

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

TERRY TURNER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ
CITY CLERK

AGENDA
COMMUNITY REDEVELOPMENT AGENCY BUDGET WORKSHOP
June 20, 2024 at 2:30 PM

1. CALL TO ORDER

- a. Special Called Workshop Notice
- b. Invocation
- c. Pledge of Allegiance
- d. Roll Call

2. PUBLIC COMMENTS

- a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

3. DISCUSSION

- a. Second Draft of FY 2024 - 2025 Budget

4. 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.

ROBERTA M. CORREA
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JANE WEST, ESQ.
INTERIM CITY ATTORNEY

SUNNI KRANTZ
CITY CLERK

MARCIA CARTY, CPA
FINANCE DIRECTOR



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

May 9, 2024

**SPECIAL CALLED MEETING NOTICE
COMMUNITY REDEVELOPMENT AGENCY**

TO MEMBERS: TAMMIE MCCASKILL; WILL JONES; JUSTIN R. CAMPBELL, SR.; RUFUS J. BOROM; TERESA JACKSON; AND TERRY TURNER

YOU ARE HEREBY NOTIFIED special called workshops of the Community Redevelopment Agency are hereby called for the following dates. The purpose of the workshops is to discuss the FY 2024-25 budget.

June 7 - Community Redevelopment Agency Budget Workshop 2:30 PM
June 20 - Community Redevelopment Agency Budget Workshop 2:30 PM

Roberta M. Correa
Mayor

ANY PERSON WSHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105 PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS

STAFF REPORT

DATE: June 20, 2024
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

This will be the second budget workshop for the Board to attend. Under Florida law (Chapter 163, Part III), local governments are able to designate areas as Community Redevelopment Areas when certain conditions exist. Since all the monies used in financing CRA activities are locally generated, CRAs are not overseen by the state, but redevelopment plans must be consistent with local government comprehensive plans. Examples of conditions that can support the creation of a Community Redevelopment Area include, but are not limited to: the presence of substandard or inadequate structures, a shortage of affordable housing, inadequate infrastructure, insufficient roadways, and inadequate parking.

The purpose of this workshop is to provide direction for the completion of the budget, discussing possible projects which will ensure that all unused funds from the prior years are delegated to projects in agreement with Florida Chapter 163.

PROJECT ANALYSIS

Staff Recommendation

Review the attached budget and analysis of projected funds which will be unspent at the end of the fiscal year.

ATTACHMENTS

1.	2023-2024 CRA PROJECTED UNSPENT FUNDS
2.	CRA PROJECTS 2019 TO 2025
3.	CRA BUDGET WORKSHOP 06-20-24

CITY OF PALATKA, FL
CRA TIF PROJECTED FUNDS WHICH WILL BE UNSPENT F

	DOWNTOWN	SOUTH HISTORIC
Revenues	\$ 573,642.70	\$ 183,477.58
Projected Expenses	<u>\$ (589,549.00)</u>	<u>\$ (133,488.00)</u>
Underspent/(Overspent)	<u><u>\$ (15,906.30)</u></u>	<u><u>\$ 49,989.58</u></u>

Examples of Projects which can be designated

Examples of traditional projects include: streetscapes and roadway improvements, building renovations, new building construction, flood control initiatives, water and sewer improvements, parking lots and garages, neighborhood parks, sidewalks and street tree plantings. The plan can also include redevelopment incentives such as grants and loans for such things as façade improvements, sprinkler system upgrades, signs, and structural improvements.

FROM PROPERTY TAX

NORTH HISTORIC		TOTAL	
\$	62,301.54	\$	819,421.82
\$	(39,731.00)	\$	(762,768.00)
\$	22,570.54	\$	56,653.82

PROJECTS



District Tax Increment Values

1994(base year) taxable value within the increment area	\$1,099,110
2019 taxable value within the increment area	\$3,916,800

Project	Status	CRA Share
220 S 4th Street	Complete	\$11,070.87
811 Laurel Street	Complete	\$10,000.
223 Madison Street	Complete	\$11,224.46
503 N 4th Street	Complete	\$7,995.54
420 Olive Street	Complete	\$6,112.54
600 N 3rd Street	Complete	\$12,888.27
611 Emmett Street Residential Rehabilitation	Ongoing	\$11,400
623/625 Laurel Street Commercial Rehabilitation	Complete	\$15,000
415 Emmett Street	Complete	\$12,525.27
324 Dodge Street	Complete	\$11,497.95
233 Dodge Street	Complete	\$4,870.54
620 River Street	Complete	\$12,072.27
819 Laurel Street	Ongoing	\$12,375.
Riverfront Park Vaulted Stormwater Pond	Complete	\$40,000.
Christmas Lights	Complete	\$29,481.
Fireworks	Complete	\$9,721.88
Clock Tower Rehabilitation and Relocation	Complete	\$41,118.52
Azalea Brewery Recruitment Grant	Ongoing	\$26,757.77
Potable Water Improvements Phase II	Completed	\$46,932

Total Projects Started 19

Total Projects Completed 16

2019 Projects Report

PROJECTS



Project

Status

CRA Share

South Historic District Stormwater Phase II
includes brick intersections

Ongoing

\$344,000

Christmas Lights

Completed

\$15,433.47

Azalea Brewery Recruitment Grant

Completed

\$30,000

Potable Water Improvements

Completed

\$2,588,719 (Debt Service)

St. Johns Avenue Streetscape

Ongoing

\$1,350,000 (Debt Service)

Total Projects Started 3

Total Projects Completed 4

2020 Projects Report

PROJECTS



Project

Status

CRA Share

A Philip Randolph Transportation Hub Permeable Pavers	Ongoing	\$467,767
Christmas Lights	Completed	\$15,433.47
Wayfinding	Ongoing	\$6052
Potable Water Improvements	Ongoing	\$2,588,719
St. Johns Avenue Streetscape	Ongoing	\$1,350,000
Putnam Hall 2nd Mural	Completed	\$10,000
Residential Rehabilitation Grant	Completed	\$11,400

Total Projects Started 6

Total Projects Completed 3

2021 Projects Report

Project	Status	CRA Share
A Philip Randolph Transportation Hub Permeable Pavers	Completed	\$467,767
Christmas Lights	Completed	\$20,643
Wayfinding	Ongoing	\$6052
St. Johns Avenue Streetscape	Ongoing	\$500,000
Putnam Hall 2nd Mural	Completed	\$10,000
Building Improvement Cost Share Awards	Ongoing	\$40,000
Recruitment Grant	Ongoing	\$25,000

Total Projects Started 7

Total Projects Completed 3

2022 Projects Report

2024 – 2025 FIRST CRA BUDGET WORKSHOP – 06/07/2024

CURRENT CRA PROJECTS' STATUS:

2023-2024

Project	Status	CRA Share
A Phillip Randolph Transportation Hub	Ongoing	N/A
Building Improvement Cost Share Grants	Ongoing	\$15,207.25
Sidewalks	Ongoing	\$179,210.05

2024-25

Project	Status	CRA Share
St. Johns Phase III	Ongoing	\$1,233,831
N/S Side Streets	Ongoing	\$1.6 mil
Oak St. Streetscape	Ongoing	\$1.2 mil
Downtown Lighting maintenance and energy	Ongoing	\$585,600 + 69,950



CITY OF PALATKA, FL
TIF/CRA DRAFT BUDGET FOR 2024-2025 - 2ND WORKSHOP 06-20-2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	BUDGET 2024	ACTUAL 2024	PROJECTION 2024	BUDGET 2025	VARIANCE AMOUNT
TIF REVENUES / BUDGET PREPARATION REPORT / 75.00 % Yr Complete For Fiscal Year: 2024 / 6						
PROPERTY TAXES						
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$355,722	\$332,808	\$332,808	\$366,088	\$10,366
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$244,538	\$240,835	\$240,835	\$264,919	\$20,381
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$109,900	\$106,447	\$106,447	\$117,092	\$7,192
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$75,549	\$77,030	\$77,030	\$84,733	\$9,184
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$38,049	\$36,145	\$36,145	\$39,760	\$1,711
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$26,156	\$26,156	\$26,156	\$28,772	\$2,616
	TOTAL	\$849,914	\$819,422	\$819,422	\$901,364	\$51,450
OTHER REVENUES						
030-00-369-9-1003	FESTIVALS	\$0	\$0	\$0	\$0	\$0
030-00-365-0-2000	SALE OF HAMMOCH HALL	\$131,926	\$131,926	\$131,926		-\$131,926
030-00-365-0-2500	PROCEEDS FROM SALE OF SURPLUSPROPERTY		\$51,000	\$51,000		\$0
030-00-366-0-0003	CONTRIBUTIONS - BENCHES		\$2,200	\$2,200		\$0
	TOTAL	\$131,926	\$185,126	\$185,126	\$0	-\$131,926
	TOTAL REVENUES	\$981,840	\$1,004,548	\$1,004,548	\$0	\$51,450
CASH BALANCE FORWARD						
030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWA	\$923,777	\$0	\$0	\$889,407	-\$34,371
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$122,286	\$0	\$0	\$306,174	\$183,888
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$62,739	\$0	\$0	\$87,213	\$24,474
	TOTAL	\$1,108,802	\$0	\$0	\$1,282,793	\$173,991
	TOTAL REV, TRF & CASH BALANCES	\$2,090,642	\$1,004,548	\$1,004,548	\$2,184,157	\$93,515

CITY OF PALATKA, FL
TIF/CRA DRAFT BUDGET FOR 2024-2025 - 2ND WORKSHOP 06-20-2024

TIF EXPENDITURES / BUDGET PREPARATION REPORT / 75.00 % Yr Complete For Fiscal Year: 2024 / 6
DOWNTOWN

PERSONNEL						
030-30-580-1-1100	EXECUTIVE SALARIES				\$38,500	\$38,500
030-30-580-1-2100	FICA TAX EXPENSE				\$2,945	\$2,945
030-30-580-1-2200	RETIREMENT EXPENSE				\$11,858	\$11,858
030-30-580-1-2300	HEALTH AND LIFE INSURANCE				\$11,954	\$11,954
	PERSONNEL TOTAL				<u>\$65,257</u>	\$65,257
OPERATING						
030-30-580-3-3100	PROFESSIONAL SERVICES	\$104,012	\$6,950	\$26,950	\$75,000	-\$29,012
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	\$12,000	\$9,000	\$12,000	\$25,000	\$13,000
030-30-580-3-3109	MAINTENANCE CONTRACT	\$35,000	\$3,150	\$15,000	\$35,000	\$0
030-30-580-3-3200	AUDIT EXPENSE	\$10,675	\$5,866	\$11,213	\$11,213	\$538
030-30-580-3-4803	MARKETING/PROMOTIONS/FESTIVAL	\$0	\$0	\$0	\$0	\$0
030-30-580-3-4805	FESTIVALS	\$0	\$0	\$0	\$0	\$0
030-30-580-3-5280	MISC EXPENSES	\$3,400	\$0	\$500	\$2,100	-\$1,300
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	\$4,000	\$864	\$4,000	\$5,000	\$1,000
030-30-580-3-5402	DEO ANNUAL DUES	\$175	\$130	\$130	\$175	\$0
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$25,000	\$23,713	\$25,000	\$30,000	\$5,000
030-30-580-6-6314	RECRUITMENT PROJECT	\$25,000	\$25,000	\$25,000	\$0	-\$25,000
030-30-580-6-6316	WAYFINDING	\$15,000	\$0	\$0	\$3,000	-\$12,000
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$121,000	\$5,032	\$0	\$150,000	\$29,000
030-30-580-6-6320	LANDSCAPING	\$40,000	\$2,857	\$5,000	\$10,000	-\$30,000
030-30-580-6-6321	SITE AMENITIES	\$20,000	\$15,580	\$20,000	\$10,000	-\$10,000
030-30-580-6-6328	PUBLIC ART	\$10,000	\$0	\$10,000	\$23,000	\$13,000
030-30-580-6-6329	PROPERTY AQUISITION	\$25,000	\$12,087	\$0	\$0	-\$25,000
030-30-580-6-6330	PROPERTY ACQUISITION 308 N 11t	\$0	\$0	\$0	\$0	\$0
030-30-580-6-6331	PROPERTY ACQUISITION 302 N 11t	\$0	\$0	\$0	\$0	\$0
030-30-580-6-6400	CAPITAL OUTLAY	\$50,000	\$0	\$30,000	\$50,000	\$0
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	OPERATING TOTAL	\$500,262	\$110,228	\$184,793	\$429,488	-\$70,774

CITY OF PALATKA, FL
TIF/CRA DRAFT BUDGET FOR 2024-2025 - 2ND WORKSHOP 06-20-2024

TRANSFERS						
030-30-580-9-9103	REIMB GENERAL-FIREWORKS	\$0	\$0	\$0	\$0	\$0
030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$28,112	\$21,084	\$28,112	\$29,236	\$1,124
030-30-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$0	\$0	\$0	\$0	\$0
030-30-580-9-9130	TRANSFER TO BETTER PLACE-CDBG	\$0	\$0	\$0	\$0	\$0
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	\$89,565	\$0	\$89,565	\$93,148	\$3,583
030-30-580-9-9133	TRANSFER TO BETTER PLACE-TRANS	\$0	\$0	\$0	\$0	\$0
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	\$867,831	\$0	\$287,079	\$922,327	\$54,496
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TOTAL TRANSFERS		\$985,508	\$21,084	\$404,756	\$1,044,711	\$59,203
CONTINGENCIES & RESERVES						
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$40,257	\$0	\$0	\$0	-\$40,257
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TOTAL CONTINGENCIES & RESERVES		\$40,257	\$0	\$0	\$0	-\$40,257
		-----	-----	-----	-----	-----
DEPARTMENT TOTAL		\$1,526,027	\$131,312	\$589,549	\$1,539,456	\$13,429
SOUTH HISTORIC						
PERSONNEL					\$12,100	\$12,100
030-31-580-1-1100	EXECUTIVE SALARIES				\$926	\$926
030-31-580-1-2100	FICA TAX EXPENSE				\$3,727	\$3,727
030-31-580-1-2200	RETIREMENT EXPENSE				\$3,630	\$3,630
030-31-580-1-2300	HEALTH AND LIFE INSURANCE				\$20,383	\$20,383
PERSONNEL TOTAL						
OPERATING						
030-31-580-3-3100	PROFESSIONAL SERVICES	\$17,016	\$0	\$0	\$7,700	-\$9,316
030-31-580-3-3200	AUDIT EXPENSE	\$3,355	\$1,844	\$3,474	\$3,474	\$119
030-31-580-3-5280	MISC EXPENSES	\$867	\$0	\$250	\$650	-\$217
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$3,500	\$184	\$3,500	\$1,500	-\$2,000
030-31-580-3-5402	DEO ANNUAL DUES	\$110	\$30	\$30	\$110	\$0
030-31-580-6-6120	LAND PURCHASE	\$30,000	\$27,193	\$0	\$0	-\$30,000
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$65,000	\$0	\$0	\$160,734	\$95,734
030-31-580-6-6333	SIGNAGE	\$3,000	\$0	\$3,000	\$1,000	-\$2,000
030-31-580-6-6337	SITE AMENITIES	\$3,000	\$0	\$3,000	\$1,000	-\$2,000

CITY OF PALATKA, FL
TIF/CRA DRAFT BUDGET FOR 2024-2025 - 2ND WORKSHOP 06-20-2024

030-31-580-6-6338	RESIDENTIAL REHAB	\$0	\$0	\$0	\$0	\$0
030-31-580-6-6339	RIVER STREET IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0
030-31-580-6-6341	LANDSCAPING	\$4,000	\$0	\$4,000	\$3,000	-\$1,000
030-31-580-6-6342	FESTIVALS	\$0	\$0	\$0	\$0	\$0
030-31-580-6-6343	CAPITAL OUTLAY	\$60,733	\$0	\$60,733	\$101,193	\$40,460
030-31-580-6-6344	324 RIVER ST REPAIRS TILLMAN H	\$121,193	\$0	\$20,000	\$155,378	\$34,185
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	OPERATING TOTAL	\$311,774	\$29,251	\$97,987	\$435,739	\$123,965
	TRANSFERS					
030-31-580-9-9101	TRANSFER TO BETTER PLACE-SOUTH	\$0	\$0	\$0	\$0	\$0
030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	\$27,000	\$0	\$27,000	\$28,080	\$1,080
030-31-580-9-9105	REIMB GENERAL	\$8,501	\$6,376	\$8,501	\$8,841	\$340
030-31-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$0	\$0	\$0	\$0	\$0
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	TOTAL TRANSFERS	\$35,501	\$6,376	\$35,501	\$36,921	\$1,420
	CONTINGENCIES & RESERVES					
030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$91,193	\$0	\$0	\$0	-\$91,193
		-----	-----	-----	-----	-----
	CONTINGENCIES & RESERVES	\$91,193	\$0	\$0	\$0	-\$91,193
		-----	-----	-----	-----	-----
	DEPARTMENT TOTAL	\$438,468	\$35,627	\$133,488	\$493,043	\$54,575
	NORTH HISTORIC					
	PERSONNEL					
030-32-580-1-1100	EXECUTIVE SALARIES				\$4,400	\$4,400
030-32-580-1-2100	FICA TAX EXPENSE				\$337	\$337
030-32-580-1-2200	RETIREMENT EXPENSE				\$1,355	\$1,355
030-32-580-1-2300	HEALTH AND LIFE INSURANCE				\$1,056	\$1,056
	PERSONNEL TOTAL				<u>\$7,148</u>	<u>\$7,148</u>
	OPERATING					
030-32-580-3-3100	PROFESSIONAL SERVICES	\$8,815	\$0	\$0	\$2,600	-\$6,215
030-32-580-3-3200	AUDIT EXPENSE	\$1,220	\$670	\$1,263	\$1,263	\$43
030-32-580-3-5280	MISC EXPENSES	\$983	\$0	\$250	\$250	-\$733

CITY OF PALATKA, FL
TIF/CRA DRAFT BUDGET FOR 2024-2025 - 2ND WORKSHOP 06-20-2024

030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$1,984	\$27	\$1,984	\$500	-\$1,484
030-32-580-3-5402	DEO ANNUAL DUES	\$16	\$16	\$16	\$16	\$0
030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$50,000	\$78	\$120	\$83,661	\$33,661
030-32-580-6-6320	NORTH HISTORIC EXPENSE	\$0	\$0	\$0	\$0	\$0
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$50,000	\$30,117	\$30,117	\$50,000	\$0
030-32-580-6-6323	SITE AMENITIES	\$0	\$0	\$0	\$0	\$0
		-----	-----	-----	-----	-----
	OPERATING TOTAL	\$113,018	\$30,908	\$33,750	\$138,290	\$25,272
	TRANSFERS					
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$5,981	\$4,486	\$5,981	\$6,220	\$239
030-32-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$0	\$0	\$0	\$0	\$0
		-----	-----	-----	-----	-----
	TOTAL TRANSFERS	\$5,981	\$4,486	\$5,981	\$6,220	\$239
	CONTINGENCIES & RESERVES					
030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$7,148	\$0	\$0	\$0	-\$7,148
		-----	-----	-----	-----	-----
	TOTAL CONTINGENCIES & RESERVES	\$7,148	\$0	\$0	\$0	-\$7,148
		-----	-----	-----	-----	-----
	DEPARTMENT TOTAL	\$126,147	\$35,394	\$39,731	\$151,658	\$25,511
		-----	-----	-----	-----	-----
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	\$2,090,642	\$202,332	\$762,768	\$2,184,157	\$93,515
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