

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

WALTON PELLICER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ
CITY CLERK

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
December 9, 2024 at 5:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. October 14, 2024

3. PUBLIC COMMENTS

- a. Speakers limited to 3 minutes, no action taken on items

4. REGULAR BUSINESS

- a. DISCUSSION/DIRECTION - Larimer Arts Center rental
- b. UPDATE/ACCEPTANCE- CRA Project Coordinator position

5. REPORTS

- a. Financial Report
- b. Small Business Development Center Report

6. ADJOURN

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

October 14, 2024

STAFF REPORT

DATE: December 9, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

The Clerk is seeking approval of the October 14th draft minutes.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2024.10.14
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ROBERTA M. CORREA
MAYOR - COMMISSIONER

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MARCIA CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

TERRY TURNER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ
CITY CLERK

MINUTES
CITY OF PALATKA
October 14, 2024

The following are the minutes of the proceedings of the Community Redevelopment Agency meeting held at 5:00 PM on the 14th day of October, 2024 at Palatka City Hall 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER Meeting called to Order at 5:05 PM.

a. Invocation

The Invocation was led by Chaplain Mulberry.

b. Pledge of Allegiance

The pledge of allegiance was led by Ms. Carty.

c. Roll Call

Present:

Commissioner Tammie McCaskill

Commissioner Justin Campbell

Commissioner Will Jones

Commissioner Rufus Borom

Representative Teresa Jackson (via telecommunications technology)

County Commissioner Terry Turner (via telecommunications technology)

Mayor Roberta Correa

Also present: Marcia Carty, Interim City Manager/Finance Director; Jane West, City Attorney; Sunni Krantz, City Clerk; Peter Willott, Public Information Officer; Joe Verrechio, Public Works Operations Manager; Chris Taylor, Fire Chief; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief; Yul McNair, Airport Manager; Alonzo Mulberry, City Chaplain (via telecommunications technology); Rick Paul, Small Business Development Center; Cheryl Roach, Annie Davis, Annie Svetlik, Benji Bates, Rick Surrency, Mark Litten, Laura Pavlus, Andrea Conover, Alice Cooper; Jeremy Alexander; Sam Deputy

2. APPROVAL OF MINUTES

a. August 12, 2024

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Borom. The Motion Passed unanimously.

3. PUBLIC COMMENTS The floor was opened to public comment.

Cheryl Roach 312 Dodge St., Palatka, FL - asked regarding various concerns along St. Johns Avenue including the flower pots, sidewalks, Christmas lighting, pressure washing, and the repair of the brick intersections, and other issues such as closure of little Crill Ave., revamping of the Building Improvement Grant, and

spoke of concern of there being too many blighted properties.

Gail Powers, East Palatka speaking as a member of the Palatka Art League - asked what the outcome will be for the Tilghman House.

Upon hearing nothing further, the floor was closed to public comment.

Agency discussion commenced with Mr. Verrechio regarding the concerns raised above. Mr. Verrechio spoke regarding Ms. Roach's concerns, including the sidewalks and pressure cleaning. Mayor Correa spoke regarding Revitalize Palatka is to lead the flower planters effort. Commissioner Borom asked for weekly updates on the project of the planters. Commissioner Turner spoke regarding the City's need to reach out to Revitalize Palatka that were going to maintain the planters. Mr. Verrechio advised the closing of Short Crill will not take place until 2025.

Mayor Correa asked for an update on closing Short Crill on the next City Commission agenda.

Discussion commenced regarding the building improvement grant. Ms. West spoke regarding the difficulty applicants are having to prove full matching funds. Mayor Correa spoke regarding the difficulty in understanding the grant document. Commissioner Borom would like the Commission to discuss the matter further and he spoke regarding money that was awarded that has not been distributed yet.

Discussion commenced regarding the Tilghman House. Mayor Correa advised funds from the sale of the Hammock hall to be used to repair the Tilghman House. Ms. Carty advised she will research and report back. The Clerk advised that ITB 2024-14 and 2024-19 for the Tilghman House repairs did not receive responses.

4. REGULAR BUSINESS

- a. DIRECTION/RECOMMENDATION - Small Business Development Center Memorandum of Understanding

Ms. Carty advised the cost of SBDC services have increased from \$20,000 to \$25,000.

Mr. Rick Paul, SBDC, 1100 Reid St., Palatka, FL 32177 advised the cost increased due to inflation. The County's cost also increased from \$12,000 to \$22,000.

Agency discussion commenced. Commissioners Jones and Borom spoke of concern that the City is being asked to pay more than the County.

Commissioner McCaskill suggested a middle ground amount of \$22,500. Rep. Jackson asked if it is in the budget to use the funding, however she understands the compromise amount. Mayor Correa advised the \$25,000 for the SBDC is in the budget.

Motion to recommend the contract in the amount of \$22,500 by Commissioner McCaskill. Seconded by Commissioner Campbell. Motion failed 2 - 5, with Commissioners Jones, Borom, and Turner, Rep. Jackson, and Mayor Correa dissenting.

Motion to fully fund the amount by Commissioner Jones. Seconded by Commissioner Borom. Motion Passed 5 - 2, with Commissioners McCaskill and Campbell dissenting.

- b. DISCUSSION/DIRECTION - Request for extension of CRA Building Improvement Grant project deadline

MINUTES

Community Redevelopment Agency

October 14, 2024

- Svein Arild Bakken

Ms. Carty advised this is a request for an extension Mr. Bakken at 608 Oak St. to March 2025. The grant expired October 27, 2023.

The applicant, Mr. Svein Bakken, Palatka addressed the CRA. He has been back and forth from out of the country. He applied for the grant and received a Certificate of Appropriateness (COA) about a year ago. By the time he received the COA, the grant had expired. He has been working on the project over the summer and would like additional time. Mr. Bakken advised two years ago when he wrote the application, he was not living at the site. However, Mr. Bakken is living at the location, now.

The City Attorney advised the requirement of the grant is to own property. Ms. West advised the applicant can reapply if this grant expires. There are concerns regarding the precedence this would set.

Agency discussion commenced. Commissioner Jones advised the precedent has been set in the past. Commissioner Borom expressed concern from a consistency standpoint of granting extensions and if it is okay that it be put in the policy. Commissioners McCaskill and Campbell expressed concern that Mr. Bakken was not assisted with understanding the deadlines of the grant.

Motion to grant an extension until March 2025 by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion unanimously.

Commissioner Campbell asked for the programs to come back to the CRA to provide additional direction to Staff. Mayor Correa responded we need to have a Grants Administrator in place first.

c. DIRECTION - hiring of the CRA Manager

Ms. Carty advised the budget included funding for a CRA Manager. Operationally, it would be helpful, if we had a CRA Manager who is clearly responsible for the successful development and implementation of the CRA. Ms. Carty advised it is an enormous task to stay on target with all the City's 61 projects (including those of the CRA).

Agency discussion commenced. Commissioner Borom expressed the City has had bad luck in the past with CRA managers. Mayor Correa responded the CRA Manager duties have always been rolled into another position's job duties, such as Main Street Manager and City Manager. Commissioner Borom and Rep. Jackson expressed concern the proposed job description overlaps with the Project Manager and Code Enforcement roles. Commissioners Jones and Borom and Rep. Jackson spoke in opposition to hiring a new CRA Manager while we have an Interim City Manager. Commissioners Campbell and Turner, and Mayor Correa spoke supported the Interim to hire the position. The Mayor advised the CRA needs direction in its last 20 years of existence and cannot wait until a new City Manager is found (which will be a few months from now).

The floor was opened to public comment:

Cheryl Roach 312 Dodge St., Palatka, FL 32177 - spoke in support of hiring a CRA Manager.

Annie Svetlik 511 N 3rd St., Palatka, FL 32177 - advised 10 years ago we had a functioning CRA program. One reason, was that Ms. van Rensburg helped everyone complete paperwork. At that time, the program was funded for those with very low income. She suggested the CRA Manager could also be MainStreet Manager. She suggested having a task force that will help citizens fill out the paperwork.

Annie Davis - spoke in support of hiring a qualified individual that can execute the CRA plan. The City is moving toward stability and she spoke regarding supporting Staff.

MINUTES
Community Redevelopment Agency
October 14, 2024

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

Motion to move forward with implementation of a CRA Manager by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

d. REQUEST - Elevate Putnam funding

Mr. Benjie Bates provided a presentation spoke regarding Elevate Putnam. He advised the previous City Manager suggested the CRA fund Elevate Putnam in the amount of \$50,000 during the budget workshop. Mark Litten, Chamber of Commerce, Vice President of Economic Development spoke regarding a contractual agreement the Chamber has with Retail Strategies for additional increased retail, operations, restaurants, etc. and work place development. Mr. Litten advised they do anticipate hiring a new position that would assist him in Economic Development. He advised they can target the funding from the CRA to the CRA districts.

Mayor Correa advised CRA funds can only be used in the CRA districts. Commissioner Borom advised it has to be in the Plan and budgeted. Ms. Carty advised the prior City Manager did recommend funding in the "Professional Services" general ledger line for Elevate Putnam. Mayor Correa advised the previous Manager took the \$50,000 back out of Professional Services. Ms. Carty advised that the Capital Outlay line of Downtown District includes \$133,000, so the funding is not presently in the correct line.

Commissioner Turner advised economic development is the most important thing we can do for the community. He spoke in support of the private-public partnership. He advised the County participates in economic development at a higher level than what is being requested.

Motion to move forward by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

Following the Motion, Commissioner Borom asked that it be clarified the funding must be earmarked to the CRA. Ms. West, Commissioner McCaskill, and the Mayor expressed concern that it has to be strictly for the CRA. The Chamber of Commerce President, Laura Pavlus advised funding from the CRA can be put in a specific fund, not their general fund, to be earmarked for the CRA.

e. DISCUSSION/RECOMMENDATION to approve sidewalk and curb replacement at 4th Street/Oak Street/Laurel Street along the East and West Sides in the amount of \$62,120.00.

Mr. Verrechio advised the block from Oak Street to Laurel Street, has all granite curbing and is also a brick street. When the granite curbing is pulled out, it does a lot of damage to the brick. The sidewalks are in bad shape and need to be replaced as well. Mr. Verrechio recommended to leave it as is. Ms. West advised this matter had been a citizen-driven request of Mr. Jefferson and Ms. Vogt that went to the previous City Manager, and then to the Board at the last meeting.

The floor was opened to public comment:

Jane West, Palatka - lives on South 4th Street which has granite curbing. She spoke in opposition to the granite curbing being removed.

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

Agency discussion commenced. Mayor Correa advised the granite curbing is historic to the street.

Motion to leave as it sits by Commissioner Borom. Seconded by Commissioner Campbell. The Motion Passed

MINUTES

Community Redevelopment Agency

October 14, 2024

4

unanimously.

5. REPORTS

a. Small Business Development Center Report

Mr. Paul advised the SBDC's efforts include: 269 consulting hours and 839 workshops in the County. They have retained and created 37 business startups. They have capital formation up to 3.2 million, now. They have a lenders roundtable with the Small Business Administration. He would like to host two workshops, customer service and artificial intelligence with web and social media.

Commissioner Borom spoke regarding the need for business sustainability and asked for a campaign to reach out to businesses. Mr. Paul advised he assists clients when they come forward in ensuring their funding needs are met.

b. TIF/CRA Financial Report for the Year end September 30, 2024

Ms. Carty highlighted the financial report from the agenda packet. The CRA brought in revenue of \$1,004,548 of which \$800,000 we did not spend.

6. ADJOURN Motion to adjourn at 6:25 PM by Commissioner Jones.

STAFF REPORT

DATE: December 9, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The search for a CRA Manager started months ago, after the last CRA meeting, as directed by the CRA Board. The salary for a CRA Manager is much more than the amount budgeted, so the search was modified to look for a CRA Coordinator, instead, which is in line with the amount in the budget.

PROJECT ANALYSIS

There were at least 10 applications, and two interviews were scheduled. Both applicants were exceptional in their skill, experience, and their desire to be hired for the position. The attached resume is the person who was actually offered the position, for various reasons.

Staff Recommendation

Review the application and accept the staff recommendation of hiring Kristin Ayala Crane Odom.

ATTACHMENTS

1.	Resume
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Kristin Ayala Crane Odom

Work Experience

ST. JOHNS COUNTY, OFFICE OF INTERGOVERNMENTAL AFFAIRS

GRANTS & LEGISLATIVE RESEARCH ANALYST – SEPTEMBER 2023 – PRESENT

- Crafts compelling grant narratives for various projects, effectively communicating the project's goals, outcomes, and impact on targeted communities
- Serves as a liaison between the Office and the Office of Public Affairs to produce communication materials highlighting the Office's accomplishments
- Drafts and finalizes various analyses and correspondence, including advocacy letters, policy statements, bills, and policy analyses, to support the County Administration's strategic planning initiatives
- Coordinates and attends meetings with elected officials, legislative staff, state agencies, and private stakeholders

ST. JOHNS COUNTY, COUNTY ADMINISTRATION

ASSISTANT TO THE DEPUTY COUNTY ADMINISTRATOR – MARCH 2023 – SEPTEMBER 2023

- Conducted independent research and analysis for projects, legal matters, and reports for County Administration
- Assisted in the review of the agenda and resolutions for publication and in the preparation of agenda packets
- Provided direct administrative support to the Deputy and Assistant County Administrator
- Coordinated meetings directly with other local and state agencies, boards, and professional associations
- Performed reconciliations of financial activity to include budget expenditures and purchase cards

E.P.C.I. CODE ADMINISTRATION SERVICES, CITY OF PORT ST. JOE BUILDING DEPARTMENT

OFFICE MANAGER – FEBRUARY 2022 – MARCH 2023

- Oversaw daily office operations, including client needs assessment, staff training and management
- Facilitated TAC Team meetings with the City Administrator, Director of Public Works, and the Building Official for planning and zoning review
- Performed preliminary building permit application review and issued approved permits for new commercial, residential construction, and building alterations

GRAYROBINSON, P.A.

LEGISLATIVE ASSISTANT – JULY 2021 – DECEMBER 2021

- Created, edited, and compiled engagement letters, legislative bill reports, and tracked legislation
- Managed and monitored client contributions to political figures using a donor management system
- Scheduled and coordinated conference calls and meetings, arranged travel details, and completed registrations and disclosures for legal compliance

FLORIDA COURT CLERKS & COMPTROLLERS, OFFICE OF LEGISLATIVE AFFAIRS

LEGISLATIVE INTERN – FEBRUARY 2021 – MAY 2021

- Monitored legislative committee meetings and generated written summaries for dissemination to the Clerk of Courts
- Supported the Office by assisting with projects and administrative tasks using Lobbytools, Word, Excel, and Publisher

HOUSE OF REPRESENTATIVES, REP. HOLLY RASCHEIN

LEGISLATIVE INTERN – JANUARY 2017 – NOVEMBER 2020

- Assisted the Legislative Aide by creating agenda request letters, tracking bills sponsored or co-sponsored by the Representative and performing various duties as assigned
- Planned and promoted events at the Capitol hosted by the Representative and staff
- Advised constituents on bills the Representative sponsored or voted on in committee

Education

FLORIDA STATE UNIVERSITY GRADUATE SCHOOL, GRADUATED 2022

Askew School of Public Administration and Public Policy | Master of Public Administration

FLORIDA STATE UNIVERSITY, GRADUATED 2020

Bachelor of Science, Major: Political Science | Minor: Communications

Kristin Ayala Crane Odom

Extracurricular Activities

- National Honor Society Member, Florida State University
- Chi Omega Fraternity Gamma Chapter, Florida State University, Alumna

STAFF REPORT

DATE: December 9, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Statement of Revenues and Expenses for the One-Month Ended October 31, 2024

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Review and accept the report for the month ended October 31, 2024

ATTACHMENTS

1.	CRA TIF OCTOBER 2024
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CITY OF PALATKA, FL
STATEMENT OF REVENUES AND EXPENSES
FOR THE ONE MONTH ENDED OCTOBER 31, 2024

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 REV_YTD	2025_BUDGET	CURRENT_ MONTH	CURRENT_ YTD	ENCUMBRA NCES	UNREALIZED	PERCENT REALIZED
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TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 8.33 % Yr Complete For Fiscal Year: 2025 / 10

PROPERTY TAXES									
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$355,722	\$0	\$402,603	\$0	\$0	\$0	\$402,603	0.00%
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$244,538	\$0	\$276,766	\$0	\$0	\$0	\$276,766	0.00%
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$109,900	\$0	\$129,505	\$0	\$0	\$0	\$129,505	0.00%
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$75,549	\$0	\$89,027	\$0	\$0	\$0	\$89,027	0.00%
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$38,049	\$0	\$39,657	\$0	\$0	\$0	\$39,657	0.00%
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$26,156	\$0	\$27,262	\$0	\$0	\$0	\$27,262	0.00%
	TOTAL	\$849,914	\$0	\$964,820	\$0	\$0	\$0	\$964,820	0.00%
OTHER REVENUES									
030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRBY	\$131,926	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$131,926	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL REVENUES	\$981,840	\$0	\$964,820	\$0	\$0	\$0	\$964,820	0.00%
CASH BALANCE FORWARD									
030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	\$923,777	\$0	\$839,383	\$0	\$0	\$0	\$839,383	0.00%
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$122,286	\$0	\$299,314	\$0	\$0	\$0	\$299,314	0.00%
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$62,739	\$0	\$85,311	\$0	\$0	\$0	\$85,311	0.00%
	TOTAL	\$1,108,802	\$0	\$1,224,008	\$0	\$0	\$0	\$1,224,008	0.00%
	TOTAL REV, TRF & CASH BALANCES	\$2,090,642	\$0	\$2,188,828	\$0	\$0	\$0	\$2,188,828	0.00%

CITY

TIF EXPENDITURES / 8.33 % Yr Complete For Fiscal Year: 2025 / 10

DOWNTOWN									
030-30-580-1-1100	EXECUTIVE SALARIES	\$0	\$0	\$38,500	\$0	\$0	\$0	\$38,500	0.00%
030-30-580-1-2100	FICA TAX EXPENSE	\$0	\$0	\$2,945	\$0	\$0	\$0	\$2,945	0.00%
030-30-580-1-2200	RETIREMENT EXPENSE	\$0	\$0	\$11,820	\$0	\$0	\$0	\$11,820	0.00%
030-30-580-1-2300	HEALTH AND LIFE INSURANCE	\$0	\$0	\$8,140	\$0	\$0	\$0	\$8,140	0.00%
030-30-580-3-3100	PROFESSIONAL SERVICES	\$104,012	\$0	\$75,000	\$2,954	\$2,954	\$0	\$72,046	3.93%
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	\$12,000	\$3,000	\$25,000	\$0	\$0	\$0	\$25,000	0.00%
030-30-580-3-3109	MAINTENANCE CONTRACT	\$35,000	\$0	\$35,000	\$450	\$450	\$0	\$34,550	1.28%
030-30-580-3-3200	AUDIT EXPENSE	\$10,675	\$0	\$10,775	\$0	\$0	\$0	\$10,775	0.00%
030-30-580-3-5280	MISC EXPENSES	\$3,400	\$0	\$2,100	\$0	\$0	\$0	\$2,100	0.00%
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	\$4,000	\$644	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
030-30-580-3-5402	DEO ANNUAL DUES	\$175	\$130	\$175	\$0	\$0	\$0	\$175	0.00%
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$25,000	\$0	\$30,000	\$0	\$0	\$29,134	\$866	0.00%
030-30-580-6-6314	RECRUITMENT PROJECT	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES AND EXPENSES
FOR THE ONE MONTH ENDED OCTOBER 31, 2024

030-30-580-6-6316	WAYFINDING	\$15,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000	0.00%
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$121,000	\$0	\$150,000	\$0	\$0	\$0	\$150,000	0.00%
030-30-580-6-6320	LANDSCAPING	\$40,000	\$0	\$10,000	\$0	\$0	\$0	\$10,000	0.00%
030-30-580-6-6321	SITE AMENITIES	\$20,000	\$0	\$10,000	\$0	\$0	\$0	\$10,000	0.00%
030-30-580-6-6328	PUBLIC ART	\$10,000	\$0	\$23,000	\$0	\$0	\$0	\$23,000	0.00%
030-30-580-6-6329	PROPERTY AQUISITION	\$25,000	\$0	\$0	\$2,299	\$2,299	\$0	-\$2,299	0.00%
030-30-580-6-6400	CAPITAL OUTLAY	\$50,000	\$0	\$83,403	\$0	\$0	\$0	\$83,403	0.00%
TOTAL		\$500,262	\$3,773	\$523,858	\$5,702	\$5,702	\$29,134	\$489,022	1.00%

TRANSFERS

030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$28,112	\$2,343	\$76,744	\$0	\$0	\$0	\$76,744	0.00%
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	\$89,565	\$0	\$93,148	\$0	\$0	\$0	\$93,148	0.00%
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	\$867,831	\$0	\$825,004	\$0	\$0	\$0	\$825,004	0.00%
TOTAL		\$985,508	\$2,343	\$994,896	\$0	\$0	\$0	\$994,896	0.00%

DOWNTOWN	DEPARTMENT TOTAL	\$1,485,770	\$6,116	\$1,518,754	\$5,702	\$5,702	\$29,134	\$1,483,918	0.00%
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SOUTH HISTORIC

030-31-580-3-3100	PROFESSIONAL SERVICES	\$17,016	\$0	\$7,700	\$0	\$0	\$0	\$7,700	0.00%
030-31-580-3-3200	AUDIT EXPENSE	\$3,355	\$0	\$3,355	\$0	\$0	\$0	\$3,355	0.00%
030-31-580-3-5280	MISC EXPENSES	\$867	\$0	\$650	\$0	\$0	\$0	\$650	0.00%
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$3,500	\$148	\$1,500	\$0	\$0	\$0	\$1,500	0.00%
030-31-580-3-5402	DEO ANNUAL DUES	\$110	\$30	\$110	\$0	\$0	\$0	\$110	0.00%
030-31-580-6-6120	LAND PURCHASE	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$65,000	\$0	\$160,734	\$0	\$0	\$0	\$160,734	0.00%
030-31-580-6-6333	SIGNAGE	\$3,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
030-31-580-6-6337	SITE AMENITIES	\$3,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
030-31-580-6-6341	LANDSCAPING	\$4,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000	0.00%
030-31-580-6-6343	CAPITAL OUTLAY	\$60,733	\$0	\$109,865	\$0	\$0	\$0	\$109,865	0.00%
030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	\$121,193	\$0	\$155,378	\$0	\$0	\$0	\$155,378	0.00%
TOTAL		\$311,774	\$178	\$444,292	\$0	\$0	\$0	\$444,292	0.00%

TRANSFERS

030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	\$27,000	\$0	\$28,080	\$0	\$0	\$0	\$28,080	0.00%
030-31-580-9-9105	REIMB GENERAL	\$8,501	\$708	\$26,167	\$0	\$0	\$0	\$26,167	0.00%
TOTAL		\$35,501	\$708	\$54,247	\$0	\$0	\$0	\$54,247	0.00%

SOUTH HISTORIC	DEPARTMENT TOTAL	\$347,275	\$886	\$498,539	\$0	\$0	\$0	\$498,539	0.00%
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NORTH HISTORIC

030-32-580-3-3100	PROFESSIONAL SERVICES	\$8,815	\$0	\$2,600	\$0	\$0	\$0	\$2,600	0.00%
030-32-580-3-3200	AUDIT EXPENSE	\$1,220	\$0	\$1,220	\$0	\$0	\$0	\$1,220	0.00%
030-32-580-3-5280	MISC EXPENSES	\$983	\$0	\$250	\$0	\$0	\$0	\$250	0.00%

**CITY OF PALATKA, FL
STATEMENT OF REVENUES AND EXPENSES
FOR THE ONE MONTH ENDED OCTOBER 31, 2024**

030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$1,984	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
030-32-580-3-5402	DEO ANNUAL DUES	\$16	\$16	\$16	\$0	\$0	\$0	\$16	0.00%
030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$50,000	\$78	\$83,661	\$0	\$0	\$0	\$83,661	0.00%
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$50,000	\$0	\$49,280	\$8,080	\$8,080	\$0	\$41,200	16.39%
TOTAL		\$113,018	\$94	\$137,527	\$8,080	\$8,080	\$0	\$129,447	6.00%
TRANSFERS									
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$5,981	\$498	\$7,693	\$0	\$0	\$0	\$7,693	0.00%
TOTAL		\$5,981	\$498	\$7,693	\$0	\$0	\$0	\$7,693	0.00%
DEPARTMENT TOTAL		\$118,999	\$592	\$145,220	\$8,080	\$8,080	\$0	\$137,140	6.00%
NORTH HISTORIC	TOTAL EXPENDITURES	\$1,952,044	\$7,595	\$2,162,513	\$13,782	\$13,782	\$29,134	\$2,119,597	1.00%
CONTINGENCIES & RESERVES									
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$40,257	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$91,193	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$7,148	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$138,598	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	\$2,090,642	\$7,595	\$2,162,513	\$13,782	\$13,782	\$29,134	\$2,119,597	1.00%

Small Business Development Center Report

STAFF REPORT

DATE: December 9, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Attached please find the SBDC Report.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Palatka_Putnam - Q4- FY23-24
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Service Delivery

	City of Palatka	Putnam Co.	Consultant (Rick Paul)**	UNF Region
Entrepreneurs Consulted	24	56	269	1,981
Total Consulting Hours	77	190	839	8,344
Number of Workshops & Events*	18	29	29	640
Attendees to Workshops & Events*	746	1,466	1,466	18,719
Jobs Created/Retained	13	16	37	180
Business Startups	2	4	6	135
Capital Formation	\$359,000	\$1,492,000	\$3,037,000	\$24.2 M

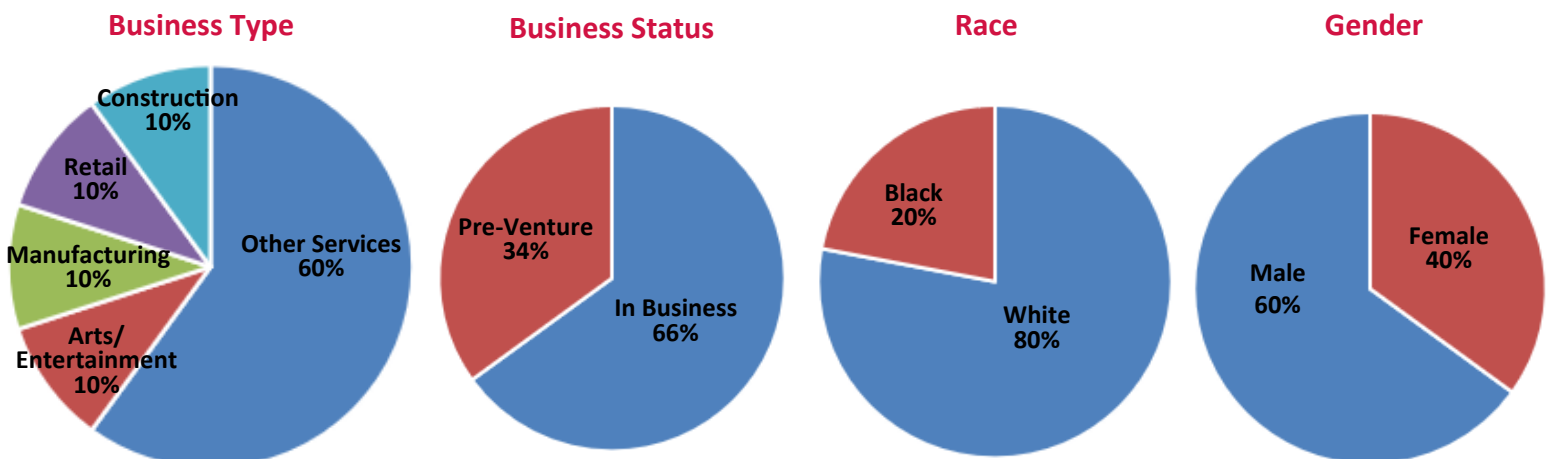
*Events include workshops, virtual and in-person speaking engagements, networking events, and popup shops.

** Impact numbers include businesses consulted throughout UNF region.

Quarterly Highlights

- Rick Paul attended the 2024 Small Business Success Summit hosted by the Florida SBDC Network. The North Florida Region hosted this year's event at Sawgrass Marriott in Ponte Vedra. This professional development and networking event brought together the Florida SBDC Network's experienced consultants and knowledgeable experts to share information about access to capital, contracts and connections. He heard from keynote speakers, networked with other small business professionals, and learned new skills to apply to the small businesses in the City of Palatka and throughout Putnam County.
- In July, Rick hosted a workshop, "Access to Capital" presented by the U.S. SBA's District Lender Relations Specialist Rosalind Bryant. This workshop was designed to help small business owners navigate available avenues for securing funding. There were over 15 registered attendees and received positive reviews. Rick intends to offer this workshop in the future.

Quarterly Client Characteristics *



* Represents Putnam County