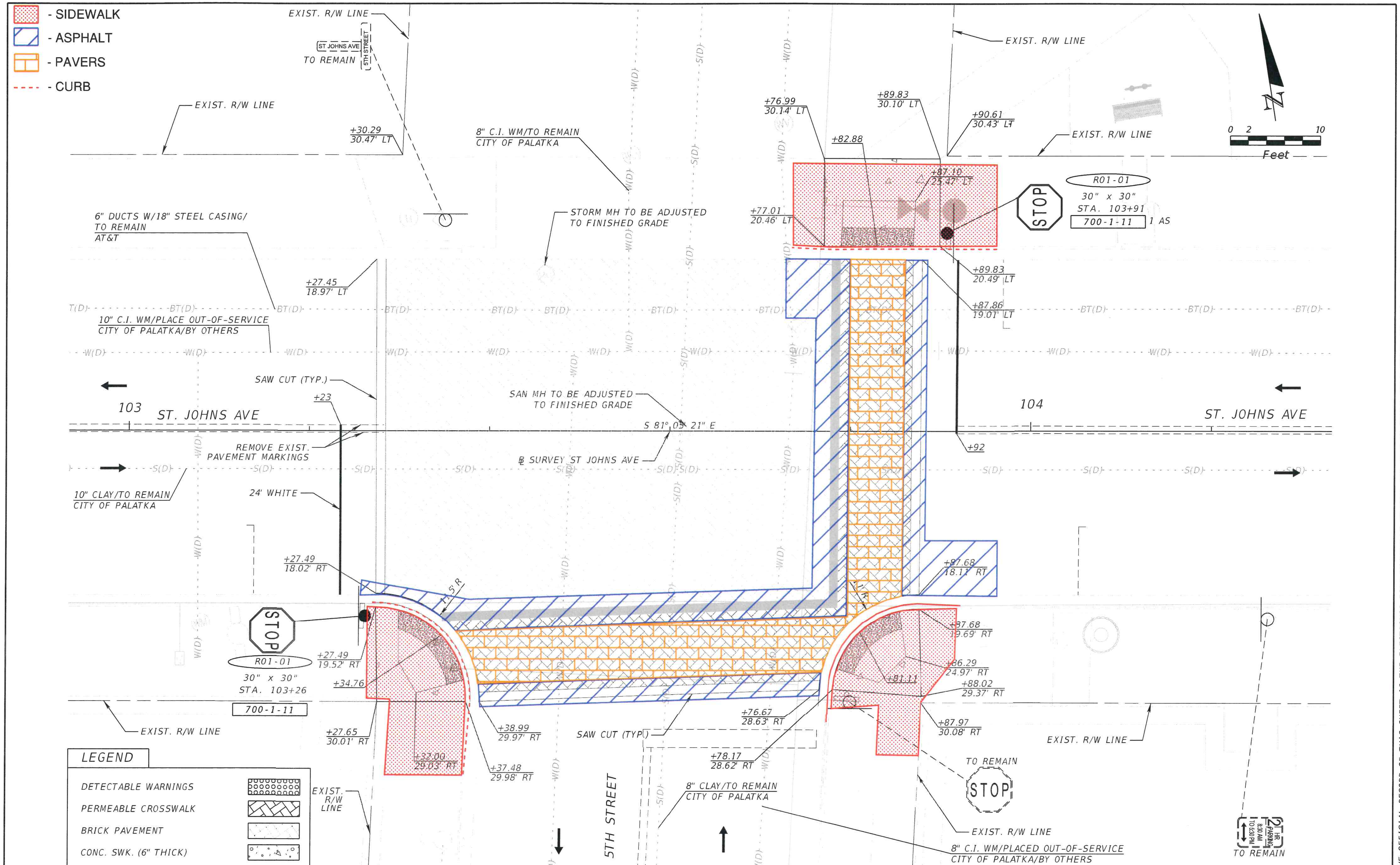


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| REVISIONS | | | |
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INTERSECTION DETAIL (6)

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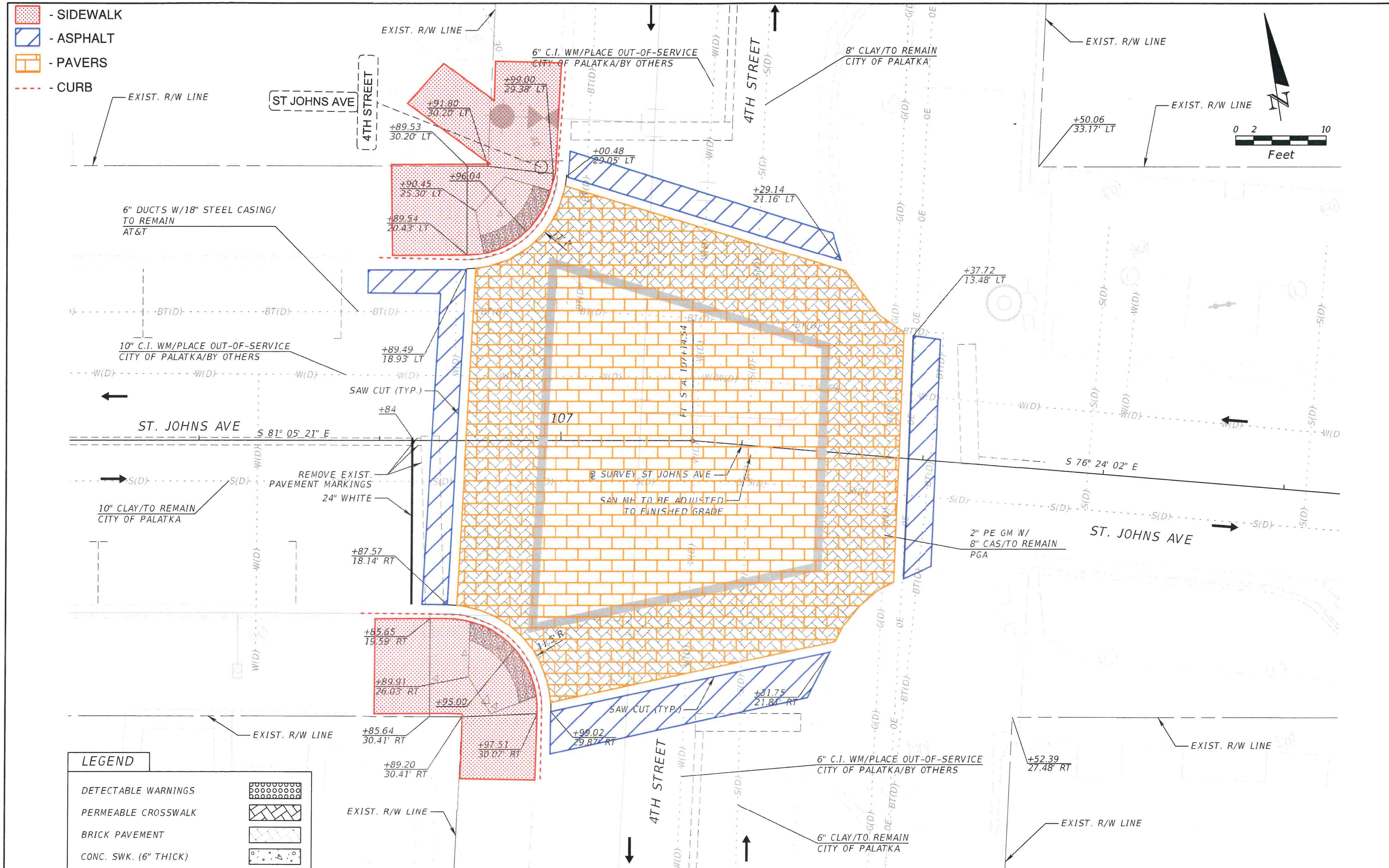


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| REVISIONS | | | |
|---|---|---|---|
| DATE | DESCRIPTION | DATE | DESCRIPTION |
| | | | |

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PUBLIC WORKS

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|---|---|
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INTERSECTION DETAIL (7)

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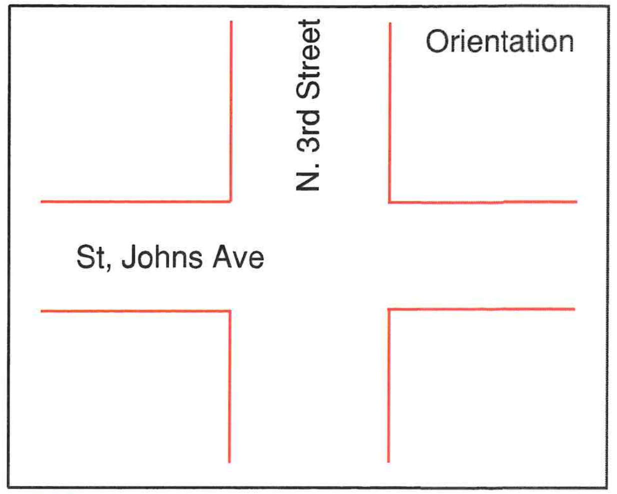
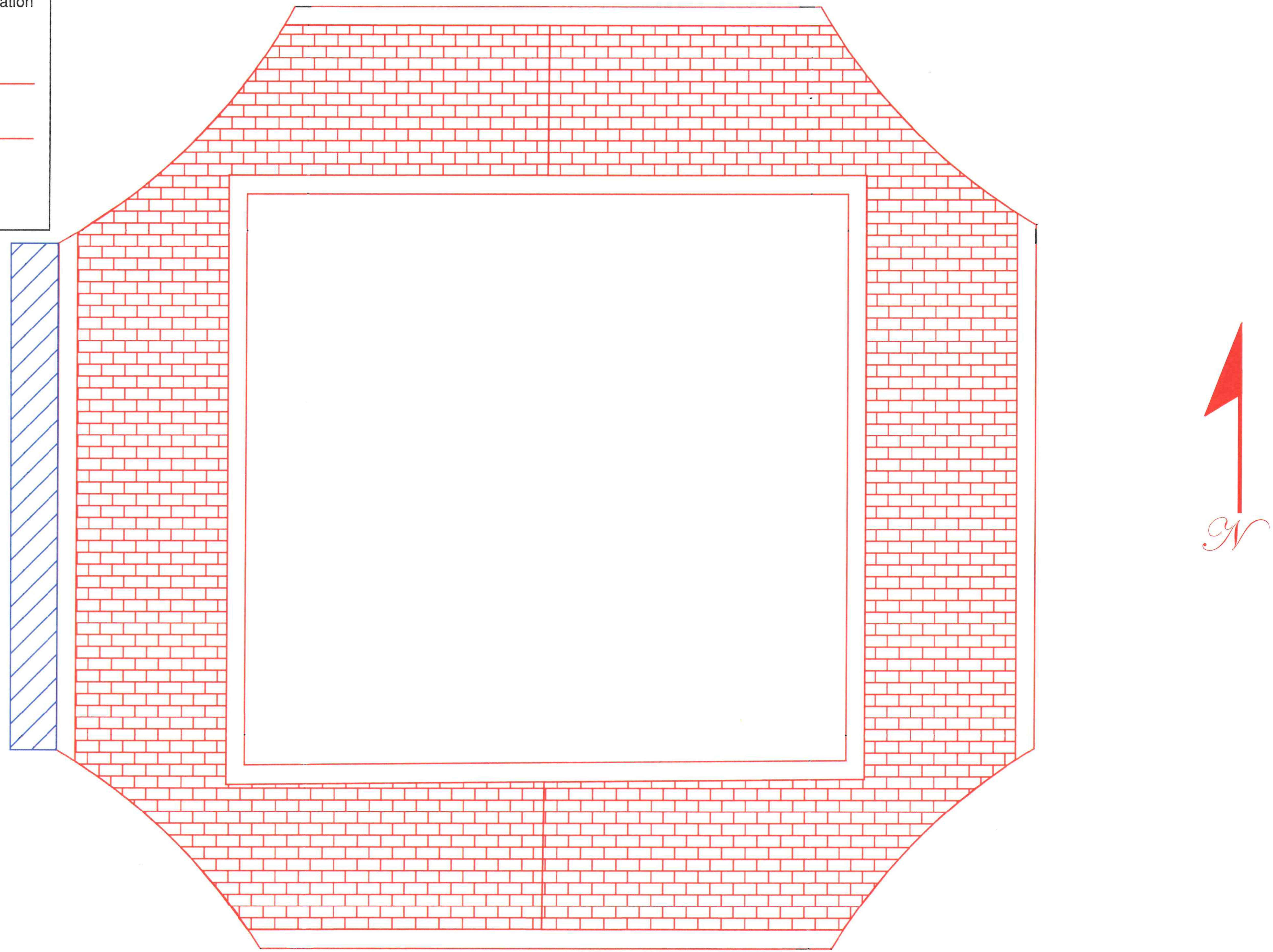



- SIDEWALK
- ASPHALT
- PAVERS
- CURB



**Agenda Item: Streetscape Phase II Project Update**
**Presentation and discussion regarding Commissioner questions and project status updates related to the Streetscape Phase II Project, including project scheduling, contractor coordination, design modifications, project accountability, and overall timeline status.**

# STAFF REPORT

DATE: May 18, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

## APPLICATION REQUEST

## BACKGROUND

At a previous CRA Board meeting, Commissioners raised several questions and concerns regarding the ongoing Streetscape Phase II Project. Discussion primarily focused on project communication, schedule transparency, contractor oversight, design modifications, project costs, and overall project delivery expectations.

Staff coordinated with the project management team and contractor representatives to compile responses and provide updated information regarding the project's current status.

## PROJECT ANALYSIS

Staff has received updated scheduling information intended to improve communication with merchants and stakeholders regarding construction timelines. The contractor has indicated that the current project timeline remains achievable and that the project is presently back on track. An updated construction schedule has been provided and is attached for reference.

Concerns regarding contractor communication and project management transitions were also reviewed. Staff was advised that a new project manager from DCCM has assumed oversight responsibilities and is actively working with the contractor to ensure project deliverables and deadlines continue to be met in accordance with the project schedule.

Questions regarding design modifications, including bump-outs and parking impacts, were addressed through coordination with the prior project management team, which would have overseen and approved those design changes during project implementation.

Commissioners also requested clarification regarding project change orders. Staff has confirmed that one change order was processed for the project and executed by the previous

City Manager.

Additionally, Commissioners requested a full accounting of total project costs and related financial information. Staff submitted the request to Finance; however, the requested financial documentation has not yet been provided.

**Staff Recommendation**

Receive the Streetscape Phase II Project Update and provide any additional policy direction or follow-up requests to staff as deemed appropriate.

**ATTACHMENTS**

| | |
|---|---|
| 1. | St. Johns Streetscape Schedule 04-30-26 |

| | |
|---|---|
| PROJECT | ST. JOHNS AVENUE STREETSCAPE IMPROVEMENTS |
| CONTRACTOR | MAER HOMES, LLC DBA MAER CONSTRUCTION |

| TASK ID | TASK TITLE | TASK OWNER | START DATE | END DATE | DURATION |
|---|---|---|---|---|---|
| | **PROJECT DURATION** | | **05/03/26** | **10/09/26** | **159** |
| 1 | 800 BLOCK NORTH SIDE | | 5/3/2026 | 5/8/2026 | |
| 1.1 | DEMO | | 05/03/26 | 05/05/26 | 2 |
| 1.2 | INSTALL ELECTRICAL | | 05/05/26 | 05/07/26 | 2 |
| 1.3 | INSTALL CONCRETE SIDEWALK | | 05/06/26 | 05/08/26 | 2 |
| 2 | 800 BLOCK SOUTH SIDE | | 05/10/26 | 05/15/26 | |
| 2.1 | DEMO | | 05/10/26 | 05/12/26 | 2 |
| 2.2 | INSTALL ELECTRICAL | | 05/12/26 | 05/14/26 | 2 |
| 2.3 | INSTALL CONCRETE SIDEWALK | | 05/13/26 | 05/15/26 | 2 |
| 3 | 700 BLOCK NORTH SIDE | | 05/17/26 | 05/22/26 | |
| 3.1 | DEMO | | 05/17/26 | 05/19/26 | 2 |
| 3.2 | INSTALL ELECTRICAL | | 05/19/26 | 05/21/26 | 2 |
| 3.3 | INSTALL CONCRETE SIDEWALK | | 05/20/26 | 05/22/26 | 2 |
| 4 | 700 BLOCK SOUTH SIDE | | 05/24/26 | 05/29/26 | |
| 4.1 | DEMO | | 05/24/26 | 05/26/26 | 2 |
| 4.2 | INSTALL ELECTRICAL | | 05/26/26 | 05/28/26 | 2 |
| 4.3 | INSTALL CONCRETE SIDEWALK | | 05/27/26 | 05/29/26 | 2 |
| 5 | 400 BLOCK NORTH SIDE | | 05/31/26 | 06/05/26 | |
| 5.1 | DEMO | | 05/31/26 | 06/02/26 | 2 |
| 5.2 | INSTALL ELECTRICAL | | 06/02/26 | 06/04/26 | 2 |
| 5.3 | INSTALL CONCRETE SIDEWALK | | 06/03/26 | 06/05/26 | 2 |
| 6 | 400 BLOCK SOUTH SIDE | | 06/07/26 | 06/12/26 | |
| 6.1 | DEMO | | 06/07/26 | 06/09/26 | 2 |
| 6.2 | INSTALL ELECTRICAL | | 06/09/26 | 06/11/26 | 2 |
| 6.3 | INSTALL CONCRETE SIDEWALK | | 06/10/26 | 06/12/26 | 2 |
| 7 | 500 BLOCK NORTH SIDE | | 06/14/26 | 06/19/26 | |
| 7.1 | DEMO | | 06/14/26 | 06/16/26 | 2 |
| 7.2 | INSTALL ELECTRICAL | | 06/16/26 | 06/18/26 | 2 |
| 7.3 | INSTALL CONCRETE SIDEWALK | | 06/17/26 | 06/19/26 | 2 |
| 8 | 500 BLOCK SOUTH SIDE | | 06/21/26 | 06/26/26 | |
| 8.1 | DEMO | | 06/21/26 | 06/23/26 | 2 |
| 8.2 | INSTALL ELECTRICAL | | 06/23/26 | 06/25/26 | 2 |
| 8.3 | INSTALL CONCRETE SIDEWALK | | 06/24/26 | 06/26/26 | 2 |
| 9 | 900 BLOCK NORTH SIDE | | 06/28/26 | 07/03/26 | |
| 9.1 | DEMO | | 06/28/26 | 06/30/26 | 2 |
| 9.2 | INSTALL ELECTRICAL | | 06/30/26 | 07/02/26 | 2 |
| 9.3 | INSTALL CONCRETE SIDEWALK | | 07/01/26 | 07/03/26 | 2 |
| 10 | 900 BLOCK SOUTH SIDE | | 07/05/26 | 07/10/26 | |
| 10.1 | DEMO | | 07/05/26 | 07/07/26 | 2 |
| 10.2 | INSTALL ELECTRICAL | | 07/07/26 | 07/09/26 | 2 |
| 10.3 | INSTALL CONCRETE SIDEWALK | | 07/08/26 | 07/10/26 | 2 |
| 11 | 1000 BLOCK NORTH SIDE | | 07/12/26 | 07/17/26 | |
| 11.1 | DEMO | | 07/12/26 | 07/14/26 | 2 |
| 11.2 | INSTALL ELECTRICAL | | 07/14/26 | 07/16/26 | 2 |
| 11.3 | INSTALL CONCRETE SIDEWALK | | 07/15/26 | 07/17/26 | 2 |
| 12 | 1000 BLOCK SOUTH SIDE | | 07/19/26 | 07/24/26 | |
| 12.1 | DEMO | | 07/19/26 | 07/21/26 | 2 |
| 12.2 | INSTALL ELECTRICAL | | 07/21/26 | 07/23/26 | 2 |
| 12.3 | INSTALL CONCRETE SIDEWALK | | 07/22/26 | 07/24/26 | 2 |
| 13 | 1100 BLOCK NORTH SIDE | | 07/26/26 | 07/31/26 | |
| 13.1 | DEMO | | 07/26/26 | 07/28/26 | 2 |
| 13.2 | INSTALL ELECTRICAL | | 07/28/26 | 07/30/26 | 2 |
| 13.3 | INSTALL CONCRETE SIDEWALK | | 07/29/26 | 07/31/26 | 2 |
| 14 | 1100 BLOCK SOUTH SIDE | | 08/02/26 | 08/07/26 | |
| 14.1 | DEMO | | 08/02/26 | 08/04/26 | 2 |
| 14.2 | INSTALL ELECTRICAL | | 08/04/26 | 08/06/26 | 2 |
| 14.3 | INSTALL CONCRETE SIDEWALK | | 08/05/26 | 08/07/26 | 2 |
| 15 | POUR AMENITY STRIP | | 08/09/26 | 08/28/26 | 19 |
| 16 | CONSTRUCT ISLANDS | | 08/30/26 | 09/18/26 | 19 |
| 17 | LANDSCAPING | | 09/21/26 | 10/09/26 | 18 |