

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 29, 2024

The minutes of the proceedings of a special called workshop of the Palatka City Commission held on Thursday, August 29, 2024 at 3:30 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. **CALL TO ORDER at 3:31 PM**

a. Special Called Workshop Notice
read by the Clerk.

b. Invocation
led by Chaplain Mulberry.

c. Pledge of Allegiance
led by Mr. Bell.

d. Roll Call

Present:

Commissioner Justin Campbell (present via
telecommunications technology)
Mayor Roberta Correa

Absent:

Commissioner Tammie McCaskill
Commissioner Will Jones
Commissioner Rufus Borom

Also Present: Troy Bell, City Manager; Jane West, City Attorney; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Chris Taylor, Fire Chief; Matt Newcomb, Assistant Police Chief; Jason Shaw, Police Chief; Yul McNair, Airport Manager; Matt Mors, Assistant Reclamation Facility Superintendent; Virginia Jones, HR Generalist; Eddie Cutwright, Community Affairs Director; Alonzo Mulberry, City Chaplain (via telecommunications technology); Cheryl Roach

2. **PUBLIC COMMENTS** The floor was opened to public comment. Hearing none, the floor was closed to public comment.

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

a. **5th Draft Budget FY 2024 - 25**

Ms. Carty addressed the Commission. The budget is balanced in this 5th draft. The budget did require reflecting financing with annual debt service of \$133,000. The draft reflects the Fire Assessment rate being reduced \$73,000 by reducing the variable tier from \$2.46 to \$2.35. The balanced budget number is \$75,845,765. Of that, \$28,600,000 is operating costs, \$16,000,000 is personnel, \$19,000,000 is grants, \$11,000,000 is capital outlay. The loan proceeds in General Fund were increased by about \$300,000. We have a grant for the Comprehensive

Plan in the amount of \$75,000. The Police Department personnel costs have increased, however almost \$200,000 was grant funded. Our Public Works- Streets capital costs increased by \$700,000. She advised the City is improving as General Fund Budget Transfers has decreased. This year, General Fund is only transferring \$509,000. Better Place, Golf Fund both reflect lower transfers. The Airport transfer was kept level. There is no change in reserves.

She continued to highlight certain areas of the budget: In the Commission budget, the new item is special events/special projects. That includes the amount we expect not to be spent this year plus \$10,000. In the City Hall budget, we are reflecting City Hall and Annex building maintenance in separate lines for renovations. In the City Manager budget, we are reflecting the salaries of 3 persons. In the City Clerk budget, in regular salaries we are reflecting a new position and there will be a total of 3 persons in this department. In the Information Technology Department, the only increases are cost expenditures. The Finance Department budget decreased. In Public Works-Facilities Maintenance, there is not much variance. There is capital outlay for facilities maintenance. We are reflecting the reimbursement for fleet maintenance. In Human Resources Department, capital outlay amount reflected budget for new software. In the Water Taxi budget, there is not much change. In Other Government Services, there is an increase for Workers Comp and liability insurance. In the Planning Department is a grant for community planning in other government services.

In Community Affairs Recreation, we are reflecting new positions there. To balance the budget, there was a reduction to capital outlay there. In the Police Department budget, there are new positions, primarily grant funded. Capital outlay there is budgeted at \$110,000 not the \$147,000 requested and in grants there is a grant for police cars. The debt calculated is based upon the agreements we have so far. In the Community Affairs-Code Enforcement Department, we increased the line for abatement and increased various lines such as fillings. In the Fire Department budget, executive salaries has been reduced from previous drafts of the budget as the request for a 2nd Deputy Chief is now reflected as a training officer and there is an increase for this position in regular salaries.

In the Streets Department, we tried to keep it close to last year however, road repaving and sidewalk repairs are reflected. The biggest change in this unit is paving road renovations at \$885,525. In the Cemetery Department, there are no major changes. In the Community Affairs-Cultural Arts there is a part-time position requested in regular salaries and there is an increase in the Special Events for the St. Johns River Center. In the Public Works Parks and Recreation budget, the salary budget decreased. The biggest change is in the maintenance for the Riverfront. All maintenance of the parks went from \$6,000 to \$10,000. Another change is budget for a splash pad and about 30 dog stations. In Community Affairs-Price Martin budget, there is a change for audio visual improvements. In the Airport Fund, most of the items are level. The Airport paid off a debt and are focusing on general fund. They are budgeted to pay \$50,000 towards their debt to the General Fund. The amount they are paying to General Fund for administrative services has increased slightly. For the Water Plant, Ms. Carty will review salaries again. They have reduced professional services. There is an increase for chemicals and fertilizers. Capital Outlay is based upon a grant of \$1,300,000. There are also upgrades to the well. In the Reclamation Facility budget, generally speaking, the increase to the budget is 4% and not significant. The capital outlay decreased there and we are improving the capital of that department by \$1,000,000.

The Water/Sewer Distribution has had a change of capital outlay. The biggest change there is a grant for Palatka Heights that will decrease this year. We have other grants, that come to \$5,900,000. The numbers placed in the budget are what the Staff is expecting to complete in the fiscal year. In the Water Administration budget, the major change is liability insurance increase. The transfers have increased by \$240,000. The contingency reserve is static. For the Utility department, the total budget is \$26,009,136. For the Golf Fund, the operational expenses did not change much. In the Sanitation Fund, regular salaries have increased for a new position and there is an increase for building maintenance. The total increase is about \$85,000. In Sanitation, the biggest increment is liability, rental, and lease. Last year they had vehicle purchases, but they will not be budgeting as much for vehicle purposes this year. The transfers have increased for transfer and administrative costs. For the Tax Increment Fund, the Mayor reflected the \$75,000 is still listed as the cost for the Small Business Development Center. Ms. Carty advised she corrected it in the CRA budget and will correct the amount here. For the American Rescue Plan Fund, we are showing we will have about \$1,546,000 as we rolled in the \$490,000 for the affordable

housing project. There is funding unencumbered. For the Better Place Expenditures, we have secured the building and we have funding for roads and resurfacing. There is funding here for FPL Reid Street Median 1 Bridge to Reid Street. The total department is \$14,946,260. We have more grants such as the federal raise grant that have increased.

Ms. Carty advised for revenues, we have budgeted from the State of Florida, Property Appraiser, and Utility Tax. Impact Fees are relatively new this year. We have grants for the Police Department and grants from the Department of Commerce. The budget can be impacted by any changes the Commission would like to communicate to the City Manager. Ms. Carty will review the revenues for tax lien surpluses.

Mayor Correa expressed concern of the decrease of the Fire Assessment revenue and asked for further discussion. Mr. Bell advised he is under the impression the amount of the Fire Assessment was a not to be increased amount but could be lower.

The City Manager advised the Blue Crab Festival will be on the agenda for September 12, 2024. Manager Bell spoke regarding the funding for the Animal Rescue Consortium not moving forward because they did not receive a State grant or funding from the County.

The floor was opened to public comment:

Cheryl Roach, 312 Dodge St. Palatka, FL 32177 - asked for additional funding for the cemeteries. She asked about funding for bike trail funding or maintenance. She spoke in support of adding administrative positions at the Fire and Police Departments.

The Mayor spoke regarding grants for trail maintenance.

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

4. ADJOURN Motion to adjourn by Commissioner Campbell at 4:29 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.