

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

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA
MS-Taxation
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

MINUTES **CITY OF PALATKA** **August 9, 2024**

The minutes of the proceedings of a workshop of the Palatka City Commission held on Friday, August 9, 2024 at 3:30 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. **CALL TO ORDER** The workshop was called to order at 3:30 PM.

a. **Special Called Meeting Notice**

The Notice was read by the Clerk.

b. **Invocation**

The invocation was led by Chaplain Mulberry.

c. **Pledge of Allegiance**

The pledge of allegiance was led by Commissioner Borom.

d. **Roll Call**

Present: Commissioner Will Jones
Commissioner Rufus Borom
Commissioner Justin Campbell (present via
telecommunications technology)
Mayor Roberta Correa

Absent:
Commissioner Tammie McCaskill

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Eddie Cutwright, Community Affairs Director; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief; Yul McNair, Airport Manager; Alonzo Mulberry, City Chaplain; Jane West, City Attorney; Lorenzo Aghemo, Planning Director (via telecommunications technology)

2. **PUBLIC COMMENTS**

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

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

3. **DISCUSSION - FY 2024-25 BUDGET**

a. **4th Draft Budget FY 2024 - 2025**

Ms. Carty presented a handout of the 4th draft of the budget Ms. Carty advised in order to balance the budget she will need to get the budget down.

b. Department Budget Presentations

During the budget presentations, the Commissioners indicated they liked the presentations that had the department's organizational chart and the list of current staffing vs. proposed staffing. Commissioner Jones asked for more details of the budget in the presentations, for example, he liked the slide that said the department would add a side by side vs. the department that said there would be equipment repairs. Commissioner Campbell recommended quarterly budget reviews and an action plan to see how the budget is being spent through the year. Commissioner Campbell expressed desire to see pictures in the budget presentation.

i) Human Resources - Virginia Jones, Generalist

Ms. Jones spoke regarding the proposed Human Resources Budget. She would like to implement an HRIS system that will cost \$50,000 in the upcoming fiscal year. She advised when she receives the SHRM certification her title will change from Generalist to Director. Mr. Bell spoke regarding HR engagement committee that has been formed internally and its efforts to create an engagement survey.

ii) Better Place Fund - Jonathan Griffith, Assistant City Manager

Mr. Bell presented the Better Place budget. Commissioner Borom asked for dollar amounts on the projects of the Better Place fund. Commissioner Borom asked for the Kay Larkin grant match. Discussion commenced regarding the bathroom to be constructed at Hank Bryan Park. Mr. Bell spoke regarding the one response for \$140,000 for design and construction of Hank Bryan bathroom. The County designed the bathroom at no cost to the City and we are at a stage that we need to construct the bathroom. An RFP for construction went out and the bid that came back was for \$73,000.

iii) Community Affairs - Eddie Cutwright, Director

a) Code Enforcement

Mr. Cutwright addressed the Commission regarding the Code Enforcement presentation. To assist with building up the Code Enforcement department, the department has a goal of creating a volunteer code enforcement officer program and there are decision units for two part-time code enforcement officers. Mayor Correa expressed it would be a good idea to have the CRA fund one part-time code enforcement officer.

b) Cultural Resources

Mr. Cutwright detailed the Cultural Arts budget presentation. Mr. Cutwright advised in this department he has asked for an additional part-time employee. Mr. Cutwright spoke regarding the desire of his department to get more digitally friendly with rental applications. He spoke regarding the many events that this department staffs. He advised the River Center is the central location of most of these events.

Discussion commenced regarding the buildings the Cultural Arts department oversees. Mr. Cutwright expressed the River Center's roof has leaks. Mr. Cutwright spoke regarding the internet concerns at the River Center. Commissioner Borom asked for follow up on the technical projects and the fiber optics. The Commission discussed the need to use the building at the entrance to Ravine Gardens. Commissioner Jones expressed it could be a City pool again. Mayor Correa expressed concerns to have all the facts, including costs of having lifeguards. Commissioner Borom expressed Senator Hutson is supporting grant funding for pools. Commissioner Borom expressed Calvary Family Life Center is looking for funding for the pool they own.

Mr. Bell spoke regarding upcoming lease negotiations with the Skeet Club. Mr. Bell spoke regarding concerns of there needing to be an equitable lease amount and need to see if the Federal Aviation Administration is okay with the Skeet Club operations. The Clerk advised the present lease with the Skeet Club will term in 2029. Mr. Cutwright spoke regarding the need to move the nominal leases to 3 - 4 year leases. Commissioner Borom spoke of concerns surrounding the nominal leases.

c) Jenkins Gymnasium

Mr Cutwright presented the Jenkins Gymnasium budget. He spoke regarding efforts of obtaining information from the public on what they would like to see on kiosks for African American History at the building. He is looking to open the building full time in the fall if no further renovation issues, in an effort to let the whole

building be used by the whole community. The operating budget increased due to the projected increased hours and repairs. He spoke regarding the need to have another staff member to keep the building open.

Discussion commenced regarding parks with Mr. Cutwright. Commissioner Jones asked about a park at Olive Street and 10th Streets and Mr. Bell advised this is not a city-owned park. Mr Cutwright advised the clean up of that park would fall under the park department. Commissioner Borom spoke regarding the need to refresh the park at Palatka Heights. Mayor Correa expressed that would be a good place for a dog park or a bigger community garden than is currently there. Mr. Bell advised we have grant funding for the Palm Bowl park at Laurel St./Carr St./15th St. Mr. Bell advised we have budgeted for dog waste stations at our parks.

d) Recreation

Mr. Cutwright spoke regarding the events and programs of the Recreation Department. As we move forward, one day Staff will present the Jenkins Gymnasium and Recreation in the same budget, however in FY 2024-25 it is reflected as two departments. Mr. Cutwright spoke regarding the need for a full-time recreation/cleaning staff person. Commissioner Jones suggested low-level offenders as cleaning volunteers for community service hours. Commissioner Borom recommended the departments pay into the General Fund for cleaning. Commissioner Jones asked for a needs assessment whether the City needs all the fields.

iv) Public Works - Joe Verrechio, Operations Manager

a) Streets & Stormwater

Mr. Bell spoke on the Streets and Stormwater budget. He spoke regarding the goal of putting more information (including tickets for issues with City streets) on the City's website. Mr. Bell advised Staff is asking to add two laborers (and to keep the current operator and laborer) in this department. Mr. Bell spoke regarding adding funding for road resurfacing. He also spoke regarding the need to fix the infrastructure and then resurface the road. Commissioner Jones spoke regarding the need to get the best pricing for the requested side by side.

b) Cemetery

Mr. Bell spoke regarding the efforts of modernizing the cemetery's processes. Ms. Carty advised the professional services line is a different line than grounds maintenance and she can follow up with information on what is budgeted in each line.

c) Parks

Mr. Bell spoke on the achievements and proposed goals of the Parks Department. Commissioner Borom spoke on the need to use Florida friendly plants at our parks. Mayor Correa spoke regarding reaching out to the Master Gardener program. Ms. Carty advised the riverfront parks portion of the budget increased. Mayor Correa asked if we can use CRA funding for landscaping on City properties in the CRA area. Ms. Carty advised she has added \$400,000 funding in this budget for a splash pad. Commissioner Jones spoke on the pads that use reclaimed water.

Note: See also Jenkins Gymn item above.

d) Facilities

Mr. Bell spoke on the achievements and goals of the Facilities Department. Commissioner Borom asked for before and after photographs of our facilities. Commissioner Borom spoke regarding end to end customer service. Mr. Bell noted the proposed total of the capital budget should be \$45,000 and is for 1 truck to be replaced as unit 18 is not going to be replaced.

e) Sanitation

Mr. Bell spoke regarding the Sanitation budget. He spoke regarding the increases in operating budget such as deferred maintenance, regular salaries, and small tools . Mayor Correa expressed the need for more information regarding building maintenance and why it would be funded from Sanitation. Public Works is asking for another customer service representative to be funded by the Sanitation Department.

f) Fleet Maintenance

Mr. Bell presented the budget for the Fleet Maintenance Department. Commissioner Borom asked about the sanitation truck being in the Sanitation Department vs. the Fleet Maintenance Department.

g) Utilities

Mr. Bell presented the Utilities Department budget. Ms. Carty advised the current operating budget was \$28 million and the proposed total will be \$24 million. Mr. Bell spoke regarding partnering with the Palatka Gas Authority to minimize the time between when there is a leak and when there is a credit on the bill (which is usually about 3 months) and to obtain a service, "Neptune", that will show the public their water usage in real time. The cost associated with that is \$18,000. The Gas Authority presently is writing off \$60,000 - \$90,000 in credits per year.

v) Finance - Marcia Carty, CPA, CGFO, Director

Ms. Carty presented spoke on the Finance budget. No major changes were noted.

4. ADJOURN The workshop adjourned at 6:28 PM

NOTICES: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION 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, AT THE APPLICANT'S EXPENSE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.