

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

WALTON PELLICER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

CHANTEL PIERRE
FINANCE DIRECTOR



AGENDA
COMMUNITY REDEVELOPMENT AGENCY
December 8, 2025 at 5:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. November 10, 2025

3. PUBLIC COMMENTS

4. REGULAR BUSINESS

- a. Award of contract to Maer Homes LLC - St Johns Avenue Streetscape Improvements (ITB-2025-11) FOR \$1,368,085.20. (71% GRANT / 29% CRA FUNDS)
- b. CRA Plan Update — execution of Refined Scope
- c. Four Seasons Landscape - South Historic District Phase 1 Landscaping proposal
- d. CRA Special Events Grant (revised)
- e. Solar Powered Lamps
- f. Acceptance of Florida Commerce Grant for the redevelopment of the Port Consolidated site.

5. REPORTS

- a. Code Compliance Monthly and End of Year Report
- b. **Financial Report Year to Date for the Month Ended October 31, 2025. Every meeting the CRA is presented with the most recent financial statement of revenue and expenditures.**
- c. City Manager Report

6. ADJOURN

NOTICE: Per F.S. 286.0105 persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerks office at 329-0100 at least 24 hours in advance to request accommodations.

ROBERTA M. CORREA
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Regular meeting 4th Thursday each month at 5:00 PM

MARCIA G. CARTY, CPA, CGFO
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FINANCE DIRECTOR

Community Redevelopment Meeting November 10, 2025, Minutes

Invocation

The invocation was led by Pastor Mulberry

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Davis.

Roll Call

Commissioner Pellicer, Commissioner Cambell, Commissioner Davis, and Mayor Correa were present, and Teresa Jackson was present via Zoom. Commissioner Borom, and Commissioner Jones were excused.

APPROVAL OF MINUTES

October 23, 2025

Vote: Commissioner Davis moved to approve the minutes as printed. Commissioner Pellicer seconded the motion which passed unanimously.

PUBLIC COMMENTS

Mr. Russo discussed the historic marker at Grand Gables, highlighting its significance and potential placement. He also addressed the topic of neighborhood entrance signs, expressing interest in their design and installation. Mr. Russo inquired about the Tax Increment Financing (TIF) program, specifically: How the program works, When the application period begins, who currently serves on the TIF Board. Mayor Correa answered Mr. Russo and suggested they look at the Certified Local Government Program. Ms. Carty stated she would get back with Mr. Russo to answer his questions.

REGULAR BUSINESS

Special Event Grant Application Approval

Ms. Carty stated there is \$15,000 in the budget assigned to the Special Event Grants Program and explained the purpose of these grants is to generate activity, reinforce CRA goals, and it is only eligible for city services. Some of the eligibility criteria are that it must take place in the central business district.

Mayor Correa stated she would like for the grant to include all three districts and not just the central.

Commissioner Davis stated there should be a higher amount listed, because some of the services are right below \$15,000. She also requested the specifics should be tightened up in the document as well.

Mayor Correa stated it should be raised to \$30,000.

REPORTS

FY 24-25 Unspent Revenue Carry Over Report

Ms. Carty gave the unspent revenue carry-over report.

Commissioner Pellicer asked about the 362,430 carryovers. He asked if there is any specific way that it must be broken up among those 5 projects or can it be all on one? Ms. Carty stated the only thing the \$362,430 can only be for the 5 projects.

Commissioner Davis stated she is looking for recommendations on how to meet the CRA plan goals. She also stated as the projects are getting completed she would like to have project reports on those CRA projects.

Update on landscaping along St. Johns Avenue and side streets

Ms. Carty gave the report on landscaping. She spoke about the 4 Seanson Lawn and Landscaping.

The owners of the 4 Seasons Landscaping spoke and introduced themselves and explained the work they have been doing.

CRA Districts - Code compliance report

Planning Director Lorenzo Aghemo spoke about the 3 new cases for Code Compliance.

Update on the Tilghman House

Ms. Carty explained on October 29 that the City executed a contract with Plus Point Construction, and a pre-construction meeting was held on November 5 with the order to proceed was on November 6th.

Commissioner Pellicer asked once the work was completed where does the building stands. Ms. Carty stated she would get back to Commissioner Pellicer with the answer to his question.

City Manager Report

Ms. Carty explained the city is updating the comprehensive plan, which is the blueprint which helps the city guide how the community grows. She explained Laura Dietrich submitted a grant application and the city was awarded part of the grant. Ms. Carty explained this will help the city move forward with the port consolidating for this grant. Ms. Carty also stated the amount of the grant is \$75,000 and it is specifically for advancing the gateway redevelopment plan for the former port consolidated site.

Commissioner Campbell stated the last thing he wants to see that facility sued for is storage. He would like to see it used for a makerspace.

Commissioner Davis asked about the lamps that were supposed to replace the gas lamps.

Ms. West explained there was a certificate of appropriateness to pursue the solar power lamps, and it was denied. Ms. West also explained as a board to continue to pursue the lamps, the board can initiate as the CRA Board the application process. The board would still need to get a COA and Lorenzo Aghemo will be able to guide us through the process. Mayor Correa stated lets bring it back to the next meeting and see what the solar powered lights look like.

Ms. West stated with keeping the CRA Plan and it relates to the South Historic District streetscaping. The first phase of that was going to be the two east-west corridors in the south historic district. She also stated there are diagrams of potential tree options that are appropriate for that area. Ms. West asked for some thoughts or approval for moving forward with the tree planting.

Vote: Commissioner Campbell moved to move forward with the streetscape with the planting of trees. Commissioner Davis seconded the motion which passed unanimously.

Commissioner Campbell asked how far Ms. Odem got with the branding. Because he believes she was close enough to make a presentation to the Commission. He wants to make sure the city takes into consideration because the branding is tied into a lot of different things that will be going on in the CRA districts.

ADJOURN

Commissioner Campbell moved to adjourn the meeting.

Award of contract to Maer Homes LLC - St Johns Avenue Streetscape Improvements (ITB-2025-11) FOR \$1,368,085.20. (71% GRANT / 29% CRA FUNDS)

STAFF REPORT

DATE: December 8, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Staff requests approval to award the construction contract for the St. Johns Avenue Streetscape Improvements project (ITB 2025-11) to **Maer Homes LLC**, the lowest responsive and responsible bidder, in the total amount of **\$1,368,085.20**, which includes the base bid of **\$1,202,333.20** and the alternate bid of **\$165,752.00**.

BACKGROUND

The City of Palatka issued Invitation to Bid 2025-11 for the St. Johns Avenue Streetscape Improvements project, which includes sidewalk replacement, streetscape amenities, landscaping, signage, and electrical upgrades between 4th and 11th Streets. The project is funded through a grant from the Florida Department of Transportation (FDOT) under FPID 445796-1-54-01.

Bids were opened on November 18, 2025. Maer Homes LLC submitted the lowest responsive bid. The bid recommendation letter and tabulation have been reviewed and verified by Ayres Associates, the City's engineering consultant.

PROJECT ANALYSIS

Project Analysis:

Base Bid (Maer Homes LLC): \$1,202,333.20

Alternate Bid (Maer Homes LLC): \$165,752.00

Total Contract Amount: \$1,368,085.20

Remaining Grant Funds: \$1,060,333.11

CEI Services (to be paid from grant): \$85,000.00

Grant Funds Available for Construction: \$975,333.11

City Contribution (balance): \$392,752.09

The project is scheduled for construction from **January 1, 2026, through December 31, 2026**, with substantial completion by **December 15, 2026**. The grant expires in **December 2026**, making timely execution critical. The CEI proposal has been

submitted separately for approval.

Staff Recommendation

Staff recommends the CRA approve the award of the construction contract to **Maer Homes LLC** in the amount of **\$1,368,085.20**, with **71.3% of the cost funded by the FDOT grant** and the **remaining 28.7% funded by the City of Palatka**. Upon CRA approval, the item will proceed to the City Commission for final approval on **December 11, 2025**.

ATTACHMENTS

1.	ITB 2025-11_Bid Tabulation
2.	2025-11_Bid Recommendation Letter

BID TABULATION



PROJECT: St Johns Streetscape Improvements				Maer LLC		Garcia Civil Contractors		Elton Alan Incorporated		DB Civil Construction		CGC INC.	
BID DEADLINE: November 18, 2025 5pm													
DESCRIPTION				UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	BASE BID												
	Initial Contingency	LS	1	\$	50,000.00	\$50,000.00		\$	50,000.00	\$	50,000.00	\$50,000.00	\$50,000.00
1	Mobilization	LS	1		\$95,000.00	\$95,000.00	not provided		\$145,350.00	\$200,000.00	\$200,000.00	\$986,345.70	\$986,345.70
2	Maintenance of Traffic	LS	1		\$51,275.00	\$51,275.00	\$131,963.67	\$131,963.67	\$58,576.00	\$58,576.00	\$110,000.00	\$110,000.00	\$384,917.00
3	Sediment Barrier	LF	100		\$7.00	\$700.00	\$6.58	\$658.00	\$64.33	\$6,433.00	\$3.00	\$300.00	\$3.00
4	Inlet Protection System	EA	13		\$475.00	\$6,175.00	\$155.49	\$2,021.37	\$138.77	\$1,804.01	\$200.00	\$2,600.00	\$250.00
5	Clearing and Grubbing	AC	0.04		\$500,000.00	\$20,000.00	\$1,318,517.75	\$52,740.71	\$273,000.00	\$10,920.00	\$1,200,000.00	\$48,000.00	\$500.00
6	Removal of Existing Concrete	SY	4524		\$18.00	\$81,432.00	\$23.67	\$107,083.08	\$24.14	\$109,209.36	\$32.00	\$144,768.00	\$50.00
7	Regular Excavation	CY	279.8		\$25.00	\$6,995.00	\$196.16	\$54,885.57	\$78.06	\$21,841.19	\$80.00	\$22,384.00	\$30.00
8	Embankment	CY	144		\$49.00	\$7,056.00	\$173.16	\$24,935.04	\$37.07	\$5,338.08	\$73.00	\$10,512.00	\$40.00
9	Concrete Sidewalk and Driveways, 4" Thick	SY	4156		\$75.00	\$311,700.00	\$86.57	\$359,784.92	\$86.47	\$359,369.32	\$88.00	\$365,728.00	\$83.75
10	Concrete Sidewalk and Driveways, 6" Thick	SY	447		\$89.00	\$39,783.00	\$218.77	\$97,790.19	\$106.23	\$47,484.81	\$110.00	\$49,170.00	\$106.25
11	Detectable Warnings	SF	483		\$35.00	\$16,905.00	\$39.08	\$18,875.64	\$52.60	\$25,405.80	\$30.00	\$14,490.00	\$40.00
12	Single Post Sign, F&I Groundmount, up to 12 sf	AS	8		\$725.00	\$5,800.00	\$1,200.00	\$9,600.00	\$649.38	\$5,195.04	\$500.00	\$4,000.00	\$1,031.00
13	Sign Panel, Furnish & Install Ground mount up to 12 sf	EA	1		\$2,900.00	\$2,900.00	\$720.00	\$720.00	\$650.00	\$650.00	\$400.00	\$400.00	\$375.00
14	Thermoplastic, Preformed, White, Message	EA	36		\$347.00	\$12,492.00	\$583.33	\$20,999.88	\$1,120.17	\$40,326.12	\$350.00	\$12,600.00	\$563.00
15	24" Planting Mixture	CY	142		\$51.00	\$7,242.00	\$96.00	\$13,632.00	\$134.91	\$19,157.22	\$140.00	\$19,880.00	\$97.00
16	Date Palm	EA	29		\$1,298.00	\$37,642.00	\$1,365.52	\$39,600.08	\$6,744.76	\$195,598.04	\$7,000.00	\$203,000.00	\$4,937.00
17	Crape Myrtle	EA	31		\$1,175.00	\$36,425.00	\$1,122.58	\$34,799.98	\$3,570.75	\$110,693.25	\$950.00	\$29,450.00	\$554.00
18	Rubberway Tree Well	SF	1920		\$33.81	\$64,915.20	\$34.38	\$66,009.60	\$93.31	\$179,155.20	\$45.00	\$86,400.00	\$50.00
19	Planters	EA	16		\$991.00	\$15,856.00	\$637.50	\$10,200.00	\$872.13	\$13,954.08	\$1,100.00	\$17,600.00	\$1,500.00
20	Bike Racks	EA	52		\$646.00	\$33,592.00	\$380.77	\$19,800.04	\$332.12	\$17,270.24	\$1,000.00	\$52,000.00	\$1,304.00
21	Trash Receptacles	EA	11		\$888.00	\$9,768.00	\$1,363.64	\$15,000.04	\$1,511.10	\$16,622.10	\$1,600.00	\$17,600.00	\$2,225.00
22	Benches	EA	28		\$1,565.00	\$43,820.00	\$1,435.71	\$40,199.88	\$2,489.47	\$69,705.16	\$2,600.00	\$72,800.00	\$3,469.00
23	Conduit with Wiring	FT	8000		\$13.27	\$106,160.00	\$23.44	\$187,520.00	\$46.60	\$372,800.00	\$28.00	\$224,000.00	\$45.90
24	Vendor Power 30A/50A Ground Box	EA	14		\$2,200.00	\$30,800.00	\$8,035.71	\$112,499.94	\$4,628.79	\$64,803.06	\$4,800.00	\$67,200.00	\$6,019.00
25	Pull & Junction Box (For electrical Wires)	EA	4		\$1,300.00	\$5,200.00	\$18,750.00	\$75,000.00	\$2,336.75	\$9,347.00	\$4,800.00	\$19,200.00	\$1,188.00
26	Electrical Power Service, Underground	AS	1		\$18,000.00	\$18,000.00	\$25,000.00	\$25,000.00	\$8,200.00	\$8,200.00	\$12,000.00	\$12,000.00	\$3,000.00
27	Lighting, Receptacle Bollard	EA	62		\$1,100.00	\$68,200.00	\$507.03	\$31,435.86	\$1,058.00	\$65,596.00	\$3,400.00	\$210,800.00	\$1,178.00
28	Removal of Existing Ped Box (included in clearing and grubbing)	EA	55		\$300.00	\$16,500.00			\$198.39	\$10,911.45	\$1,400.00	\$77,000.00	\$0.01
29													
Total Base Bid Amount for Items 1 thru 28				\$1,202,333.20		does not match bid total-- mobilization is missing from the bid form		\$1,602,755.49	\$2,041,715.53		\$2,143,882.00		\$3,124,747.00
	ALTERNATE BID NO. 1												
A1-1	Clearing and Grubbing	AC	0.2		\$85,855.00	\$17,171.00	\$328,585.65	\$65,717.13	\$218,410.00	\$43,682.00	\$500,000.00	\$100,000.00	\$500.00
A1-2	Concrete Curb Type D	LF	2,471		\$47.00	\$116,137.00	\$26.37	\$65,160.27	\$43.86	\$108,378.06	\$28.00	\$69,188.00	\$146.75
A1-3	Rock Mulch 6" Depth	CY	48		\$103.00	\$4,944.00	\$332.60	\$15,964.80	\$628.19	\$30,153.12	\$350.00	\$16,800.00	\$486.00
A1-4	Thermoplastic Standard Open Graded Asphalt Surfaces white solid 6"	GM	0.1		\$15,000.00	\$1,500.00	\$32,875.00	\$3,287.50	\$2,000.00	\$200.00	\$9,000.00	\$900.00	\$10,000.00
A1-5	Lighting, Receptacle Bollard (tree lighting)	EA	52		\$500.00	\$26,000.00	\$662.76	\$34,463.52	\$1,058.00	\$55,016.00	\$3,400.00	\$176,800.00	\$1,272.00
Total Alternate Bid No. 1 Amount for Items A1-1 thru A1-5				\$165,752.00		\$184,593.22		\$237,429.18		\$363,688.00		(Corrected Amount)	\$453,191.25
Addendum No. 1 - 2 Acknowledged (Yes/No)				yes		yes		yes		yes		yes	
Bid Security/Type				5% Bid Bond		5% Bid Bond		5% Bid Bond		5% Bid Bond		5% Bid Bond	
Apparent Low Bid				***									

Date: 11/26/2025

Re: Bid 2025-11 FOR ST. JOHNS AVENUE
STREETSCAPE IMPROVEMENTS

Dear Carlos Dominguez Brito:

At the bid opening on 11/18/2025 at 5:00pm, bids were received for the referenced project as shown on the attached bid tabulation. The apparent low bidder is Maer Homes LLC, with a base bid amount of \$1,202,333.20.

The bid forms appear to be complete and in order. The apparent low bid amount is within the estimate for the project. Therefore, we recommend award of the contract to the apparent low bidder as listed above.

An alternate bid was received from Maer Homes LLC, for an additional amount of \$165,752.00. This amount appears to be reasonable for the work. You may accept or reject this alternate at your discretion, considering available finances.

If you should have any questions on contract award, please contact myself and Christopher Silewski (SilewskiC@AyresAssociates.com). Please let us know when you have approved the award of the contract.

Sincerely,

Ayres Associates Inc.

Name: Alissa Santurri
Title: Project Manager

Enclosure: 2025-11 Bid Tabulation



November 20, 2025

GAI Project R240666.00

Mr. Lorenzo Aghemo
Planning Director
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

Planning | Urban Design
Landscape Architecture
Economics | Real Estate

Refined Scope of Services CRA Finding of Necessity and Redevelopment Plan Update City of Palatka, Florida

Dear Mr. Lorenzo:

GAI Consultants' Community Solutions Group ("GAI" or "CSG") offers this Scope of Services to the City of Palatka ("Client" or "City") consistent with GAI's response, dated June 4, 2024, to RFP #2024-05 which resulted in GAI's selection to provide **Community Redevelopment Area Consulting Services** for the City. This Scope of Services also reflects the direction and guidance provided by the City of Palatka's Community Redevelopment Agency Governing Board at their 10/23/25 CRA Meeting.

Scope of Services

Phase I Establish Project Expectations

- Meet with the City to identify and confirm the City's expectations, review the 25-26 CRA Initiatives, and redevelopment objectives of the Community Redevelopment Agency ("CRA") Plan update.
- Confirm timeframe(s) for major components/deliverables.
- Prepare summary memo of the kick-off meeting for the City's records and reference.

Phase II Background Data Collection

- *Existing Conditions Analysis: Demographic, Economic, and GAP Evaluation*
 - Conduct a parcel inventory report of each of the existing CRA districts parcel/lot to illustrate existing land use, zoning, vacant land, Future Land Use, and City-owned parcels.
 - Perform in-depth evaluation of the demographic and socio-economic data of the City, the existing CRA districts.
 - Analyze the economic conditions of the existing CRA including taxbase and ownership data, and regional and local real estate trends. This data will be used to prepare tax increment projections.
 - Review prior CRA Plan(s), Annual Reports, meeting minutes, and completed projects and programs to determine success in

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implementing prior Redevelopment Plan Goals, Objectives, and Programs. This information will help identify completed, on-going or continuing, and new projects or programs to address within the CRA Plan Update.

■ *Regulatory Review*

- Review relevant City regulatory plans and documents that affect the operation of the CRA. These documents include, but are not limited to, current and proposed Capital Improvement Programs; City Comprehensive Plan; applicable CRA District Strategic Plan; applicable CRA Redevelopment Plans; and the City's Land Development Regulation.
 - The regulatory review will identify the potential effects (supporting, not supporting, or neutral) of the plans upon the CRA's redevelopment objectives and identify potential revisions or recommendations.
- Summarize the above in formatted report including appropriate graphs, tables, and exhibits.

Phase III CRA Plan Update

■ *Public Engagement*

- Provide narrative, appropriate content, and relevant links relating to the ***CRA Plan Update to the City for inclusion on the CRA's webpage***. CRA Plan Update information for the CRA's webpage includes but is not limited to: ***[1] general overview*** of the CRA districts; ***[2] demographic and economic snapshot*** of the CRA districts; ***[3] identification of catalyst/redevelopment opportunity sites; [4] and a community survey*** seeking public input regarding key issues, opportunities, current and potential project and programs within the CRA districts.
- Conduct up to two (2) advertised public workshops for the CRA district(s). Intent of public workshops is to collect public input regarding goals, policies, and objectives of a CRA Redevelopment Plan. Public workshops will be held on the same day to allow for public to attend and participate in the morning or afternoon.
- Facilitate up to three (3) stakeholder group interviews. Stakeholder groups may include neighborhood leaders within the CRA districts, business owners and operators, property owners with significant holdings, and local thought leaders. The City's project team will identify and schedule the stakeholder group interviews. Conduct one-on-one interviews with each of the City's elected officials. The City Clerk will assist in scheduling interviews with elected officials.
- Stakeholder group interviews and elected official interviews may be conducted virtually or in-person. If conducted in-person, the interviews will be scheduled to take place over the course of one day.

- Prepare summary memo of public engagement in formatted report with appropriate graphs, tables, and exhibits.
- *Draft CRA Plan Update*
 - Identify draft strategies, goals, objectives, and policies for the CRA, in compliance with Chapter 163.362, Florida Statutes (F.S.), Part III requirements and recommendations.
 - Prepare a Conceptual Master Plan, including the location and conceptual design of potential projects and opportunity sites within the CRA district(s).
 - Conduct Tax Increment Financing (TIF) revenue estimates for the CRA districts(s) through the operational timeframe of the CRA.
 - Prepare a Capital Improvements Plan, outlining the proposed prioritization, implementation periods, and funding allocation for proposed capital projects and programming.
 - Provide recommended strategies for implementation of the CRA Plan Update for the existing CRA district(s).
 - Formulate a Neighborhood Impact Statement that will describe the potential anticipated impact of the Plan's redevelopment programs and projects upon the residents.
 - Prepare all supporting documents necessary to enact each step of the CRA Plan adoption process: including, but not limited to, reports, draft resolutions, draft ordinances, Recommendation and Adoption of the Redevelopment Plan, and adoption of the Redevelopment Trust Fund.
 - Summarize all of the above in a PDF and word format report with appropriate graphs, tables, and exhibits, in accordance with Chapter 163.362, Florida Statutes (F.S.), Part III requirements and recommendations.
 - Submit the Draft CRA Plan Update to the City's project team for feedback and comments, allow up to two (2) rounds of revisions based on this feedback.
- *Legal and Statutory Compliance*
 - Review the CRA Plan Update for consistency with the Comprehensive Plan, local land development regulations, and all required criteria referenced in Chapter(s) 163.360, 163.361, and 163.362, Florida Statutes (F.S.).
- Receive final feedback on the Draft CRA Plan Update from the City's project team and implement final revisions before being considered for adoption.

Phase IV CRA Plan Update Adoption

- Coordinate and assist the City regarding meeting notices, advertisements, and notifications to taxing authorities to maintain statutory compliance throughout the CRA Plan Update adoption process.

Meetings

The work outlined in the above Scope of Services assumes that CSG will participate in regularly recurring project status meetings with the City’s project team to provide brief updates and status of the CRA Plan Update. For the purposes of this Scope of Services, meetings will include time allocated to the use of TEAMS, ZOOM, WEBEX, or similar virtual software.

CSG anticipates completion of the above Scope of Services within an 8–11-month period

Schedule

CSG will begin work upon receipt of the executed Scope of Services and authorized below. CSG will endeavor to complete its Scope of Services and deliver the project deliverables within 11 months, as outlined in the Project Schedule attached hereto as Exhibit C, subject to excused delay caused by factors beyond GAI’s reasonable control.

Compensation

Unless otherwise specified, compensation for services rendered by CSG will be in accordance with GAI standard hourly billing rates attached hereto and incorporated herein as Exhibit B, for all services performed under this Proposal.

Phase		Cost
I. Establish Project Expectations		\$2,500
II. Background Data Collection		\$18,237
III. CRA Plan Development		\$53,872
IV. Plan Adoption		\$7,800
	Subtotal	\$82,409
Indirect Expenses		\$2,000
	TOTAL	\$84,409

The total estimated cost of GAI's services under this Proposal is \$82,409.00, to be billed on a lump sum basis exclusive of direct expenses related to travel and production costs not to exceed \$2,000.00.

Payment

Unless otherwise specified in the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A, GAI will prepare invoices monthly and payment will be due within thirty (30) days of the date of the invoice. All other payment terms will be in accordance with Exhibit A.

Assumptions and Understandings

GAI's Scope of Services, Schedule and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group. Any reference to Community Solutions Group or CSG in the Proposal for Professional Services and the Standard Terms and Conditions also refers to GAI Consultants, Inc. It is further acknowledged and understood that this agreement is between the Client and GAI Consultants, Inc.
2. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
3. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
4. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
5. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
6. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
7. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.



Please do not hesitate to contact me at 321.200.3349 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed. GAI's performance of the Scope of Services will be governed by the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A and incorporated herein by reference.

REQUESTED AND AUTHORIZED BY:

Sincerely,
**Community Solutions Group,
a GAI Consultants, Inc.
Service Group**

**City of Palatka Community
Redevelopment Agency**

BY:

PRINTED
NAME:

John M Jones, AICP, MPA, FRA -
RP
Planning Manager

TITLE:

DATE:

Thomas R. Kohler
Senior Director, Economics

Attachment:

Exhibit A - GAI Standard Terms and Conditions for Professional Services
Exhibit B – 2025 GAI Standard Rate Schedule
Exhibit C - Project Schedule

Mr. Lorenzo Aghemo
Planning Director, City of Palatka
November 20, 2025
R240666.00

Planning | Urban Design
Landscape Architecture
Economics | Real Estate

EXHIBIT A

GAI Standard Terms and Conditions for Professional Services

EXHIBIT A
GAI Consultants, Inc.
Standard Terms and Conditions
For Professional Services

1. Scope of Services and Extent of Agreement - GAI shall perform the Services as described in GAI's Proposal to which these Terms and Conditions are attached for the specified Project, incorporated herein by reference.

No modification or changes to these Terms and Conditions may be made except by written instrument signed by the parties. CLIENT acknowledges that he/she/it has read these Terms and Conditions, understands them, agrees to be bound by them, and further agrees that they are the complete and exclusive statement of the AGREEMENT between the parties, superseding all proposals, oral or written understandings, or other prior agreements other than those above referred to and all other communications between the parties relating to the subject matter thereof.

2. Compensation - GAI hereby agrees to accept and CLIENT agrees to pay the compensation on either a time (hourly) and expense basis in accordance with GAI's rates in effect at the time of performance, or lump sum basis as set forth in GAI's Proposal to perform the Services.

If GAI's services are performed on an HOURLY BASIS, GAI will be paid for all time rendered to the project, including project scoping by professional, technical, and clerical personnel in accordance with the attached Hourly Rate Schedule. Time required for personnel of GAI to travel between GAI's office and the Site (or any other destination applicable to the project) is charged in accordance with the rates shown in the attached Hourly Rate Schedule. If overtime for non-exempt personnel (as defined by statute) is required, the overtime rate charged will be 1.50 times the invoice rate shown on the attached Hourly Rate Schedule.

3. Invoicing/Payment

A. GAI will submit invoices periodically, but not more frequently than every two weeks, for Project services performed during the period or upon completion of the Project, whichever is earlier.

B. Invoices are due and payable in U.S. dollars within 30 days from date of invoice. All charges not paid within 30 days are subject to a service charge of 1-1/2 percent per month or a fraction thereof, plus all costs and expenses of collection, including without limitation, attorneys' fees. In addition to the foregoing, should CLIENT fail to pay any invoice within 45 days of the invoice date, GAI may, in its sole discretion, upon 3 days written notice to CLIENT, stop work and recover from CLIENT payment for all services performed prior to the work stoppage, plus all amounts for interest, penalties and attorney's fees that may be recoverable under applicable law, including without limitation, prompt payment and/or lien laws. GAI will resume performance once CLIENT pays all outstanding amounts due plus any advance payment(s) or other security in GAI's sole discretion deemed necessary by GAI.

C. CLIENT will be invoiced for external expenses, such as travel, lodging, sub-contracted services, etc., at direct cost plus a 10% handling and administrative fee.

D. Payments shall include the GAI invoice number and be mailed to 385 East Waterfront Drive, Homestead, PA, 15120, to the attention of Accounts Receivable.

4. Changes - CLIENT and GAI may make additions to the scope of work by written Change Order. CLIENT may omit work previously ordered by written instructions to GAI. The provisions of these Terms and Conditions, with appropriate changes in GAI's Compensation and Project Schedule, shall apply to all additions and omissions.

5. CLIENT Responsibilities - CLIENT represents, with the intent that GAI rely thereon, that it has sufficient financial resources to pay GAI as agreed to in these Terms and Conditions and, as applicable and necessary for GAI to perform its services, CLIENT will:

A. Provide all criteria and full information as to its requirements for GAI's services, including design or study objectives, constraints,

third party certification requirement(s), standards or budget limitation(s).

B. Assist GAI by placing at its disposal all available information pertinent to the Project and/or GAI's services including the actual or suspected presence of hazardous waste, materials or conditions at or beneath the Project site, record ("As-Built") drawings, surveys, previous reports, exploration logs of adjacent structures and any other data relative to the Project. Unless otherwise noted, GAI may rely upon such information.

C. Upon identification by GAI and approval by CLIENT of the necessity and scope of information required, furnish GAI with data, reports, surveys, and other materials and information required for this Project, all of which GAI may rely upon in performing its services, except those included in GAI's scope of services.

D. Guarantee access to the property and make all provisions for GAI to enter upon public and private lands and clear all exploration location(s) for buried utilities/piping/structures as required for GAI to perform its services under these Terms and Conditions.

E. Examine all studies, reports, sketches, opinions of the construction costs, specifications, drawings, proposals and other documents presented by GAI to CLIENT and promptly render in writing the decisions pertaining thereto within a period mutually agreed upon.

F. Designate in writing a person to act as CLIENT'S representative with respect to the services to be rendered under these Terms and Conditions. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT's policies and decisions with respect to materials, equipment, elements and systems pertinent to GAI's services.

G. Give prompt written notice to GAI whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of GAI's services, or any defect in the Project or work of Contractor(s).

H. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.

I. Furnish such legal and insurance counseling services as CLIENT may require for the Project.

6. Schedule/Delays - GAI shall commence performance upon receipt of the CLIENT's written authorization to proceed and shall perform its professional services in accordance with the schedule set forth in its Proposal, provided however, the performance of these Terms and Conditions, except for the CLIENT's payment of money for services already rendered, shall be excused in the event performance of these Terms and Conditions is prevented or delays are occasioned by factors beyond GAI's control, or by factors which could not reasonably have been foreseen at the time this Exhibit A was prepared and executed. The delayed party's performance shall be extended by the period of delay plus a reasonable period to restart operations.

7. Document Ownership, and Reuse

A. All reports, drawings, specifications, manuals, learning and audio/visual materials, boring logs, field data, laboratory test data, calculations, estimates, and other documents (collectively "Work Product") prepared by GAI are instruments of service shall remain the property of GAI. Unless otherwise notified by CLIENT, GAI will retain all pertinent records relating to the Services performed for a period of two (2) years following submission of the report, design documents or other project deliverables, during which period the records will be made available at GAI's office to the CLIENT at reasonable times.

EXHIBIT A
GAI Consultants, Inc.
Standard Terms and Conditions
For Professional Services

- B. Any reuse of the Work Product described above without written verification or adaptation by GAI, as appropriate, for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to GAI. CLIENT shall indemnify and hold harmless GAI from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any future verification or adaptation of such Work Product will entitle GAI to further compensation at rates to be agreed upon by CLIENT and GAI.
- C. Unless specified otherwise in GAI's Proposal, GAI will dispose of all materials and samples obtained in the investigation portion of the project 90 days after completion of the report. Further storage or transfer of samples will be made at CLIENT's expense.
- D. CLIENT recognizes that site conditions where samples and data are gathered do vary with time and that particularly subsurface conditions may differ from those encountered at the time and location where explorations or investigations are made and, therefore, the data, interpretations, and recommendations of GAI are based solely on the information available at the time of the investigation. GAI shall not be responsible for the interpretation by others of the information it develops.
8. Standard of Performance – GAI will perform its Services with that level of care and skill ordinarily exercised by other professionals practicing in the same discipline(s), under similar circumstances and at the time and place where the Services are performed, and makes no warranty, express or implied, including the implied by law warranties of MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9. Insurance
- A. GAI shall procure and maintain such insurance as is required by law as of the date first written above and during the performance of the Agreement, and subject to the terms and conditions of the policies, keep in force the following insurance:
- Worker's Compensation Insurance with other State's endorsement, including Employer's Liability Insurance for its employees in the amount of \$500,000; Comprehensive General Liability Insurance, including Protective and Completed Operations, covering bodily injuries with limits of \$1,000,000 per occurrence, and property damage with limits of \$1,000,000 per occurrence; Comprehensive Automobile Liability Insurance, including operation of owned, non-owned and hired automobiles, with combined single limits for bodily injury and property damage of \$1,000,000 per occurrence; Excess Umbrella Liability Insurance with limits of \$1,000,000 in the aggregate.
- B. If CLIENT requires additional types or amounts of insurance coverage, GAI, if specifically directed by CLIENT, will purchase additional insurance (if procurable) at CLIENT's expense; but GAI shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of GAI's insurance specified above.
- C. CLIENT will require that any Contractor(s) performing work in connection with GAI's Services will name GAI as an additional insured on their insurance policies. In addition, in any hold-harmless agreements between CLIENT or Owner and any contractor who may perform work in connection with any professional services rendered by GAI, CLIENT will require such contractor(s) to defend and indemnify GAI against third party suits.
- D. It is agreed that GAI shall have no responsibility: 1) To supervise, manage, direct, or control CLIENT or its Contractors', subcontractors' or their employees; 2) For any of CLIENT's or its contractors, subcontractors or agents or any of their employees' safety practices, policies, or compliance with applicable Federal, State and/or local safety and health laws, rules or regulations; 3) For the adequacy of their means,
- methods, techniques, sequencing or procedures of performing their services or work; or 4) For defects in their work.
10. Indemnity – Subject to the Limitation(s) of Liability provision(s) below in Articles 11 and 12, GAI agrees to indemnify and hold harmless CLIENT, and its officers, directors, and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss (collectively "Losses") to the extent caused by GAI's negligent performance of Services under these Terms and Conditions.
11. Limitation of Liability – In the event of any loss, damage, claim or expense to CLIENT resulting from GAI's performance or non-performance of the professional services authorized under these Terms and Conditions, GAI's liability whether based on any legal theory of contract, tort including negligence, strict liability or otherwise under these Terms and Conditions for professional acts, damages, losses or expenses result from the negligent act, errors or omissions of GAI or its employees occurring during performance under these Terms and Conditions. The total cumulative liability of GAI arising out of professional acts, errors, or omissions shall not exceed the greater of \$50,000 or two times the total compensation GAI receives from CLIENT under these Terms and Conditions. GAI's aggregate liability for all other acts, errors, or omissions shall be limited to the coverage and amounts of insurance specified in Article 9, above. The limitations stated above shall not apply to the extent any damages are proximately caused by the willful misconduct of GAI and its employees.
12. Disclaimer of Consequential Damages – Notwithstanding anything to the contrary in these Terms and Conditions, neither party shall have any liability to the other party for indirect, consequential or special damages including, but not limited to, liability or damages for delays of any nature, loss of anticipated revenues or profits, increased cost of operations or costs of shutdown or startup whether such damages are based on contract, tort including negligence, strict liability or otherwise.
13. Probable Construction Cost Estimates – Where applicable, statements concerning probable construction cost and detailed cost estimates prepared by GAI represent its judgment as a professional familiar with the construction industry. It is recognized, however, that neither GAI nor CLIENT has any control over the cost of labor, materials or equipment, over the contractors' methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, GAI cannot and does not guarantee that bids, proposals, or actual costs will not vary from any statement of probable construction cost or other cost estimate prepared by it.
14. Confidentiality/Non-Disclosure – GAI shall not disclose, or permit disclosure of any information developed in connection with its performance under these Terms and Conditions or received from CLIENT or the PROJECT OWNER, or their affiliates, subcontractors, or agents designated by CLIENT as confidential, except to GAI's employees and subcontractors who need such information in order to properly execute the services of these Terms and Conditions, and shall require any such of its employees and subcontractors and their employees not to disclose or permit disclosure of any of such information, without the prior written consent of CLIENT. The foregoing shall not prohibit GAI from disclosing information in response to any Federal, State or local government directive or judicial order, but in the event GAI receives or is threatened with such an order or has actual knowledge that such an order may be sought or be forthcoming, GAI shall immediately notify CLIENT and assist CLIENT in CLIENT's undertaking such lawful measures as it may desire to resist the issuance, enforcement and effect of such an order. GAI's obligation to resist such an order and assist CLIENT and the PROJECT OWNER is contingent upon GAI receiving further compensation for such assistance plus all costs and expenses, including without limitation reasonable attorney's fees, incurred by GAI.

EXHIBIT A
GAI Consultants, Inc.
Standard Terms and Conditions
For Professional Services

15. Certifications – GAI shall not be required to execute any certification with regard to work performed, tested, and/or observed under these Terms and Conditions unless:

- A. GAI concludes that it has performed, tested and/or observed sufficient work to provide a sufficient basis for it to issue the certification; and
- B. GAI believes that the work performed, tested or observed meets the certification criteria; and
- C. GAI gave its written approval of the certification's exact form before executing these Terms and Conditions.

Any certification by GAI shall be interpreted and construed as an expression of professional opinion based upon the Services performed by GAI, and does not constitute a warranty or guaranty, either expressed or implied.

16. Miscellaneous Terms of Agreement

- A. These Terms and Conditions shall be subject to, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania without giving effect to its conflict of law principles. If any part of these Terms and Conditions shall be held illegal, unenforceable, void, or voidable by any court of competent jurisdiction, each of the remainder of the provisions shall nevertheless remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- B. Neither the CLIENT nor GAI may delegate, assign, sublet, or transfer their duties or interest as described in these Terms and Conditions and GAI's Proposal without the written consent of the other party. Both parties relinquish the power to assign and any attempted assignment by either party or by operation of law shall be null and void.
- C. These Terms and Conditions shall be binding upon the parties hereto, their heirs, executors, administrators, successors, and assigns. In the event that a dispute should arise relating to the performance of the Services to be provided under these Terms and Conditions and GAI's Proposal, and should that dispute result in litigation, it is agreed that each party shall bear its own litigation expenses, including staff time, court costs, attorneys' fees, and other claim-related expenses.
- D. CLIENT shall not assert any claim or suit against GAI after expiration of a Limitation Period, defined as the shorter of (a) three (3) years from substantial completion of the particular GAI service(s) out of which the claim, damage or suit arose, or (b) the time period of any statute of limitation or repose provided by law.

In the event of any claim, suit or dispute between CLIENT and GAI, CLIENT agrees to only pursue recovery from GAI and will not to seek recovery from, pursue or file any claim or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, officer, or employee of GAI.

- E. No modification or changes in the terms of this Agreement may be made except by written instrument signed by the parties. CLIENT acknowledges that they have read this AGREEMENT, understands it, agrees to be bound by its terms, and further agrees that it is the complete and exclusive statement of the AGREEMENT between the parties superseding all work orders, oral or written understandings, or other prior agreements other than those above referred to and all other communications between the parties relating to the subject matter thereof.
- F. Either the CLIENT or GAI may terminate or suspend performance of these Terms and Conditions without cause upon thirty (30) days written notice delivered or mailed to the other party.

- (1) In the event of material breach of these Terms and Conditions, the party not breaching the AGREEMENT may terminate it upon ten (10) days written notice delivered or

mailed to the other party, which termination notice shall state the basis for the termination. The AGREEMENT shall not be terminated for cause if the breaching party cures or commences to cure the breach within the ten day period.

- (2) In the event of the termination, other than caused by a material breach of these Terms and Conditions by GAI, CLIENT shall pay GAI for the Services performed prior to the termination notice date, and for any necessary services and expenses incurred in connection with termination of the project, including but not limited to, the costs of completing analysis, records and reports necessary to document job status at the time of termination and costs associated with termination or subcontractor and/or subconsultant contracts. Such compensation shall be based upon the schedule of fees used by GAI.
- (3) In the event CLIENT delays providing written authorization to proceed within 45 days of the date of GAI's Proposal or suspends GAI's performance for 45 days or more after authorization has been given, GAI reserves the right, in its sole discretion, to revise its cost, compensation and/or hourly rates to its then current rates prior to resuming performance under these Terms and Conditions.
- G. All notices required to be sent hereunder shall be either hand delivered, with signed receipt of such hand delivery, or sent by certified mail, return receipt requested.
- H. The paragraph headings in these Terms and Conditions are for convenience of reference only and shall not be deemed to alter or affect the provisions hereof.
- I. Unless expressly stated to the contrary, the professional services to be provided by GAI do not include meetings and consultations in anticipation of litigation or arbitration or attendance as an expert witness in any deposition, hearing, or arbitration. If requested, these services will be provided by an amendment to these Terms and Conditions, setting forth the terms and rates of compensation to be received by GAI.
- J. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT, the PROJECT OWNER if different than CLIENT and GAI.
- K. GAI is an Equal Opportunity Employer. GAI complies with the Office of Federal Contract Compliance Programs Affirmative Action Programs as outlined in 41 CFR 60-1.4(a)(b), 41 CFR 60-250.5(a)(b), and 41 CFR 60-741.5(a)(b).

END OF TERMS AND CONDITIONS

Mr. Lorenzo Aghemo
Planning Director, City of Palatka
November 20, 2025
R240666.00

Planning | Urban Design
Landscape Architecture
Economics | Real Estate

EXHIBIT B
2025 GAI Standard Rate Schedule

2024 -2025 GAI Community Solutions Rate Schedule

Professionals include all Community Solutions Group (CSG) Economists, Planners, Designers, and Landscape Architects, and Engineers. Any changes in hourly rates to reflect increases in cost of living, taxes, benefits, etc. will take effect on January 1, 2026. Rates in the below table are "loaded" hourly rates and include all overhead, costs, and benefits per hourly unit rate.

Labor Classification	Invoice Rate
Expert Witness	\$375.00
CSG Senior Director 3	\$360.00
CSG Senior Director 2	\$325.00
CSG Senior Director 1	\$305.00
CSG Director 2	\$275.00
CSG Director 1	\$240.00
CSG Senior Manager 2	\$220.00
CSG Senior Manager 1	\$200.00
CSG Manager	\$180.00
CSG Assistant Manager	\$170.00
CSG Senior Professional 2	\$160.00
CSG Senior Professional 1	\$150.00
CSG Professional 2	\$140.00
CSG Professional 1	\$130.00
CSG Senior Project Technician	\$120.00
CSG Project Technician 2	\$115.00
CSG Project Technician 1	\$105.00
CSG Technician 1	\$85.00

Mr. Lorenzo Aghemo
Planning Director, City of Palatka
November 20, 2025
R240666.00

Planning | Urban Design
Landscape Architecture
Economics | Real Estate

EXHIBIT C

Project Schedule

PROJECT SCHEDULE

2026	January	February	March	April	May	June	July	August	September	October	November
Weeks	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Phase I: Establish Project Expectations											
Project Initiation and Kick Off	Summary Memo Due										
Existing Conditions Analysis											
Regulatory Review	Summary Memo Due										
Phase II: Background Data Collection											
Phase III: CRA Plan Update											
Public Engagement											
Website/On-line Survey											
Stakeholder Interviews											
Public Workshops											
Draft CRA Plan Update											
Draft CRA Plan											
Legal and Statutory Compliance											
CRA Draft Plan Review and Revisions											
Phase IV: CRA Plan Update Adoption											
CRA Plan Adoption Hearings											

Four Seasons Lawn & Landscaping
Shane Ellison
PO Box 2485
Palatka, FL 32178

Estimate

38

Bill To:
City of Palatka

Date: Nov 24, 2025
PO Number: CITYTREES

Item	Quantity	Rate	Amount
Install 40 - 15 gallon Live Oaks Trees - PRICE INCLUDES LABOR	40	\$120.00	\$4,800.00
Install 65 - 15 gallon Dahoo Hollies - PRICE INCLUDES LABOR	65	\$170.00	\$11,050.00
Mulch rings around each tree - PRICE INCLUDES LABOR			\$600.00

Subtotal: \$16,450.00
Tax (0%): \$0.00
Total: \$16,450.00

‘High Rise’ Southern Live Oak **(*Quercus virginiana* ‘High Rise’)**

Live Oaks have large spreading canopies, which is one of the limiting factors in using live oaks in smaller yards and landscapes. However, this Live Oak cultivar called ‘High Rise’ is a game changer for those seeking a live oak for a standard size yard.

‘Highrise’ has a low spread to height ratio. This means that the canopy won’t spread as wide as the typical, wild live oak, making it perfect for home landscapes. While the standard live oak can reach 60 to 100 feet in canopy width and 40 to 60 feet in height, a ‘Highrise’ will be only about 25 feet in width and 40 feet in height.

The reddish new growth is attractive against a backdrop of dark green, evergreen leaves.



Insect galls (growths caused by insects) are often observed on oaks but no treatment is recommended since these are mainly cosmetic and generally are not harmful to the tree.

Live Oaks grow best in full sun on a wide variety of soils. They even tolerate occasionally wet soil and have high drought tolerance and high wind resistance.

Information Source:

Gilman, E. F. and Watson, D.G. (1993). *Quercus virginiana*: Southern Live Oak. University of Florida. <http://edis.ifas.ufl.edu/st564>

Photos by: Alicia Lamborn



Dahoon Holly

Ilex cassine

Dahoon Holly is ideal for a variety of landscape settings. Capable of reaching 40 feet in height, dahoon holly is usually seen at a height of 20 to 30 feet with an 8 to 12-foot spread. Possessing male and female flowers on separate plants, at least two dahoon hollies (male and female) must be planted in the landscape to ensure production of the brilliant red berries in fall and winter. The berries serve as an excellent food source for wildlife. It does best on moist soils since the wet, boggy soils of swamps is its native environment. Dahoon holly can tolerate drier locations with some watering, but often has a thin crown in this environment. Little pruning is needed to create a well-structured, strong tree. It appears to adapt well to the confined spaces of urban and downtown landscapes and is tolerant of some salt spray. The crown is fuller in full sun.

Type: evergreen shrub

USDA hardiness zones: 7 through 11

Uses: espalier; hedge; deck or patio; screen; specimen; container or planter; bonsai

Origin: native to Florida

Height: 20 to 30 feet **Spread:** 8 to 12 feet

Light requirement: part shade to full sun

Soil tolerances: clay; sand; loam; alkaline; acidic; wet to well-drained

Drought tolerance: moderate

Aerosol salt tolerance: moderate

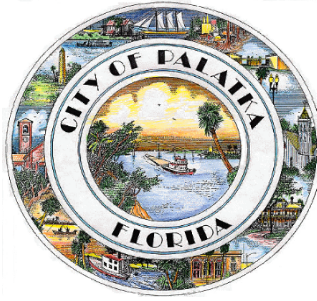
Invasive potential: native

Pest resistance: resistant to pests/diseases

**MORE
INFORMATION**



Photo: UF/ IFAS



CITY OF PALATKA: Budget TRANSFER Request Form

The following itemized transfer(s) are being requested for Budget year 2025-2026

	BALANCE	ACCOUNT NUMBER	LINE ITEM DESCRIPTION	REASON	AMOUNT
FROM:	\$110,000	030-30-580—3-3100	Professional Services	CRA Board directive	- \$ 15,000
FROM:	\$				- \$
FROM:	\$				- \$
FROM:					- \$
FROM:					- \$
FROM:					- \$
FROM:					- \$
FROM:					- \$

TO:	\$15,000	030-30-580-6-6334	Special Events Grants	CRA Board directive	\$15,000
TO:	\$				\$
TO:	\$				\$
TO:	\$				\$
TO:	\$				\$
TO:	\$				\$
TO:	\$				\$
TO:	\$				\$

Additional information on the transfer(s) being made:

Department Head Signature

Date

Finance Department Use Only

Approved By:		Entry Made By:	
Date of Entry:	/ /	Batch No.:	



MEMORANDUM

TO: Marcia Carty, City Manger

FROM: Kristin Odom, CRA Coordinator

RE: CRA Special Event Grant Program Description for FY 2025-2026

DATE: August 7, 2025

CRA staff proposes launching a Special Event Grant Program in Fiscal Year 2025–2026. To support this initiative, staff is recommending that the Board allocate \$30,000. This program will support public events held within the Central Business District that align with the goals and strategies outlined in the CRA Plan. This initiative aims to enhance and expand events that activate public spaces, attract visitors, and contribute to downtown revitalization.

Program Overview

The program will provide limited financial support specifically for City-incurred costs related to public services, such as police, fire, sanitation, public works, and permitting. CRA staff have coordinated with the Community Affairs Department, who have expressed support for the initiative and will assist with providing service cost estimates and continue managing special event permitting.

Legal Basis & Compliance

To ensure alignment with Florida Statutes and [Attorney General Opinion 2010-40](#), funding will be strictly limited to public service costs. The City Attorney has reviewed the proposed framework and confirmed its legality, provided the following conditions are met:

- Funds are used solely for City-provided services, not private expenses
- The program is clearly aligned with CRA Plan goals (specifically Goal 10, Strategies 2, 3, and 4)
- The program includes a scoring system and post-event reporting to ensure measurable public benefit

Program Summary

- Purpose: Support events that generate public benefit and reinforce CRA goals
- Eligible Costs: City services only (police, fire, sanitation, permitting)
- Event Eligibility Criteria:
 - Must take place in the Central Business District
 - Must be open to the public
 - Must anticipate at least 500 attendees
 - Must be a new or emerging event (established no more than 3 years prior to applying)
- Application Requirements:
 - City service cost estimate
 - Permit verification
 - Event budget
 - Marketing plan (including use of CRA logo on all flyers and event advertisements)
 - Post-event report
- Approval Process: All applications must be reviewed and approved by the CRA Board at a public meeting
- Ongoing Compliance:
 - Funds will not be disbursed until a complete post-event report is submitted
 - Events must clearly demonstrate alignment with CRA strategies
 - Capped amount is \$5,000 per event

Sample City Service Costs for Past Events

Below are examples of typical City service costs that event organizers currently pay for events held in the Central Business District:

- Blue Crab Festival – \$23,385
- Azalea Festival – \$13,608
- Bass Elite Event – \$13,608
- Christmas Parade – \$3,300
- 4th of July Celebration – \$2,687

Solar Powered Lamps

STAFF REPORT

DATE: December 8, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

1. Reconsideration of the lamps in the South Historic District to be solar-powered. There are 17 gas lamps currently located in the district, which would cost \$6,205 annually with perhaps \$7,000 more in repairs and maintenance. If the gas heads are replaced with solar heads, the cost would range from \$1,200 to \$2,550, with the Public Works staff installing the solar lamp heads. Most poles can be painted. However, if poles are needed to be purchased, the cost would increase by approximately \$1,400. A survey will be sent out to the residents to assist with making the decision of a gas lamp versus solar-lit lamp. 2. CRA Coordinator applications status report. The job was advertised on many platforms using Better Teams, the website, and Florida Redevelopment Association. We have one qualified applicant and the interview has been scheduled. 3. The Building Improvement grant is being processed as Carlos completes the final inspection and proof of invoices is being received.

PROJECT ANALYSIS

Staff Recommendation

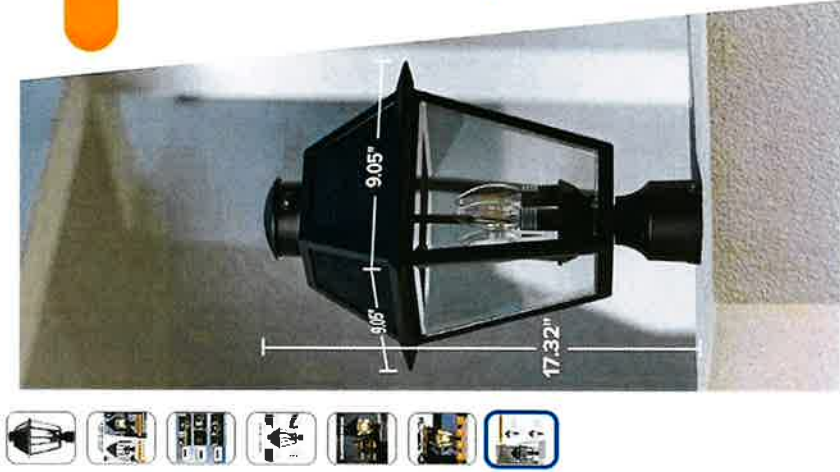
Move forward with putting solar lamps, pending the results of the survey. This would restore their of a historic environment.

ATTACHMENTS

1.	gas lamp options
----	------------------

Sponsored

Tools & Home Improvement › Lighting & Ceiling Fans › Outdoor Lighting › Post Lights



LUTEC Outdoor Solar Lamp

Easy to Install with Motion Sensor

EASY TO INSTALL

Auto On/Off Motion Sensor
Adjustable Light Head
Ideal for Fences, Gates, Driveways, Sidewalks, Exterior
Decorative Fences, and more.

Pier Mount

Fits for 3IN Lamp Base
(Not Included)

7 ratings |

\$149.99

FREE Returns

Coupon: \$15 coupon

Terms

Quantity: 1

Size: Head

Head \$149.99
Head+Post \$198.39

(Not Included)

In Stock

Delivering to Macclenny 32063 -
Update location

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon

Sold by LUTEC

Returns 30-day

refund/replacement

Support Product support

included

See more

LUTEC 2 Pack Solar
Post Light with Base

-10% **\$289.99**

Was: \$321.97

Roll over image to zoom in

Add a Protection Plan:

☐ 3-Year Protection Plan for

\$23.99

☐ 4-Year Protection Plan for

\$32.99

☐ Asurion Complete Protect:

One plan covers all eligible

past and future purchases

(Renews Monthly Until

Cancelled) for

\$16.99/month

☐ Add a gift receipt for easy

returns

Add to List

About this item

- **【SOLAR POWERED SUPPORT】** : Equipped with solar panels and 3 E12 bulbs, the outdoor Solar Street Light is powered by the sun, which supports long-term operations and maximizes energy-efficiency. Auto charging 6 hours during the Day, lighting up more than 10 Hours at night.
- **【THREE MODES】** The solar post light comes with motion sensor that offers three

Sponsored

LUTEC LED Solar Post Light, Cast Aluminum Solar Lamp Post Light,Dusk to Dawn Waterproof Pole Light Head, 200 lumens 3-inch Fitter Base for Outside (Without Base)

Visit the LUTEC Store
4.2
Search this page
50+ bought in past month
152 ratings |

\$79.99

FREE Returns

Coupon: Apply \$10 coupon
30-day refund/replacement |
Product support included

Color: Black

Bundles with this item

LUTEC LED Solar Post
Light with Base 2pack
-12% \$159.99

Was: \$181.97



Roll over image to zoom in

Brand	LUTEC
Color	Black
Material	Aluminum
Style	Classic
Light fixture form	Path

About this item

- SOLAR-POWERED LED OUTDOOR LIGHT:** Outdoor LED solar post light is powered by the sun, which supports long-term operations and maximizes energy-efficiency
- 2 WAYS TO USE:** This pole light head is suitable for pole mount and pier mount, which brings more possibilities for your outdoor use. (Fits for 3" pier and pole, pier base not include)
- DUSK-TO-DAWN LIGHT:** This solar lamp post is programmed to automatically turn on when the sun sets for effortless operation
- VINTAGE DESIGN:** Aluminium body and clear glass create the unique style of this post lantern. The vintage design makes this

☐ Add Prime to get Fast,
Free delivery



\$79.99

FREE Returns

FREE delivery Tuesday, March 25

Or Prime members get FREE delivery **Tomorrow, March 21.** Order within 8 hrs 19 mins. [Join Prime](#)

Delivering to Macclenny 32063 -
Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon

Sold by LUTEC

Returns 30-day

refund/replacement

Support Product support

included

See more

Add a Protection Plan:

☐ 3-Year Protection Plan for \$9.99

☐ 4-Year Protection Plan for \$13.99

☐ Asurion Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for \$16.99/month

☐ Add a gift receipt for easy returns

Add to List

Sponsored



Roll over image to zoom in



2+

2 VIDEOS

Gama Sonic Outdoor Solar Post Light, Black Aluminum, Royal Bulb, Rain Water Glass, Single Lamp with 3-inch Fitter for Lamp Posts Warm White LED, 98B012 (Upgraded Panel and Battery)

Visit the Gama Sonic Store
4.7 206 ratings

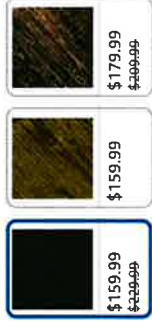
-30% \$159.99

List Price: ~~\$229.99~~

FREE Returns

Apply now and get a \$80 Amazon Gift Card upon approval of the Amazon Store Card, or see if you pre-qualify with no impact to your credit bureau score.

Color: **Black**



Size: **Lamp Only- Post Mount**

Brand	Gama Sonic
Color	Black
Material	Glass, Metal
Style	Traditional
Light fixture form	Path

About this item

- **ADVANCED SOLAR TECHNOLOGY.** Larger solar panels for faster charging. Glass-covered solar cells won't cloud like inferior epoxy-covered cells. Longer-lasting battery to shine most/all of the night. Engineered to last for years.
- **EASY INSTALLATION WITH STANDARD 3-INCH MOUNT.** The weatherproof, solar post lamp comes with all the necessary hardware for mounting the light where it will receive direct sunshine. Easy to install on posts or pier mounts (sold separately).
- **AUTOMATIC DUSK-TO-DAWN PERFORMANCE.** On a full charge, the 150 Lumens bulb will shine through most of the night at a warm white 2700K color temperature. The integrated sensor turns the unit on at dusk, helping with security even when you're not home.
- **NO WIRING OR COMPLICATED HOOKUPS.** No electrical wiring is required for installation, making this Gama Sonic solar lamp post light the perfect

☐ Add Prime to get Fast, Free delivery 

\$159.99

FREE Returns

FREE delivery, Tuesday, March 25

Or Prime members get FREE delivery **Saturday, March 22.** Order within 8 hrs 54 mins. [Join Prime](#)

Delivering to Macclenny 32063 - Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon

Sold by Gama Sonic USA

Returns 30-day

refund/replacement

Support

Product support

included

▼ See more

Add a Protection Plan:

☐ 3-Year Protection Plan for **\$25.99**

☐ 4-Year Protection Plan for **\$34.99**

☐ **Asurion Complete Protect:** One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for **\$16.99/month**

☐ Add a gift receipt for easy returns

Add to List

Other sellers on Amazon

New (2) from **\$159.99** & **FREE Shipping.**

Acceptance of Florida Commerce Grant for the redevelopment of the Port Consolidated site.

STAFF REPORT

DATE: December 8, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Recommend acceptance of the Florida Commerce Grant to redevelop the Port Consolidated site.

BACKGROUND

The City of Palatka was awarded a grant from Florida Commerce for a Technical Assistance Grant to support the Gateway Redevelopment Plan for the Port Consolidated site. The amount of the grant awarded is \$75,000.

PROJECT ANALYSIS

Staff Recommendation

Recommend to the City Commission approval of the grant.

ATTACHMENTS

1.	Awarded - City of Palatka Letter
----	----------------------------------

November 5, 2025

Ms. Marcia Carty
City Manager, City of Palatka
201 N. 2nd. Street
Palatka, Florida 32177

Re: State Fiscal Year 2025-2026 Community Planning Technical Assistance Grants

Dear Ms. Carty,

We appreciate your interest in the FloridaCommerce's Community Planning Technical Assistance Grant Program. We are pleased to inform you that your grant proposal to *advance the Gateway Redevelopment Plan* was selected for funding in the amount up to \$75,000.

FloridaCommerce will provide additional information to finalize the scope of work and complete the grant agreement. For your convenience, we have enclosed a copy of our grant agreement template for you to begin your internal review. Beginning on or after July 1, 2025, any invoice for work specifically related to the grant project will be eligible for reimbursement after the grant agreement has been fully executed. If for any reason the grant agreement is not executed by both parties, cost reimbursement for work performed will not be available.

Please note that funds awarded may not be used for activities inconsistent with Florida law.

We look forward to our continued partnership, and if you have any questions, please do not hesitate to contact Paola Muir, Regional Planning Administrator, by telephone at 850-717-8471 or by email at Paola.Muir@Commerce.fl.gov.

Sincerely,



Justin Doerner, Deputy Secretary
Division of Community Development

JD/ja

Enclosure

cc: Jhazmine Allen, Agreement Manager, FloridaCommerce

December CRA

December 11, 2025

Code Compliance CRA Report for

November 10, 2025, thru

December 11, 2025

Harold Bartelli, Code Compliance Officer

November 10, 2025 – December 11, 2025

(8) New Cases (3) Pending

321 DODGE ST PALATKA

416 EMMETT ST PALATKA

512 EMMETT ST PALATKA

(5) Closed cases/come into Compliance

920 CARR ST PALATKA

321 DODGE ST PALATKA

308 MORRIS ST PALATKA

507 LAUREL ST PALATKA

308 KIRKLAND ST # APT 1 PALATKA

CASE REPORT ACTIVITY FOR CENTRAL BUSINESS DISTRICT

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status	Closed
2025210	12/01/2025	920 CARR ST PALATKA	moving box in road/excessive trash by roadway	Garbage/Trash	Central Business	12/01/2025

CASE REPORT ACTIVTY FOR SOUTH HISTORIC DISTRICT

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status	Closed
2025202	11/18/2025	321 DODGE ST PALATKA	2 unregistered vehicles on property	Junk/Unlicensed Vehicle	South	11/19/2025
2025203	11/18/2025	321 DODGE ST PALATKA	Living & dead growth on house and blocking sidewalk 2 unregistered vehicles on property	Property Maintenance	South	
2025204	11/18/2025	308 MORRIS ST PALATKA	Neglected, unkept property, an eye sore for years	Dilapidated Building	South	11/20/2025
2025207	11/19/2025	507 LAUREL ST PALATKA	No C.O.A	Other	South	11/19/2025
2025208	11/19/2025	308 KIRKLAND ST # APT 1 PALATKA	No C.O.A	Other	South	11/19/2025
2025211	12/02/2025	416 EMMETT ST PALATKA	Truck on sidewalk	Other	South	
2025212	12/02/2025	512 EMMETT ST PALATKA	overgrown grass	Weeds	South	

2025 END OF YEAR CRA REPORT

December 11, 2025

Harold Bartelli, Code Compliance Officer

January 01, 2025 – December 11, 2025

79 Cases in all

**67 Closed cases/come into
Compliance**

12 Open cases

9 Repeat violators

END OF THE YEAR NORTH HISTORIC DISTRICT ACTIVITY

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status	Closed
2025011	01/14/2025	414 BRONSON ST PALATKA	Property maint.	Property Maintenance	North	09/08/2025
2025022	02/27/2025	415 N 5TH ST PALATKA	iving in camper trailer, house has some issues	Property Maintenance	North	
2025023	02/26/2025	414 BRONSON ST PALATKA	junk, trash, debris	Garbage/Trash	North	03/19/2025
2025079	05/29/2025	100 Madison St.	Trespass	Other	North	05/30/2025
2025098	06/26/2025	412 MADISON ST PALATKA	Property Maintenance	Property Maintenance	North	06/26/2025
2025109	07/15/2025	504 N 2ND ST # APT 1 PALATKA	Safety (back stairs)	Other	North	07/15/2025
2025110	07/17/2025	504 N 2ND ST # APT 1 PALATKA	no permits	Building Code Violation	North	08/11/2025
2025120	08/06/2025	200 MAIN ST PALATKA	Church allowing homeless shelter	Zoning Violation	North	10/14/2025
2025127	08/14/2025	400 N 4TH ST PALATKA	roof balcony on second floor	Property Maintenance	North	09/17/2025
2025132	08/14/2025	322 MADISON ST PALATKA	Paint/. Cargo trailer	Property Maintenance	North	
2025150	08/28/2025	502 N 3RD ST PALATKA	Property Maint/ no C.O.A/ no Permit	Property Maintenance	North	
2025153	09/04/2025	414 BRONSON ST PALATKA	Overgrown grass, Dirt/dust on building	Property Maintenance	North	10/09/2025
2025178	10/16/2025	201 N 1ST ST # BLDG 1 PALATKA	working without permit	Property Maintenance	North	10/16/2025
2025193	10/24/2025	100 Madison St.	no sign permit	Property Maintenance	North	

END OF THE YEAR CENTRAL HISTORIC DISTRICT ACTIVITY

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status	Closed
2025007	01/14/2025	719 REID ST PALATKA	windows, paint	Property Maintenance	Central Business	07/21/2025
2025015	02/19/2025	317 N 9TH ST PALATKA	vehicle parking in the roadway possibly abandoned	Junk/Unlicensed Vehicle	Central Business	08/12/2025
2025020	02/24/2025	101 N 1ST ST PALATKA	Signed placed without permit	Building Code Violation	Central Business	07/21/2025
2025030	03/19/2025	119 N 4TH ST PALATKA	vacant building	Property Maintenance	Central Business	08/18/2025
2025031	03/20/2025	514 REID ST PALATKA	sign, rotten wood, paint, concrete	Property Maintenance	Central Business	10/15/2025
2025043	04/11/2025	225 ST JOHNS AV PALATKA	noise complaint	Other	Central Business	04/21/2025
2025044	04/11/2025	419 ST JOHNS AV PALATKA	Sign without permit	Building Code Violation	Central Business	07/21/2025
2025046	04/15/2025	117 N 2ND ST PALATKA	Sign facing Reid Street no approval	Building Code Violation	Central Business	11/05/2025
2025051	04/22/2025	00 Unassigned Location RE	fencing	Property Maintenance	Central Business	05/01/2025
2025057	04/28/2025	201 N 1ST ST # BLDG 1 PALATKA	placing concrete on lot	Property Maintenance	Central Business	06/06/2025
2025059	04/29/2025	225 ST JOHNS AV PALATKA	throwing things out window	Garbage/Trash	Central Business	05/13/2025
2025061	05/05/2025	202 S 9TH ST PALATKA	Abandon Veh	Junk/Unlicensed Vehicle	Central Business	05/12/2025
2025068	05/07/2025	911 OAK ST PALATKA	boats in yard/trash under carport/ blocking sidewalk/ trailer out front with expired tag	Property Maintenance	Central Business	09/15/2025
2025070	05/19/2025	1019 REID ST PALATKA	Signage without permit	Building Code Violation	Central Business	08/12/2025
2025075	05/27/2025	1001 Main St	building Maintenance,	Property Maintenance	Central Business	10/20/2025
2025081	06/05/2025	122 S 9TH ST PALATKA	dumping on right a way	Garbage/Trash	Central Business	06/10/2025
2025102	06/27/2025	917 CARR ST PALATKA	overgrown grass/mold and mildew/ deteriorating paint	Property Maintenance	Central Business	11/24/2025
2025111	07/24/2025	201 REID ST PALATKA	overgrown grass, hedges growing on sidewalk	Weeds	Central Business	10/14/2025
2025113	07/28/2025	122 N 10TH ST PALATKA	permit /overgrown grass	Property Maintenance	Central Business	08/07/2025
2025149	08/26/2025	122 N 10TH ST PALATKA	Overgrown Vegetation / blocking line of site for vehicles	Property Maintenance	Central Business	09/22/2025
2025155	09/04/2025	208 S 9TH ST PALATKA	no permit	Building Code Violation	Central Business	09/09/2025
2025164	09/10/2025	st johns ave 2nd st to 7th st	Signs impeding views	Other	Central Business	09/18/2025
2025172	09/17/2025	1019 REID ST PALATKA	Trash and Debris	Property Maintenance	Central Business	10/08/2025
2025181	10/16/2025	202 S 9TH ST PALATKA	building without permit	Building Code Violation	Central Business	10/28/2025
2025182	10/16/2025	120 S 6TH ST PALATKA	overspray on windows/unpainted wood/unassembled bricks/porch soffit/material on porch/unkept yard	Property Maintenance	Central Business	12/01/2025
2025184	10/17/2025	100 MEMORIAL PKWY PALATKA	no permit	Other	Central Business	10/22/2025
2025185	10/20/2025	300 ST JOHNS AV PALATKA	property Maintenance	Property Maintenance	Central Business	
2025190	10/30/2025	519 MAIN ST PALATKA	Vehicle in bike lane	Other	Central Business	10/30/2025
2025192	11/04/2025	312 OAK ST PALATKA	no permit	Property Maintenance	Central Business	
2025210	12/01/2025	920 CARR ST PALATKA	moving box in road/excessive trash by roadway	Garbage/Trash	Central Business	12/01/2025

END OF THE YEAR SOUTH HISTORIC DISTRICT ACTIVITY

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status	Closed
2025018	02/19/2025	221 S 5TH ST PALATKA	windows, historic home	Property Maintenance	South	08/12/2025
2025021	02/27/2025	123 DODGE ST PALATKA	debris large piled in right of way	Other	South	08/11/2025
2025045	04/15/2025	212 DODGE ST PALATKA	noise/permit/safety/parking	Other	South	05/15/2025
2025052	04/23/2025	315 EMMETT ST PALATKA	unsecured latter and ropes tied in tree/ vacant property	Property Maintenance	South	05/27/2025
2025060	04/29/2025	321 OAK ST # APT 1 PALATKA	renovation without permit	Property Maintenance	South	05/13/2025
2025067	05/15/2025	627 Emmett St	bushes blocking sidewalk	Weeds	South	06/04/2025
2025080	05/29/2025	418 EMMETT ST PALATKA	hazards swimming pool	Other	South	08/04/2025
2025085	06/09/2025	804 OAK ST PALATKA	Permit	Other	South	11/20/2025
2025092	06/25/2025	322 EMMETT ST PALATKA	missing awning	Property Maintenance	South	08/15/2025
2025093	06/25/2025	324 EMMETT ST PALATKA	C.O.A after fact	Building Code Violation	South	07/21/2025
2025095	06/26/2025	215 S 4TH ST # APT 1 PALATKA	Property Maintenance	Property Maintenance	South	
2025096	06/25/2025	513 EMMETT ST PALATKA	overgrown grass/debris in yard/boat	Property Maintenance	South	07/07/2025
2025097	06/26/2025	501 KIRBY ST PALATKA	broken window,handrail not to code.front door,mold and mildew/paint/mailbox	Property Maintenance	South	10/03/2025
2025099	06/25/2025	516 KIRBY ST PALATKA	empty building/unsecured door/rotten wood	Dilapidated Building	South	
2025100	06/26/2025	411 LAUREL ST PALATKA	tree surgeon truck in yard	Junk/Unlicensed Vehicle	South	07/10/2025
2025103	06/27/2025	409 EMMETT ST PALATKA	paint/mold/ porch rail	Property Maintenance	South	07/21/2025
2025112	07/25/2025	512 EMMETT ST PALATKA	Overgrown Grass	Property Maintenance	South	10/29/2025
2025118	08/11/2025	513 EMMETT ST PALATKA	debris on porch/overgrown brushes.boat	Property Maintenance	South	09/16/2025
2025129	08/14/2025	308 MORRIS ST PALATKA	Roofing/Paint/metal in front yard	Property Maintenance	South	08/18/2025
2025154	09/04/2025	416 KIRBY ST PALATKA	Fencing/C.O.A	Property Maintenance	South	10/29/2025
2025169	09/03/2025	511 CRILL AV # APT 1 PALATKA	tree fell on fence in back yard	Property Maintenance	South	09/22/2025
2025177	10/14/2025	418 RIVER ST PALATKA	no tree permit	Property Maintenance	South	10/14/2025
2025183	10/16/2025	603 EMMETT ST PALATKA	No C.O.A	Building Code Violation	South	10/21/2025
2025188	10/28/2025	400 EMMETT ST PALATKA	Parking in yard	Other	South	10/30/2025
2025189	10/28/2025	411 LAUREL ST PALATKA	truck in yard	Other	South	10/30/2025
2025191	10/31/2025	220 S 4TH ST PALATKA	Proper lighting on the american flags. See Title 4 chapter 1 in the flag code for proper lighting.	Other	South	11/05/2025
2025197	11/06/2025	400 EMMETT ST PALATKA	parking in front yard	Other	South	
2025198	11/07/2025	319 River St	sailboat tied to city dock	Other	South	11/12/2025
2025202	11/18/2025	321 DODGE ST PALATKA	2 unregistered vehicles on property	Junk/Unlicensed Vehicle	South	11/19/2025
2025203	11/18/2025	321 DODGE ST PALATKA	Living & dead growth on house and blocking sidewalk 2 unregistered vehicles on property	Property Maintenance	South	
2025204	11/18/2025	308 MORRIS ST PALATKA	Neglected, unkept property, an eye sore for years	Dilapidated Building	South	11/20/2025
2025207	11/19/2025	507 LAUREL ST PALATKA	No C.O.A	Other	South	11/19/2025
2025208	11/19/2025	308 KIRKLAND ST # APT 1 PALATKA	No C.O.A	Other	South	11/19/2025
2025211	12/02/2025	416 EMMETT ST PALATKA	Truck on sidewalk	Other	South	
2025212	12/02/2025	512 EMMETT ST PALATKA	overgrown grass	Weeds	South	

Financial Report Year to Date for the Month Ended October 31, 2025. Every meeting the CRA is presented with the most recent financial statement of revenue and expenditures.

STAFF REPORT

DATE: December 8, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

The CRA Board members are being asked to review the financial report.

BACKGROUND

Each Month the Finance Department prepares and presents the Financial Reports to the CRA.

PROJECT ANALYSIS

Total revenues received year-to-date are \$0. The CRA relies heavily on ad valorem tax revenues, which are assessed at the beginning of the fiscal year but not collected until later—typically starting in November or December. Under modified accrual accounting, revenue is recognized only when it is both measurable and available. Since the Putnam County Tax Collector does not distribute funds to the CRA until after collections begin, there is a natural lag between the start of the fiscal year and when revenue is actually received. As a result, no revenue is recorded in the first month of the fiscal year, as the CRA has not yet received or recognized its primary funding sources, such as property taxes.

Expenses and transfers to date total \$16,797. The CRA’s total budget for the fiscal year is \$2,814,774, with 0% of revenues and 1% of expenditures realized as of this report.

Staff Recommendation

Accept the October 2025 Financial report

ATTACHMENTS

1.	October 2025 Financial Report
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City of Palatka

TIF REVENUES
ESTIMATED VS. ACTUAL MONTHLY REPORT
8.33 % Yr Complete For Fiscal Year: 2026 / 10

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025 BUDGET	2025 REV YTD	2026 BUDGET	CURRENT MONTH REVENUES	CURRENT YTD REVENUES	UNREALIZED	PERCENT REALIZED	
PROPERTY TAXES									
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	402,603	0.00	477,105	0.00	0.00	477,105.00	0.00%	
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	276,766	0.00	323,447	0.00	0.00	323,447.00	0.00%	
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	129,505	0.00	141,394	0.00	0.00	141,394.00	0.00%	
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	89,027	0.00	95,856	0.00	0.00	95,856.00	0.00%	
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	39,657	0.00	46,056	0.00	0.00	46,056.00	0.00%	
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	27,262	0.00	31,223	0.00	0.00	31,223.00	0.00%	

	TOTAL	964,820	0.00	1,115,081	0.00	0.00	1,115,081.00	0.00%	
OTHER REVENUES									

	TOTAL	0	0.00	0	0.00	0.00	0.00	0.00%	

	TOTAL REVENUES	964,820	0.00	1,115,081	0.00	0.00	1,115,081.00	0.00%	

CASH BALANCE FORWARD									
030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	839,383	0.00	1,125,121	0.00	0.00	1,125,121.00	0.00%	
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	299,314	0.00	445,200	0.00	0.00	445,200.00	0.00%	
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	85,311	0.00	129,372	0.00	0.00	129,372.00	0.00%	

	TOTAL	1,224,008	0.00	1,699,693	0.00	0.00	1,699,693.00	0.00%	

	TOTAL REV, TRF & CASH BALANCES	2,188,828	0.00	2,814,774	0.00	0.00	2,814,774.00	0.00%	

City of Palatka

TIF EXPENDITURES

8.33 % Yr Complete For Fiscal Year: 2026 / 10

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025 BUDGET	2025 EXP YTD	2026 BUDGET	CURRENT MONTH EXPENDITURES	CURRENT YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED	
DOWNTOWN										
030-30-580-1-1100	EXEC SALARIES TIFDT	38,500	0.00	49,000	1,766.24	1,766.24	0.00	47,233.76	3.60%	
030-30-580-1-2100	FICA TAX EXP TIF DT	2,945	0.00	3,749	135.12	135.12	0.00	3,613.88	3.60%	
030-30-580-1-2200	RETIREMENT EXP TIF DT	11,820	0.00	13,524	487.48	487.48	0.00	13,036.52	3.60%	
030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	8,140	0.00	9,065	0.00	0.00	0.00	9,065.00	0.00%	
030-30-580-3-3100	PROFESSIONAL SERVICES	75,000	2,953.95	110,000	0.00	0.00	0.00	110,000.00	0.00%	
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	25,000	0.00	15,000	3,750.00	3,750.00	11,250.00	0.00	25.00%	
030-30-580-3-3109	MAINTENANCE CONTRACT	35,000	450.00	20,000	1,200.00	1,200.00	13,200.00	5,600.00	6.00%	
030-30-580-3-3200	AUDIT EXPENSE	10,775	0.00	11,900	0.00	0.00	0.00	11,900.00	0.00%	
030-30-580-3-4020	DOWNTOWN-SCHOOL, CONF, TRAVEL	1,120	0.00	3,500	0.00	0.00	0.00	3,500.00	0.00%	
030-30-580-3-5280	MISC EXPENSES	840	0.00	1,500	0.00	0.00	0.00	1,500.00	0.00%	
030-30-580-3-5281	DOWNTOWN OPS SUPPLIES	140	0.00	0	0.00	0.00	0.00	0.00	0.00%	
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	5,000	0.00	1,500	0.00	0.00	0.00	1,500.00	0.00%	
030-30-580-3-5402	DEO ANNUAL DUES	175	0.00	200	0.00	0.00	0.00	200.00	0.00%	
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	30,000	0.00	33,483	0.00	0.00	33,483.07	0.00	0.00%	
030-30-580-6-6316	WAYFINDING	3,000	0.00	15,000	0.00	0.00	0.00	15,000.00	0.00%	
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	160,000	0.00	135,000	0.00	0.00	0.00	135,000.00	0.00%	
030-30-580-6-6320	LANDSCAPING	10,000	0.00	25,000	0.00	0.00	0.00	25,000.00	0.00%	
030-30-580-6-6321	SITE AMENITIES	10,000	0.00	10,000	0.00	0.00	0.00	10,000.00	0.00%	
030-30-580-6-6328	PUBLIC ART	23,000	0.00	25,000	0.00	0.00	0.00	25,000.00	0.00%	
030-30-580-6-6329	PROPERTY AQUISITION	0	2,298.50	0	0.00	0.00	0.00	0.00	0.00%	
030-30-580-6-6332	ECONOMIC DEVELOPMENT	0	0.00	15,000	0.00	0.00	0.00	15,000.00	0.00%	
030-30-580-6-6334	SPECIAL EVENTS GRANTS	0	0.00	15,000	0.00	0.00	0.00	15,000.00	0.00%	
030-30-580-6-6336	LARIMER RENOVATIONS	0	0.00	150,000	0.00	0.00	0.00	150,000.00	0.00%	
030-30-580-6-6400	CAPITAL OUTLAY	73,403	0.00	1,517	0.00	0.00	0.00	1,516.93	0.00%	

	TOTAL	523,858	5,702.45	663,938	7,338.84	7,338.84	57,933.07	598,666.09	1.00%	
TRANSFERS										
030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	76,744	6,395.33	96,529	0.00	0.00	0.00	96,529.00	0.00%	
030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	128,246	0.00	128,246	4,932.54	4,932.54	0.00	123,313.46	3.84%	
030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	25,276	0.00	25,276	972.15	972.15	0.00	24,303.85	3.84%	
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	93,148	7,762.33	100,000	0.00	0.00	0.00	100,000.00	0.00%	
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	671,482	68,750.33	911,684	0.00	0.00	0.00	911,684.00	0.00%	

	TOTAL	994,896	82,907.99	1,261,735	5,904.69	5,904.69	0.00	1,255,830.31	0.00%	

	DEPARTMENT TOTAL	1,518,754	88,610.44	1,925,673	13,243.53	13,243.53	57,933.07	1,854,496.40	1.00%	

City of Palatka

TIF EXPENDITURES

8.33 % Yr Complete For Fiscal Year: 2026 / 10

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025 BUDGET	2025 EXP YTD	2026 BUDGET	CURRENT MONTH EXPENDITURES	CURRENT YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED	
SOUTH HISTORIC										
030-31-580-1-1100	EXEC SALARIES TIFSouth	12,100	0.00	16,100	555.10	555.10	0.00	15,544.90	3.44%	
030-31-580-1-2100	FICA TAX EXP TIFSouth	926	0.00	1,232	42.46	42.46	0.00	1,189.54	3.44%	
030-31-580-1-2200	RETIREMENT EXP TIFSouth	3,715	0.00	4,444	153.21	153.21	0.00	4,290.79	3.44%	
030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	2,558	0.00	2,979	0.00	0.00	0.00	2,979.00	0.00%	
030-31-580-3-3100	PROFESSIONAL SERVICES	7,700	0.00	15,000	0.00	0.00	0.00	15,000.00	0.00%	
030-31-580-3-3200	AUDIT EXPENSE	3,355	0.00	3,740	0.00	0.00	0.00	3,740.00	0.00%	
030-31-580-3-4020	SOUTH- SCHOOL, CONF, TRAVEL	347	0.00	0	0.00	0.00	0.00	0.00	0.00%	
030-31-580-3-5280	MISC EXPENSES	259	0.00	650	0.00	0.00	0.00	650.00	0.00%	
030-31-580-3-5281	SOUTH OPS SUPPLIES	43	0.00	0	0.00	0.00	0.00	0.00	0.00%	
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	1,500	0.00	1,500	0.00	0.00	0.00	1,500.00	0.00%	
030-31-580-3-5402	DEO ANNUAL DUES	110	0.00	110	0.00	0.00	0.00	110.00	0.00%	
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	160,734	0.00	60,000	0.00	0.00	0.00	60,000.00	0.00%	
030-31-580-6-6333	SIGNAGE	1,000	0.00	10,000	0.00	0.00	0.00	10,000.00	0.00%	
030-31-580-6-6337	SITE AMENITIES	1,000	0.00	3,000	0.00	0.00	0.00	3,000.00	0.00%	
030-31-580-6-6341	LANDSCAPING	3,000	0.00	10,000	0.00	0.00	0.00	10,000.00	0.00%	
030-31-580-6-6343	CAPITAL OUTLAY	61,615	0.00	50,615	0.00	0.00	0.00	50,615.00	0.00%	
030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	155,378	0.00	300,000	0.00	0.00	0.00	300,000.00	0.00%	
030-31-580-6-6347	CODE COMPLIANCE	0	0.00	70,000	0.00	0.00	0.00	70,000.00	0.00%	
030-31-580-6-9134	TRANSFER TO BETTER STREET	0	0.00	20,621	0.00	0.00	0.00	20,621.00	0.00%	

	TOTAL	415,341	0.00	569,991	750.77	750.77	0.00	569,240.23	0.00%	
TRANSFERS										
030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	28,080	2,340.00	30,000	0.00	0.00	0.00	30,000.00	0.00%	
030-31-580-9-9105	REIMB GENERAL	26,167	2,180.58	34,210	0.00	0.00	0.00	34,210.00	0.00%	
030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	40,306	0.00	40,306	1,550.23	1,550.23	0.00	38,755.77	3.84%	
030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	7,944	0.00	7,944	305.54	305.54	0.00	7,638.46	3.84%	

	TOTAL	102,497	4,520.58	112,460	1,855.77	1,855.77	0.00	110,604.23	2.00%	

	DEPARTMENT TOTAL	517,838	4,520.58	682,451	2,606.54	2,606.54	0.00	679,844.46	0.00%	
NORTH HISTORIC										
030-32-580-1-1100	EXEC SALARIES TIFNorth	4,400	0.00	4,900	201.86	201.86	0.00	4,698.14	4.11%	
030-32-580-1-2100	FICA TAX EXP TIFNorth	337	0.00	375	15.44	15.44	0.00	359.56	4.11%	
030-32-580-1-2200	RETIREMENT EXP TIFNorth	1,351	0.00	1,352	55.71	55.71	0.00	1,296.29	4.12%	
030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	930	0.00	907	0.00	0.00	0.00	907.00	0.00%	

City of Palatka

TIF EXPENDITURES

8.33 % Yr Complete For Fiscal Year: 2026 / 10

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025 BUDGET	2025 EXP YTD	2026 BUDGET	CURRENT MONTH EXPENDITURES	CURRENT YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED	
030-32-580-3-3100	PROFESSIONAL SERVICES	2,600	0.00	4,300	0.00	0.00	0.00	4,300.00	0.00%	
030-32-580-3-3200	AUDIT EXPENSE	1,220	0.00	1,360	0.00	0.00	0.00	1,360.00	0.00%	
030-32-580-3-4020	NORTH- SCHOOL, CONF, TRAVEL	133	0.00	0	0.00	0.00	0.00	0.00	0.00%	
030-32-580-3-5280	MISC EXPENSES	101	0.00	250	0.00	0.00	0.00	250.00	0.00%	
030-32-580-3-5281	NORTH OPS SUPPLIES	17	0.00	0	0.00	0.00	0.00	0.00	0.00%	
030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	500	0.00	500	0.00	0.00	0.00	500.00	0.00%	
030-32-580-3-5402	DEO ANNUAL DUES	16	0.00	22	0.00	0.00	0.00	22.00	0.00%	
030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	83,661	0.00	40,000	0.00	0.00	0.00	40,000.00	0.00%	
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	31,734	8,080.00	16,005	0.00	0.00	0.00	16,005.00	0.00%	
030-32-580-6-6328	CODE COMPLIANCE	0	0.00	30,000	0.00	0.00	0.00	30,000.00	0.00%	

	TOTAL	126,999	8,080.00	99,971	273.01	273.01	0.00	99,697.99	0.00%	

	TRANSFERS									
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	7,693	641.08	10,359	0.00	0.00	0.00	10,359.00	0.00%	
030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	14,657	0.00	14,657	563.73	563.73	0.00	14,093.27	3.84%	
030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	2,889	0.00	2,889	111.12	111.12	0.00	2,777.88	3.84%	
030-32-580-9-9134	TRANSFER TO BETTER PLACE	0	0.00	78,774	0.00	0.00	0.00	78,774.00	0.00%	

	TOTAL	25,239	641.08	106,679	674.85	674.85	0.00	106,004.15	1.00%	

	DEPARTMENT TOTAL	152,238	8,721.08	206,650	947.86	947.86	0.00	205,702.14	0.00%	

	TOTAL EXPENDITURES	2,188,830	101,852.10	2,814,774	16,797.93	16,797.93	57,933.07	2,740,043.00	1.00%	

	CONTINGENCIES & RESERVES									

	TOTAL	0	0.00	0	0.00	0.00	0.00	0.00	0.00%	

	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	2,188,830	101,852.10	2,814,774	16,797.93	16,797.93	57,933.07	2,740,043.00	1.00%	

City Manager Report

STAFF REPORT

DATE: December 8, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

1. Reconsideration of the lamps in the South Historic District to be solar-powered. There are 17 gas lamps currently located in the district, which would cost \$6,205 annually with perhaps \$7,000 more in repairs and maintenance. If the gas heads are replaced with solar heads, the cost would range from \$1,200 to \$2,550, with the Public Works staff installing the solar lamp heads. Most poles can be painted. However, if poles are needed to be purchased, the cost would increase by approximately \$1,400. A survey will be sent out to the residents to assist with making the decision of a gas lamp versus solar-lit lamp.
2. CRA Coordinator applications status report. The job was advertised on many platforms using Better Teams, the website, and Florida Redevelopment Association. We have one qualified applicant and the interview has been scheduled.
3. The Building Improvement grant is being processed as Carlos completes the final inspection and proof of invoices is being received.

PROJECT ANALYSIS

Staff Recommendation

Move forward with putting solar lamps, pending the results of the survey. This would restore their of a historic environment.

ATTACHMENTS

None