

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**JAMES A. GRIFFITH**  
INTERIM CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**January 30, 2015**

**TO COMMISSIONERS: MARY LAWSON BROWN, RUFUS BOROM,  
JUSTIN CAMPBELL AND JAMES NORWOOD, Jr.:**

You are hereby notified that a Special Meeting is hereby called to be held on Thursday, February 5, 2015, commencing at 6:00 p.m. This workshop meeting will be held at the regular meeting place of the Palatka City Commission at Commission Chambers, 201 N. 2<sup>nd</sup> Street, Palatka.

The purpose of the meeting is to consider the following items:

1. A RESOLUTION designating the Position of Projects Manager/Grants Administrator as the City's Economic Development Official, and revoking any similar prior designations
2. A RESOLUTION authorizing the execution of a Letter of Agreement with the Palatka Housing Authority regarding the development of public single-family housing on four lots inside the City Limits;
3. Commissioner James Norwood's Motion to Reconsider the Vote to exclude "Paragraph 7.0" from inclusion in the execution of Palatka Housing Authority Annual Forms pertaining to certification of its Annual and 5-Year Plan (Continued from January 22, 2015 Meeting)

*/s/ Terrill L. Hill*

Terrill L. Hill, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a called Special Meeting on the 30<sup>th</sup> day of January, 2015.

*/s/ Mary Lawson Brown*

COMMISSIONER

*/s/ Justin Campbell*

COMMISSIONER

*/s/ James Norwood, Jr.*

COMMISSIONER

*/s/ Rufus Borom*

COMMISSIONER

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

**201 N. 2ND STREET • PALATKA, FLORIDA 32177**

**www.palatka-fl.gov**

**PHONE: (386) 329-0100**

**FAX: (386) 329-0106**

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*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

## **AGENDA**

### **CITY OF PALATKA CALLED MEETING**

February 5, 2015

#### **CALL TO ORDER/Reading of Special Meeting Call**

- a. **Invocation** – Vice Mayor Mary Lawson Brown
- b. **Pledge of Allegiance**
- c. **Roll Call**

1. **PUBLIC COMMENTS** – (limited to 3 minutes – no action will be taken on topics of discussion)
- \* 2. **RESOLUTION** authorizing the City's Project Manager/Grants Administrator to be designated as the City's Economic Development Official as authorized by FS 288.075, and revoking any previous similar designations – Adopt
- \* 3. **RESOLUTION** authorizing execution of a Letter of Understanding with the Palatka Housing Authority regarding the development and construction of single-family housing units on 923 and 913 Laurel Street plus two others lots in the City of Palatka, and reconsideration of certification of the PHA's Annual 5-year Plan FY 2015-2019 – Adopt – *(continued during regular session on 1/22/15)*
- \* 4. **RECONSIDERATION** of Motion excluding Paragraph 7 from inclusion in execution of Palatka Housing Authority's Annual Forms: Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City's Comprehensive Plan – Commissioner James Norwood – *(Continued from January 8 and January 22, 2015 Regular Meetings)*
5. **CITY MANAGER & ADMINISTRATIVE REPORTS**
6. **COMMISSIONER COMMENTS**
7. **ADJOURN**

\*Attachment \*\*Separate Cover

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 INSURE 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 286.105

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

#### **Upcoming Events:**

March 6 – Azalea Festival Mayor's Reception 6:00 p.m.  
March 7 – 8 – Florida Azalea Festival  
March 17 – 18 – FLC Legislative Action Day (Tallahassee)

#### **Board Openings:**

Board of Zoning Appeals – 3 vacancies (at-large)  
General Pension Board – 1 vacancy (Financial Exp)

# *Agenda Item*

*2*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**RESOLUTION** authorizing the City's Project Manager/Grants Administrator Position to be designated as the City's Economic Development Official as authorized by 288.075, Florida Statutes, revoking any previous similar designations

**SUMMARY:**

The City is actively and vigorously pursuing economic development opportunities to develop and redevelop the City's riverfront, downtown and the City's commercial corridors. At times, interested prospects require confidentiality for proprietary business practices, plans or financial pro formas and information. Under Chapter 288.075, Florida Statutes, under certain circumstances, authorizes the non-disclosure of certain information which a governmental entity would otherwise be required to disclose in accord with the State of Florida Public Record Law.

It is in the best interest of the City to designate an official to act as the Economic Development Official for the City in order to allow the City to avail itself of the provisions of Chapter 288.075, F.S.

**RECOMMENDED ACTION:**

**Adopt a resolution authorizing the City's Project Manager/Grant Administrator position to be designated as the City's Economic Development Official as authorized by 288.075, Florida Statutes revoking any previous similar designations.**

**ATTACHMENTS:**

Description	Type
D <a href="#">Resolution</a>	Cover Memo
D <a href="#">Memo from Don Holmes</a>	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
City Manager	Czymbor, Michael	Approved	1/28/2015 - 4:15 PM
City Clerk	Driggers, Betsy	Approved	1/29/2015 - 3:17 PM

**RESOLUTION NO. 2015-11-\_\_\_**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA  
AUTHORIZING THE CITY'S PROJECT MANAGER/  
GRANT ADMINISTRATOR POSITION TO BE  
DESIGNATED AS THE CITY'S ECONOMIC  
DEVELOPMENT OFFICIAL AS AUTHORIZED BY 288.075,  
FLORIDA STATUTES REVOKING ANY PREVIOUS  
SIMILAR DESIGNATIONS**

**WHEREAS**, the City of Palatka is actively and vigorously pursuing economic development opportunities to develop and redevelop the City's Riverfront, Downtown and City's Commercial Corridors; and

**WHEREAS**, interested prospects at times request and require confidentiality for proprietary business practices, plans or financial pro formas and information; and

**WHEREAS**, Chapter 288.075, Florida Statutes, under certain circumstances, authorizes the non-disclosure of certain information which a governmental entity would otherwise be required to disclose in accord with the State of "Florida Public Record Law"; and

**WHEREAS**, it is in the best interest of the City to designate an official to act as the Economic Development Official for the City in order to allow the City to avail itself of the provisions of Chapter 288.075, Florida Statutes.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida that the position of Project Manager/Grants Administrator is designated as the City's Economic Development Official as that term is defined by Chapter 288.075, Florida Statutes.

**BE IT FURTHER RESOLVED**, that any and all previous designations by the City of an Economic Development Official or agency, are hereby revoked.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida at a regular meeting on this 12th day of February 2015.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

January 25, 2015  
MEMO  
TO: CITY MANAGER  
FROM: DON HOLMES

RE: PROPRIETY OF CITY'S SIGNING "MUTUAL NON-DISCLOSURE AGREEMENT"

ISSUE: Propriety of City's signing "Mutual Non-Disclosure Agreement" with Scott Lagasse and Palatka Boathouse Marina, LLC, under which the City would be prohibited from disclosing "certain information with respect to (Lagasse/Boathouse) or their affiliates", to include but not be limited to "all analyses, compilations, studies or other documents or records prepared by (Lagasse/Boathouse) to the extent such analyses, compilations, studies, pro forma documents, business plans, documents or records contain, otherwise reflect, or are generated from such information". The agreement is in the context of the on-going negotiations between the City and Lagasse/Boathouse pertaining to certain business ventures in the vicinity of the "City Dock". The prohibition would extend to information provided "before or after the date of the (non-disclosure) agreement". The term of the agreement is three years. The agreement appears to assert that the City is authorized to enter into the agreement and perform same in spite of Chapter 119 Florida Statutes (public record law) in as much as the city is "An Economic Development Agency as that term is defined in Section 288.075 Florida Statutes, in that the City of Palatka established a Community Redevelopment Area and Agency to oversee redevelopment in the Downtown Palatka Area".

Opinion: I am not of the opinion that the City could legally perform or honor the terms of the Non-Disclosure Agreement as it is written. My reasoning is as follows:

1. While it is true that Ch 288.075 Fl. Stat. specifically authorizes an "Economic Development Agency" to maintain the confidentiality of certain information of an entity desiring to locate, relocate, expand..., its business activities within the State, the statute specifically defines "Economic Development Agency" (288.075(1)(a). A "Community Redevelopment Agency" is not listed within the Statute as an agency which qualifies as an "Economic Development Agency". In fact, it has been "determined" otherwise. In an opinion of the Florida Attorney General, (AGO 95-52, dated August 28, 1995), the Office of the Attorney General after considering the exact issue raised by the "Lagasse Non-Disclosure Agreement", stated
  - i. "A community redevelopment agency created pursuant to section 163.356 Florida Statutes, is a public agency that may not be considered an economic development agency as defined in section 288.075(1), Florida Statutes, and, therefore, may not assert the public records exemption allowed for such an agency." (emphasis added)

While I understand that the AG opinion cited above is now almost twenty years old, my research does not reveal that it has been contradicted, and I find no later opinion or case to the contrary.

2. The "Lagasse Non-Disclosure Agreement" is purportedly for a term of three years. The statute limits the duration of the "non-disclosure" to a term of "12 months after the date an economic development agency receives a request for confidentiality or until the information is otherwise disclosed, whichever occurs first" (288.075(2)(a)1., which can be extended for an "additional 12

months upon written request" (288.075(2)(a)2.). The difference between the proposed agreement and the statute is obvious.

As always, it is possible that Lagasse's attorney is aware of some case, opinion, or provision that I have not found in my brief review of this matter. Rather than me spending a large amount of time in attempting to find an exception to the "rule" cited above, I would welcome input from Lagasse's attorney regarding same. I am always willing to be "educated".

However, there may be another way to accomplish what is desired. Please note that within the definition of "Economic development Agency" as established by 288.075, is this provision: "The public economic development agency of a county or municipality, or, if the county or municipality does not have a public economic development agency, the county or municipal officers assigned the duty to promote the general business interests or industrial interests of the state or that municipality or county." (288.075(1)(a)4. Quite frankly, I do not know if the City has "designated" an "economic development agency", or, if we have authorized anyone to act in that capacity on the City's behalf. If not, then it is possible that we could explore an official "assignment" of you/Jonathan or someone else to this task and , PERHAPS, in so doing explore the possibility of availing the protection of 288.075 in limited circumstances.

Respectfully Submitted,

Donald E. Holmes

# *Agenda Item*

3

**CITY COMMISSION AGENDA ITEM****SUBJECT:**

**RESOLUTION** approving and authorizing the execution of a Letter of Understanding with the Palatka Housing Authority (PHA) regarding the development and construction of future public housing units within the City as described in the Palatka Housing Authority's Annual and 5-Year Plan FY 2015-2019 - Adopt (*tabled during regular session on 1/8/15 and continued during regular session on 1/22/15*)

**SUMMARY:**

On January 8, 2015 the City Commission took action to table the adoption of this Resolution in order to schedule a workshop on the matter of the PHA Annual and Five-Year Plan. A copy of those minutes is attached. Also tabled, but to a time certain of January 22, was the item reconsidering the motion to approve the PHA Annual and five-year plan. This Resolution was to be adopted prior to the reconsideration of the motion, which was brought forth by Commissioner James Norwood, Jr.

At its January 22nd meeting, the Commission took action to continue these items to its February 12 meeting, unless it is necessary to call a special meeting to consider these items due to the PHA's inability to obtain another extension from HUD to file its Annual Plan. A workshop on these matters was held on January 26th. A special meeting has been called as the deadline for PHA to submit its plan to HUD is February 6.

Minutes of the 12/11/14, 1/8/15, 1/22/15 Regular and 1/26/15 Commission Workshop meetings appear at the end of this agenda package (under Item #4)

This Letter of Understanding is proposed as a result of the Palatka Housing Authority's request for the Commission to reconsider execution of its Annual and 5-year plan to develop six rental units in the City of Palatka.

At its December 11, 2014 meeting, the Commission found that the Plan to develop four to six multi-family units in the South Historic District was not in compliance with the City's Adopted Comprehensive Plan. The proposed Letter of Understanding outlines terms for the PHA's future development/construction of public housing units within the City. Staff recommends adoption of this Letter of Understanding prior to the Commission's reconsideration of the execution of the documents certifying the PHA's Annual and 5-yr Plan's consistency with the City's adopted comprehensive plan as previously submitted.

The Palatka Housing Authority Board approved the attached Letter of Understanding at a special meeting called on January 6, 2015.

**RECOMMENDED ACTION:**

**Discussion and action on request to adopt a resolution authorizing execution of a Letter of Understanding with the PHA regarding development and construction of future public housing units within the City of Palatka**

**ATTACHMENTS:**

	Description	Type
□	<a href="#">Resolution for LOU - PHA</a>	Resolution
□	<a href="#">Letter of Understanding - PHA (Proposed)</a>	Exhibit
□	<a href="#">PHA Request for Reconsideration of 5-yr Plan</a>	Attachment
□	<a href="#">Minutes excerpt - 01/08/15 City Commission Mgt</a>	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/23/2015 - 3:36 PM
City Clerk	Driggers, Betsy	Approved	1/23/2015 - 3:36 PM
City Manager	Czymbor, Michael	Approved	1/26/2015 - 4:27 PM
Finance	Reynolds, Matt	Approved	1/29/2015 - 3:09 PM

**RESOLUTION No. 2015-11-xx**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER OF UNDERSTANDING WITH PALATKA HOUSING AUTHORITY REGARDING THE RECONSIDERATION OF THE CITY OF PALATKA'S EXECUTION OF THE AUTHORITY'S ANNUAL AND 5-YEAR PLAN FY 2015-19 TO CERTIFY ITS COMPLIANCE WITH THE CITY OF PALATKA'S ADOPTED COMPREHENSIVE PLAN, AND THE DEVELOPMENT OF SINGLE-FAMILY HOUSING UNITS AT 913 AND 923 LAUREL STREET PLUS TWO OTHER UNITS ON PROPERTY LOCATED WITHIN THE CITY OF PALATKA**

**WHEREAS**, at its December 11, 2014 regular meeting, the City of Palatka heard a request from the Palatka Housing Authority (PHA) to authorize the Mayor's execution of certain HUD forms certifying to the consistency of the PHA's Annual and 5-year plan FY 2015-19 with the City of Palatka's Adopted Comprehensive Plan; and

**WHEREAS**, the Palatka City Commission took action to authorize execution of the Plan provided Paragraph 7 was struck from the document, based upon testimony that the PHA planned to develop four to six multi-family rental units on two lots located in a designated historic district, finding this was not in compliance with the City's Adopted Comprehensive Plan; and

**WHEREAS**, PHA has acquired ownership of two (2) parcels of real estate located within the boundaries of the City of Palatka and which are more particularly identified by their street addresses of 923 and 913 Laurel Street ("the property"); and

**WHEREAS**, PHA acquired the property with the intent of constructing "public housing" thereon; and

**WHEREAS**, the properties are located within a geographical subdivision of the City of Palatka, known as a "historical district" as defined and designated by applicable ordinances of Palatka; and

**WHEREAS**, PHA and Palatka desire to agree upon actions which will recognize Palatka's obligation to ensure compliance with rules, regulations, and guidelines applicable to the historic district while also facilitating PHA's intent to construct additional public housing in "non-impacted areas" of the City. For purposes of this agreement, "non-impacted areas" shall be defined in a manner that is consistent with definitions adopted by the U. S. Department of Housing and Urban Development.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida, that the City Manager is hereby authorized to execute and deliver on behalf of the City of Palatka a **Letter of Understanding**, attached hereto and incorporated herein as Exhibit A, setting forth certain understandings between the City and PHA regarding the City of Palatka's reconsideration of the PHA's Annual and 5-year plan FY 2015-19 as originally submitted and the development of single-family housing on 913 and 923 Laurel Street plus two other lots located within the City of Palatka.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 22<sup>nd</sup> day of January, 2015.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**

## LETTER OF UNDERSTANDING

### BETWEEN

### CITY OF PALATKA AND PALATKA HOUSING AUTHORITY

**BY THIS DOCUMENT**, the Palatka Housing Authority, a public housing authority created pursuant to applicable Florida Statutes, (hereafter **PHA**) and the City of Palatka, a municipal subdivision of the State of Florida (hereafter **Palatka**), in exchange for the mutual promises and benefits conferred thereby and set forth below, have **this \_\_\_\_\_ day of January, 2015**, entered into this agreement and letter of understanding by which they each agree to be bound, and which they each, in good faith, believe will further the best interests of the citizens of the community which they serve. Accordingly, they agree as follows:

**WHEREAS**, **PHA** has acquired ownership of two (2) parcels of real estate located within the boundaries of the City of Palatka and which are more particularly identified by their street addresses of 923 and 913 Laurel Street (“the property”); and

**WHEREAS**, **PHA** acquired the property with the intent of constructing “public housing” thereon; and

**WHEREAS**, the properties are located within a geographical subdivision of the City of Palatka, known as a “historical district” as defined and designated by applicable ordinances of Palatka; and

**WHEREAS**, **PHA** and **Palatka** desire to agree upon actions which will recognize Palatka’s obligation to ensure compliance with rules, regulations, and guidelines applicable to the historic district while also facilitating **PHA**’s intent to construct additional public housing in “non-impacted areas” of the City. For purposes of this agreement, “non-impacted areas” shall be defined in a manner that is consistent with definitions adopted by the U. S. Department of Housing and Urban Development.

**NOW, THEREFORE**, it is agreed as follows:

1. **Palatka** agrees to reconsider and approve the “Annual and Five Year Plan” which was submitted by **PHA** to the Palatka City Commission at its December 11, 2014, City Commission meeting, provided that:

a) The plan’s terms remain substantially as previously submitted with the exception of changes necessitated by the change in the date of consideration, and those changes specified below;

b) The plan, as previously written, contemplated **PHA**’s construction of additional public housing in non-impacted area of the City of Palatka with the number of said units not to exceed six (6) during the time frame contemplated by the plan. The plan as submitted for reconsideration shall be modified and shall “cap” the total number of additional public housing units to be constructed during the time frame contemplated by the plan at four (4) instead of the six (6) previously contemplated.

- c) The plan does not specify the location of said units or the type of units to be constructed, however PHA and Palatka agree that all of the additional public housing units constructed by PHA during the time frame contemplated by the plan shall be detached "single-family structures, stand alone" units rather than multi-family units, and, that no more than two (2) of said units shall be constructed within a radius of three hundred feet (300) of each other or of any other existing or proposed public housing unit.
- d) Any public housing units constructed by PHA in accord with the plan's provisions will be constructed in compliance with Palatka's Comprehensive Plan, applicable zoning and land use/building codes, and any other code or Ordinance provision that is applicable.

2. Palatka and PHA believe, in good faith, that the understanding set forth herein will further the interests of the citizens of Palatka, while also recognizing and respecting the goals and intentions of PHA to provide affordable public housing to the citizens of Palatka.

Having read the above, the undersigned representatives of their respective agencies set forth their signature below as evidence of the intentions of their respective agencies to be bound by this agreement. Further, said representatives confirm that they have each been authorized by their respective governing boards and bodies, in accord with established procedures, laws, and guidelines which govern the operation and conduct of said boards, to enter into this agreement.

(SEAL)

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**WITNESS:**

\_\_\_\_\_  
 Print Name:

\_\_\_\_\_  
 Print Name:

**THE CITY OF PALATKA, FLORIDA**

By: \_\_\_\_\_

Title: Michael J. Czymbor, City Manager

Date: \_\_\_\_\_

**PALATKA HOUSING AUTHORITY**

By: \_\_\_\_\_

Title: John Nelson, Jr., Executive Director

Date: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF PUTNAM**

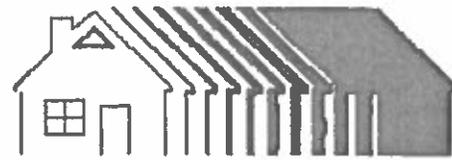
**I HEREBY CERTIFY** that on this day before me, an officer duly qualified to administer oaths and take acknowledgments, personally appeared **John Nelson, Jr., as Executive Director of the Palatka Housing Authority**, who is \_\_\_ personally known to me or \_\_\_ who has produced proper identification, and who, after having been duly sworn, acknowledged before me that he is the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed, and who swears and affirms that the information set forth above is true and correct to the best of his knowledge.

WITNESS my hand and official seal at Palatka, County of Putnam and State of Florida this \_\_\_\_ day of \_\_\_\_\_, 2015.

My Commission Expires:  
(Seal)

\_\_\_\_\_  
Notary Public, State of Florida

*PALATKA  
HOUSING  
AUTHORITY*



*Serving Palatka's Housing Needs Since 1962*

December 22, 2014

Mr. Michael Czymbor, City Manager  
City of Palatka  
201 North 2<sup>nd</sup> Street  
Palatka, FL 32177

Re: PHA Annual Plan Adoption

Dear Mr. Czymbor:

In response to your letter indicating that the City Commission adopted the Annual Plan and Five Year Plan with the deletion of Section 7.0, it is our opinion that our plan meets the City's Comprehensive Plan and the CRA plan. Our plan did not designate any particular site and as it now stands, the City Commission is saying that we cannot develop anywhere within the City of Palatka.

It is our request that this item be brought back to the City Commission for reconsideration at the next Commission meeting dated January 8, 2015. We are attaching the required documents for inclusion on the Agenda.

Sincerely,

John Nelson, Jr.  
Executive Director

CC: Betsy Driggers, City Clerk  
Thad Crowe, City Planner  
Terrill Hill, Mayor-elect  
Mary Lawson-Brown, Vice-Mayor  
James Norwood, Commissioner  
Rufus Borom, Commissioner-elect  
Justin Campbell, Commissioner-elect

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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1.0	<b>PIHA Information</b> PHA Name: Palatka Housing Authority PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (04/01/2015) <span style="float: right;">PHA Code: FL057</span>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>412</u> <span style="float: right;">Number of HCV units: <u>340</u></span>												
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">PH</th> <th style="width: 50%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <b>MISSION STATEMENT</b>  To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence.												

5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- Increase the availability of decent, safe, and affordable housing
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Working with local government/growth management and zoning
- Banks and government donations
- Improve public housing management
- Improve voucher management
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions: (public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Provide replacement public housing
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Provide 9 – 10 homeownership opportunities for low-income families of Putnam County

**HUD GOAL II**

**Improve community quality of life and economic vitality**

- Provide an improved living environment
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups: elderly
- Improve marketing/public relations
- Cross training
- Interface with other organizations in each neighborhood: schools/churches
- Promote volunteerism and community service
- Increase resident involvement in programs that promote self-sufficiency

**HUD GOAL III**

**Promote self-sufficiency and asset development of families and individuals**

- Promote self-sufficiency and asset development of assisted households
- Increase the number and percentage of employed persons in assisted families
- Provide job skills and employability training services for adult residents
- Provide vocational assessment services for adult residents
- Partner with Work Source (w/MOU) to provide job training opportunities for adult residents
- Provide General Equivalency Diploma (GED) and Adult Basic Education (ABE) for adult residents
- Get residents involved in early services
- Provide life skills training for adults
- Provide training to residents in the development and operation of small businesses
- Tutoring and early childhood education
- Truancy prevention program
- Computer Lab
- Mentor Program
- Communication skills: staff/residents/community

**HUD GOAL IV**

**Provide improved living environment**

- Continue implementation of Domestic Violence Policy and procedures.
- Continue collaborative relationship with the Palatka Police Department through monthly meetings and the monitoring of case report numbers in an effort to implement security improvements throughout all public housing neighborhoods.
- Develop linkages and referrals to appropriate counseling (PHA Director of Resident Services) in addition to those currently available through the local domestic violence shelter.

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p><b>Section 8 Administrative Plan:</b></p> <p>(e) Introduction of the Palatka Housing Authority (PHA) Housing Choice Voucher Homeownership Program which is designed to expand homeownership opportunities for voucher participants. This program will assist HCV participants to transition from rental assistance to homeownership using their voucher assistance.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(b) Locations for public viewing of PHA Annual Plan:</p> <ol style="list-style-type: none"> <li>1) Main administrative office of the PHA</li> <li>2) Main administrative office of the City of Palatka</li> <li>3) Public library</li> <li>4) PHA development (Dr. James A. Long Community Center)</li> </ol>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>Development of six (6) units for public housing using replacement housing and capital improvement funds.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>See Attachment:</b></p> <ol style="list-style-type: none"> <li>a) FY 2015 Capital Fund Program Annual Statement (FL057a01)</li> </ol>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>See Attachments:</b></p> <ol style="list-style-type: none"> <li>a) FY 2016 - 2019 Capital Fund Program Five-Year Action Plan (FL057b01)</li> </ol>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

9.0

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1640	5	4	4	2	2	3
Income >30% but <=50% of AMI	2692	4	4	4	2	2	2
Income >50% but <80% of AMI	1121	3	3	3	2	2	2
Elderly	1046	5	5	3	3	2	2
Families with Disabilities	N/A						
White	881	2	2	2	2	2	2
African Americans	1020	5	4	3	3	3	2
Hispanic	323	5	4	2	2	3	2
Other	N/A						

9.1

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PIAs complete only for Annual Plan submission with the 5-Year Plan.

10.0

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
- (b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"
  - (a) **Progress in Meeting Mission and Goals:**  
The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. Our efforts to progressively meet our mission and goals have been enhanced with the Homeownership program.  
  
The Palatka Housing Authority continues working partnerships with Work Source, St. Johns River State College, local businesses, the Heart of Putnam, Meridian Behavioral Healthcare, Department of Family and others within the community to form a coalition of resources for our residents.
  - (b) **Significant Amendment –** The Palatka Housing Authority's definition of significant amendment in reference to our Five-Year Agency Plan and Annual Plan will apply if a formal vote of the Board of Commissioners is required for any changes to the PHA Five-Year Plan.
  - (c) **Substantial Deviation/Modification –** The Palatka Housing Authority has determined that a substantial deviation/modification will occur only if a formal vote of the Board of Commissioners is required for changes. In addition, any decision to demolish or dispose of a development or designate a development as "elderly only" or "disabled only", requiring a public hearing and Board of Commissioner approval, as well as HUD approval, will be considered a substantial deviation/modification to the PHA Five-Year Agency Plan.
  - (d) **Designated Housing –** The PHA has submitted an application to SAC for designation of elderly housing for the Annie M. Spell Senior Community.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul> <p>See Attachments:</p> <ul style="list-style-type: none"> <li>a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057c01)</li> <li>b) Form HUD-50077-CR Civil Rights Certification – FL057d01</li> <li>c) Form HUD-50070 Certification for a Drug-Free Workplace – FL057e01)</li> <li>d) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057f01)</li> <li>e) Form SF-LLL Disclosure of Lobbying Activities – FL057g01)</li> <li>f) Certification PHA Plans Consistency with the Consolidated Plan (FL057h01)</li> <li>g) Resident Advisory Board (RAB) comments – FL057i01)</li> </ul>
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The following is an excerpt from the Draft/unadopted minutes of a regular Palatka City Commission meeting held on January 8, 2015, concerning Agenda Items #4 and #5:

4. **RESOLUTION** authorizing execution of a Letter of Understanding with the Palatka Housing Authority regarding the development and construction of single-family housing units on 923 and 913 Laurel Street plus two others lots in the City of Palatka, and reconsideration of certification of the PHA's Annual 5-year Plan FY 2015-2019 – Adopt – The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER OF UNDERSTANDING WITH PALATKA HOUSING AUTHORITY REGARDING THE RECONSIDERATION OF THE CITY OF PALATKA'S EXECUTION OF THE AUTHORITY'S ANNUAL AND 5-YEAR PLAN FY 2015-19 TO CERTIFY ITS COMPLIANCE WITH THE CITY OF PALATKA'S ADOPTED COMPREHENSIVE PLAN, AND THE DEVELOPMENT OF SINGLE-FAMILY HOUSING UNITS AT 913 AND 923 LAUREL STREET PLUS TWO OTHER UNITS ON PROPERTY LOCATED WITHIN THE CITY OF PALATKA. Commissioner Norwood moved to adopt the Resolution as read. The motion died for lack of a second.

John Nelson, Palatka Housing Authority (PHA), 400 N. 15<sup>th</sup> Street, said this resolution is based upon conversations between the PHA and City officials. This changes the intent to construct multi-family units on 913 and 923 Laurel, to construction of single-family homes so that construction would be compatible with existing structures within that particular neighborhood. The construction would be sympathetic to the type of structures that now exist in the Historic District. He distributed photos of similar type of housing (filed), saying they don't have set plans or designs, but the drawings that he distributed are examples of sympathetic housing that were constructed in another city in a similar type of neighborhood. They are familiar with historic-type construction, albeit it modern construction. Commissioner Brown said these are beautiful homes; however, she feels the City needs to be fiscally responsible. If these are PHA rental properties, the City receives no tax dollars. These are two lots where someone might build a tax producing building. Just in the past year the City has had two very large commercial buildings taken off the tax rolls by non-taxable entities. It is an injustice to Staff to allow governmental entities to continue taking buildings and properties off the tax rolls. Staff went five years without raises and over the past two years have had minimal raises, and those were more than dwarfed by increases in health insurance rates. Palatka's millage rate is over 9 mills, which keeps people from coming here. They want people to move here. She asked how much payment in lieu of taxes the PHA gives the City for all of its properties. Mr. Nelson answered they pay a total of around \$18,000 per year. Commissioner Brown noted some people pay that for one or two pieces of residential property. She is all for subsidized housing units, but they can't keep this up. The Fire Department has to respond to every call, as does the Police Department. Trash is picked up twice a week. They need to keep staff for things like infrastructure repairs. If these houses could be built so they could be sold later, she would be for it. Currently the City is in a budget crisis. Their contingency is not adequate.

Mr. Nelson said the Housing Authority has a waiting list of over 900 people. Of those, 742 are residents of Putnam County. 522 are residents of the City. They are proposing to construct two units on Laurel Street and two units someplace else. This will give them a wait list of 519 City residents. Discussion ensued on where people can find affordable rental housing. Commissioner Brown said they need to find a way to put people in transitional housing so they can use PHA housing as a stepping stone. They can't operate the town on no tax base. It's a struggle. Mr. Nelson said 34% of the families in the City live below the poverty line. Across the country people are being forced out of rental units due to increases in rental rates. These folks are not able to get into rental housing.

Mr. Holmes said this Letter of Understanding came about as a result of the action taken by the City at its December 11, 2014 when it approved the PHA's presented Annual and 5-yr plan with the elimination of Paragraph 7, which called for the construction of four to six rental units over the next year. The plan was not site-specific, but based upon PHA's action on buying some properties on Laurel Street and inquiries made concerning their development, it was acknowledged by Mr. Nelson that the construction of multi-family units was planned and would take place on the two lots on Laurel Street. Based upon the assumption that the construction would be on Laurel Street, the City rejected that portion of the Plan as it was not consistent with the City's Adopted Comprehensive Plan, based on the City Planning Director's belief and testimony that the City's Comprehensive Plan does not contemplate new multi-family rental housing in the historic districts. The Plan as presented stated the PHA planned to construct six new rental units. Following the 12/11/14 meeting, there were conversations as to whether or not this violates Fair Housing Standards, and whether the PHA would challenge the decision. This Agreement is the result of negotiations. This provides that the proposed units would be reduced from six to four, and they will be single-family homes. No more than two units can be placed within 300 feet of each other, which eliminates the "cluster" effect. This is favorable to all. From his legal perspective, it's not for him to make a policy decision, but if they are going to reject new construction as part of the PHA five-year plan, there has to be a legally defensible basis for that decision. Saying they don't want public housing in the historic district is not defensible, in his opinion. If they are going to reject new construction by the Housing Authority, they will have to do so based upon a different tact. They can do so by citing Palatka as a negatively economically impacted area and by the Commission stating it believes that public housing units that are not owner-occupied will place an undue burden on the city. This was not articulated at the last meeting. If the Commission is going to deny this, they need to state a legally defensible basis. Last month the Commission stated their denial of Paragraph 7 was due to its violation of the Adopted Comprehensive Plan. Now the PHA has come back and said they are not going to build multi-family units, but plan to build single-family units, which eliminates that objection. If they are going to reject Paragraph 7 again, which calls for new public housing, they will have to object on a broader basis of Palatka's status as an economically constrained area, and that this would add an undue burden to what is already an economically constrained area.

Mr. Czymbor said around 52% of the parcels in the community generate ad valorem taxes; the other 48% don't. They've had discussions with Mr. Nelson concerning an equitable amount for payment in lieu of taxes. \$18,000 is extremely low. He stated that Mr. Nelson has agreed that the City, County and PHA need to get together and talk about the needs of the community while respecting the distress the

City is under by the sheer magnitude of the number of public housing units already here. There is a need for further discussion.

Commissioner Norwood disclosed that Mr. Nelson called him to discuss this matter. He agrees with Mr. Holmes' assessment. At the last meeting they rejected the PHA's plan to build multi-family dwellings in the historic district because of its inconsistency with the Comprehensive Plan. This new Plan and agreement are now consistent with the comprehensive plan. He voted to exclude Paragraph 7 at the last meeting because of its non-compliance with the Comprehensive Plan, but also because of the constrained tax base, and the image this presents. The PHA units use up a lot of public safety services. The City has to put measures in place to change the image of public housing in Palatka. He is also concerned that a denial may affect Palatka's ability to receive federal funding; they apply for CDBG grants all the time and have been awarded numerous grants. This could cause an investigation based on Fair Housing Standards. Once this type of investigation starts, the DEO could halt all of this type of funding. Now that the PHA has amended its plan to comply with the City's Adopted Comprehensive Plan, if the City doesn't want any more public housing because there is already enough here, they need to make that statement. This will continue to come before the Commission.

Mr. Nelson said several years ago they had more public housing in the City. In the spirit of cooperation, the PHA sold the City the Frank George Apartments, which made up 100 units of public housing. To date they've only replaced 36 of those 100 units. They are now asking to replace four more units, which will bring that to 40 units, or 40% of the units that were removed. This is not unreasonable. If the City decides that putting up four units of public housing will have a major impact on the tax base, the City is in trouble. Commissioner Brown said the City is in trouble; this is what they've been saying. Commissioner Norwood acknowledged that the City did tell the PHA that they would assist the PHA to providing and facilitate replacement housing.

Mayor Hill said in the drafting of the Letter of Understanding, there were several considerations which Attorney Holmes provided in detail. He is specifically concerned with how the City deals with the Fair Housing issue. They need to be truly cautious of this. The major concern was that the plan for the property property didn't conform with surrounding uses, not that the PHA wanted to build housing there. In the proposed Letter of Understanding, it is apparent that they want to get away from housing complexes and blend these properties with existing properties. This is an opportunity to build single-family homes that will conform to surrounding housing. They've included distance limitations to prevent clusters, which will change the culture. They have to be cognizant of the position the City would be in if they outright ban public housing out of disdain.

Commissioner Brown said she is not opposed to public housing. She doesn't object to it being in her neighborhood. She objects to taking more properties off the tax rolls. They have facilitated the replacement of the Frank George Apartments units through the construction of the Holley Ridge Apartments, which were built by Picerne. Many of those senior citizens that moved out of the High Rise went there for federally subsidized housing. That property pays taxes to the City. Picerne also built another complex for medium income families. This is not the right time to build more tax-free housing. They will have more people living on poverty wages if the City has to let people go. This came to her

attention when the PHA told the County they didn't have to pay the same tipping fee that everyone else has to pay. If the city puts a fire fee in place, the PHA will probably tell the City the same thing. Somewhere they need to come to a place where they can take care of everyone. They need to sit down and talk about this and find ways to make this work for everyone instead of putting fewer people in the position of having to carry the ad valorem tax burden for the city.

Mayor Hill opened the floor for public comment

Catherine McLean, 823 Laurel Street, said she has recently moved into Palatka's South Historic District. She is also a potential homeowner, as her desire was to move here and become a full time resident. She has no previous history with Palatka, but has done research on her own. Palatka has done an outstanding job of accepting public housing into the City, given the population and existing number of public housing units. It's done a remarkable job of having provided public housing. She believes this would offset any objection the government might have to their not allowing more public housing. Concerning the budget, this is not a moral, ethical or racial issue. This is a fiscal issue and requires a financial decision on how to take care of the people already here. It would be a good idea to put a moratorium on further HUD development, and ask the PHA to expand its boundaries, and start developing outside of Palatka. The surrounding areas have done very little to accept public housing. The PHA needs to reconsider its own five-year plan.

Commissioner Norwood asked if the Commission can put a percentage on the overall allowable public housing. Mr. Holmes said he can't answer the question tonight. From his perspective, based upon his research as to the approach he would start with, would be to explore HUD guidelines on its policies for funding additional public housing in economically impacted areas where public housing already exists. It appears that there has to be some criteria or consideration or provision for when a community has met its obligation to provide public housing so that HUD can't say they aren't doing anything outside the bounds of reason if this five-year plan was not approved. He doesn't know if they would even be in a position to place a moratorium on public housing, whether by zoning or any other device. They may be within their rights to not approve a Plan that included additional public housing, and may be in a position to deal directly with HUD to explain why Palatka is not in a position to bear additional fiscal constraint brought on by the construction of additional public housing rental units. The direct approach is the better approach, rather than dealing with multi- versus single- family, or where it is located; the approach would be to state that Palatka has provided more than its fair share of public housing as compared to surrounding communities.

Commissioner Borom said the City and PHA need to workshop the issue, and discuss the City's vision versus PHA's vision. The respective visions don't match up. They need to go in the same direction. Commissioner Campbell concurred with Commissioner Borom and asked Mr. Nelson if he's had conversations with the County on moving out of the City with housing developments. Mr. Nelson said the PHA is a small agency. They have been small for four to five years. Their base is in the City of Palatka. They have the ability to do a tremendous job of maintaining the units they have because they are in the City. If they start putting units in the County or in other cities within Putnam County, they can't maintain those units. As a result, they will end up with properties that look unmaintained. Their

current units are well maintained and pass HUD examinations annually. They can't spread their maintenance personnel around the County. When pressed for a yes or no answer, Mr. Nelson said his answer is they cannot afford to move staff to other parts of the County. Mr. Campbell asked Mr. Nelson if he has considered what type of residents would be allowed to move into these proposed properties. Mr. Nelson said they have considered moving existing residents who have exhibited responsible behavior and who require two-bedroom units into these new two bedroom units.

Tony Harwell, 322 Madison Street, said he opposes letting any more non-taxable properties come into the city, regardless of whether they are architecturally appropriate. Just to come close to building a historic house cost around \$175 per square foot. Most residents of Palatka and Putnam County can't afford a household of that cost. He asked how the PHA can do this when regular taxpayers can't.

Commissioner Brown suggested they set a workshop and discuss this further. Commissioner Norwood said the PHA has a deadline for submitting their plan. Mr. Nelson said if they don't obligate these funds by March, they will go back to HUD. Commissioner Brown said they can call meetings to discuss this prior to March. She moved to table this item and set a workshop to discuss the issue prior to February. Commissioner Borom seconded the motion.

Mr. Nelson said they need to submit the Plan to HUD by January 15<sup>th</sup>. He explained the process. As a result of the demolition of the Frank George, HUD gives them replacement housing dollars annually. They are allowed to save those dollars until they get enough to build replacement housing. They are now at the end of the time period to utilize those replacement housing dollars. On January 15 they have to submit their Plan to the Jacksonville HUD office; if they delay that there could be penalties. Mayor Hill asked if he has the ability to ask for an extension. Mr. Nelson said they can ask. "Penalties" could be a reduction in Housing Replacement dollars or sanctions. Mr. Holmes said there was already a Plan approved at the last meeting. The City deleted Paragraph 7 which doesn't include new construction. He can submit the Plan that has been approved. The issue is in using the replacement housing dollars. Mr. Holmes asked if they can resubmit a new Plan after it has been approved; he assumes they can because it is a five-year plan. Mr. Nelson said the amendment would take place during their annual yearly planning. In order to amend the Plan, they have to go through the entire process, which is notification of all residents, publicly posting the annual plan, a waiting period of 45 days, and a hearing must be held, and submittal of the Plan to the City and PHA Board for review and approval. They started this process back in September of last year. It's all based upon timing and whether they have time to rush this through the system.

Mr. Cymbor asked as to the "drop-dead" date regarding obligation of housing of funds. Mr. Nelson said they have to be obligated by March. In order to obligate them, they have to have a plan submitted to HUD. They have to submit an application, plans, utilize the existing dollar amount. This is not a quick process.

There being no further discussion on the motion, the question was called and a roll-call vote was taken on the motion, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The motion was declared passed.

Commissioner Brown suggested getting in touch with representatives of HUD to come to this workshop to discuss this issue with the City. There was consent to schedule the workshop for next week and advertise the time and place of the workshop.

5. **RECONSIDERATION of Motion excluding Paragraph 7 from inclusion in execution of Palatka Housing Authority's Annual Forms: Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City's Comprehensive Plan – Commissioner Norwood stated he provided notice to the Commission of his intention to make a motion to reconsider the vote on this matter and include Paragraph 7 as amended in the approval of the PHA's Annual and Five Year Plan FY 2015-19, in light of the new information that has been presented. Following discussion, and upon the advice of Mr. Holmes to continue the discussion instead of tabling it, Commissioner Norwood moved to continue this item to a time certain of January 22, 2014. Commissioner Brown seconded the motion. A roll-call vote was requested and taken, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The motion was declared passed.**

# Agenda Item

4

**CITY COMMISSION AGENDA ITEM****SUBJECT:**

**RECONSIDERATION of Motion excluding Paragraph 7 from inclusion in execution of Palatka Housing Authority annual forms:** Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City of Palatka's Comprehensive Plan - Commissioner James Norwood - *CONTINUED FROM JANUARY 8 & 22, 2015 MEETINGS*

**SUMMARY:**

The City Commission took action at its January 8, 2015 meeting to continue this item to a time certain of January 22, 2015, and again took action at its January 22nd meeting to continue this item to February 12, unless it is necessary to call a special meeting to consider this and its companion item (Resolution) due to the PHA's inability to obtain another extension from HUD to file its Annual Plan. A workshop on these matters was held on January 26th. A special meeting has been called to consider these matters as the PHA's deadline to submit it's Plan to HUD is February 6, 2015

Commissioner James Norwood, Jr., as a member of the prevailing party on the vote on the motion made at the December 11, 2014 Commission meeting, has provided written notice to the Clerk of his intent to make a motion to reconsider the vote on the motion to exclude Paragraph 7 from the executed Palatka Housing Authority annual forms, specifically the certification of its FY 2015-2019 Annual and 5-Year Plan's consistency with the City of Palatka's Comprehensive Plan. This is an annual request that comes from the Palatka Housing Authority (PHA). The Commission is asked to authorize the Mayor's execution of federal HUD forms as noted above. Commissioner Norwood's request is attached and provides written notice to the members of the Commission of his intent to make a motion to reconsider the vote on this matter, as required per Section 2-76 of the Palatka Municipal Code.

At the Palatka City Commission's 12/11/14 meeting, the Commission authorized the Mayor's execution of the form certifying the Plan's consistency with the City's adopted Comprehensive Plan and other HUD forms with the stipulation that Paragraph 7 of the Certification regarding development of four to six multi-family public housing units be stricken, based upon the opinion of Thad Crowe, Planning Director, who provided a memorandum regarding his review of the PHA's Annual/5-yr. Capital Plans (FY 2015-19) and its consistency with the City's Adopted Comprehensive Plan goals and objectives. That memo is self-explanatory and a copy is attached.

Former Mayor Myers executed the forms per the request, but Paragraph 7 was specifically stricken per the vote at the 12/11/14 meeting, due to its inconsistency with the City's Adopted Comprehensive Plan, based upon Mr. Nelson's testimony that the PHA planned to develop four to six multi-family

rental housing units on two lots owned by the PHA which are located in the South Historic District.

The PHA held a Public Hearing on 12/10/14 to review and hear public comments on this Plan. The Notice and Plan have been posted at City Hall on behalf of the PHA.

Preceding this Agenda Item is a Resolution authorizing execution of a Letter of Agreement with the Palatka Housing Authority concerning the City's development of the two lots on Laurel Street as well as its request for reconsideration of execution of the submitted forms as originally submitted. The Letter of Understanding under Item 4 was approved by the Palatka Housing Authority Board at a special called meeting on January 6, 2015.

Minutes of the 12/11/14, 1/8/15, 1/22/15 Regular and 1/26/15 Workshop meetings follow this summary.

#### RECOMMENDED ACTION:

**Discussion and possible action on reconsideration of the motion to authorize the Mayor's execution of the following documents per the Palatka Housing Authority's Request, with the exclusion of Paragraph 7.0 from the Annual and 5-Year Plan:**

- **Determination of Exemption & Categorical Exclusion forms; and**
- **Certify PHA Annual/5-yr Capital Plans' Consistency with City of Palatka Comprehensive Plan (FY 2015-2019)**

#### ATTACHMENTS:

	Description	Type
D	<a href="#">Planning Director's Memorandum</a>	Executive Summary
D	<a href="#">PHA Request, 5-yr Plan and Forms</a>	Discussion
D	<a href="#">Minutes excerpt - 12/11/14 City Commission Mtg</a>	Backup Material
D	<a href="#">Minutes excerpt - 01/08/15 City Commission Mgt</a>	Backup Material
D	<a href="#">Minutes excerpt - 01/22/15 City Commission Mtg</a>	Backup Material
D	<a href="#">Draft minutes - 01/26/15 City Commission Workshop</a>	Backup Material

#### REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/23/2015 - 3:36 PM
City Clerk	Driggers, Betsy	Approved	1/23/2015 - 3:36 PM
City Manager	Czymbor, Michael	Approved	1/26/2015 - 4:27 PM
Finance	Reynolds, Matt	Approved	1/29/2015 - 3:08 PM



**Building & Zoning Department**  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177  
(386) 329-0103 phone  
(386) 329-0172 fax

**MEMORANDUM**

**TO:** Mayor and Commissioners

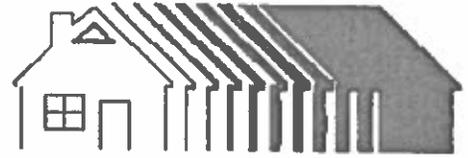
**From:** Thad Crowe, AICP   
Planning Director

**Date:** December 3, 2014

**RE:** Palatka Housing Authority's 2013-2017 Five-Year Plan

City staff has reviewed the Palatka Housing Authority's Five Year Plan and note that the PHA intends to develop six public housing units. The PHA Director has indicated that these units will be located in the 900 block of Laurel St., which is in a local and national register historic district (South Historic District) and also in a community redevelopment area (South Historic District Community Redevelopment Area). Please note that the CRA Plan, which is supported by the City's Comprehensive Plan, supports homeownership-related development in this area, and also that approval for site and building design is required from the Palatka Historic Preservation Board. The City supports the PHA Five Year Plan with the exception of public housing development within community redevelopment areas.

*PALATKA  
HOUSING  
AUTHORITY*



*Serving Palatka's Housing Needs Since 1962*

October 20, 2014

Mr. Michael Czymbor  
Palatka City Manager  
201 N. 2<sup>nd</sup> St.  
Palatka, FL 32177

Dear Mr. Czymbor,

Attached for your review you will find the Palatka Housing Authority's Five-Year Plan for 2015-2019. Please arrange for this Plan to be placed on the City Commission Agenda for the Commissioners review at their meeting on December 11, 2014.

Also attached please find the following documents for execution by Mayor Myers:

- Certification by State or Local Official of PHA Plans Consistency w/ Consolidated Plan
- Determination of Exemption & Determination of Categorical Exclusion

In accordance with HUD regulations there will be a public hearing regarding the annual plan. This hearing will be held at the Dr. James A. Long Community Center, located at 601 N. 21<sup>st</sup> St., Palatka on December 10, 2014 at 11:00 a.m. to review the plan and to hear comments. Any comments which are being made must be submitted in writing to the Palatka Housing Authority.

Any policies referenced within the Plan are available for review at the Palatka Housing Authority's main office, 400 North 15<sup>th</sup> Street.

Sincerely,

John Nelson, Jr.  
Executive Director

Attachments

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB# 2577-0226  
Expires 08/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Vernon Myers the Mayor, City of Palatka certify that the Five Year and  
Annual PHA Plan of the Palatka Housing Authority is consistent with the Consolidated Plan of  
City of Palatka prepared pursuant to 24 CFR Part 91.

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Signed / Dated by Appropriate State or Local Official



5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- Increase the availability of decent, safe, and affordable housing
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Working with local government/growth management and zoning
- Banks and government donations
- Improve public housing management
- Improve voucher management
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions: (public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Provide replacement public housing
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Provide 9 – 10 homeownership opportunities for low-income families of Putnam County

#### **HUD GOAL II**

**Improve community quality of life and economic vitality**

- Provide an improved living environment
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups: elderly
- Improve marketing/public relations
- Cross training
- Interface with other organizations in each neighborhood: schools/churches
- Promote volunteerism and community service
- Increase resident involvement in programs that promote self-sufficiency

#### **HUD GOAL III**

**Promote self-sufficiency and asset development of families and individuals**

- Promote self-sufficiency and asset development of assisted households
- Increase the number and percentage of employed persons in assisted families
- Provide job skills and employability training services for adult residents
- Provide vocational assessment services for adult residents
- Partner with Work Source (w/MOU) to provide job training opportunities for adult residents
- Provide General Equivalency Diploma (GED) and Adult Basic Education (ABE) for adult residents
- Get residents involved in early services
- Provide life skills training for adults
- Provide training to residents in the development and operation of small businesses
- Tutoring and early childhood education
- Truancy prevention program
- Computer Lab
- Mentor Program
- Communication skills: staff/residents/community

#### **HUD GOAL IV**

**Provide improved living environment**

- Continue implementation of Domestic Violence Policy and procedures.
- Continue collaborative relationship with the Palatka Police Department through monthly meetings and the monitoring of case report numbers in an effort to implement security improvements throughout all public housing neighborhoods.
- Develop linkages and referrals to appropriate counseling (PHA Director of Resident Services) in addition to those currently available through the local domestic violence shelter.

6.0	<p><b>PIIA Plan Update</b></p> <p>(a) Identify all PHIA Plan elements that have been revised by the PHIA since its last Annual Plan submission:</p> <p><b>Section 8 Administrative Plan:</b></p> <p>(a) Introduction of the Palatka Housing Authority (PHA) Housing Choice Voucher Homeownership Program which is designed to expand homeownership opportunities for voucher participants. This program will assist HCV participants to transition from rental assistance to homeownership using their voucher assistance.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(b) Locations for public viewing of PHA Annual Plan:</p> <ol style="list-style-type: none"> <li>1) Main administrative office of the PHA</li> <li>2) Main administrative office of the City of Palatka</li> <li>3) Public library</li> <li>4) PHA development (Dr. James A. Long Community Center)</li> </ol>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>Development of six (6) units for public housing using replacement housing and capital improvement funds.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>See Attachment:</b></p> <ol style="list-style-type: none"> <li>a) FY 2015 Capital Fund Program Annual Statement (FL057a01)</li> </ol>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>See Attachments:</b></p> <ol style="list-style-type: none"> <li>a) FY 2016 - 2019 Capital Fund Program Five-Year Action Plan (FL057b01)</li> </ol>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

9.0

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	1640	5	4	4	2	2	3
Income >30% but ≤50% of AMI	2692	4	4	4	2	2	2
Income >50% but <80% of AMI	1121	3	3	3	2	2	2
Elderly	1046	5	5	3	3	2	2
Families with Disabilities	N/A						
White	881	2	2	2	2	2	2
African Americans	1020	5	4	3	3	3	2
Hispanic	323	5	4	2	2	3	2
Other	N/A						

9.1

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

10.0

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
- (b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

(a) **Progress in Meeting Mission and Goals:**

The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. Our efforts to progressively meet our mission and goals have been enhanced with the Homeownership program.

The Palatka Housing Authority continues working partnerships with Work Source, St. Johns River State College, local businesses, the Heart of Putnam, Meridian Behavioral Healthcare, Department of Family and others within the community to form a coalition of resources for our residents.

- (b) **Significant Amendment** – The Palatka Housing Authority's definition of significant amendment in reference to our Five-Year Agency Plan and Annual Plan will apply if a formal vote of the Board of Commissioners is required for any changes to the PHA Five-Year Plan.

- (c) **Substantial Deviation/Modification** – The Palatka Housing Authority has determined that a substantial deviation/modification will occur only if a formal vote of the Board of Commissioners is required for changes. In addition, any decision to demolish or dispose of a development or designate a development as "elderly only" or "disabled only", requiring a public hearing and Board of Commissioner approval, as well as HUD approval, will be considered a substantial deviation/modification to the PHA Five-Year Agency Plan.

- (d) **Designated Housing** – The PHA has submitted an application to SAC for designation of elderly housing for the Annie M. Spell Senior Community.

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>See Attachments:</b></p> <ul style="list-style-type: none"> <li>a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057c01</li> <li>b) Form HUD-50077-CR Civil Rights Certification – FL057d01</li> <li>c) Form HUD-50070 Certification for a Drug-Free Workplace – FL057e01</li> <li>d) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057f01</li> <li>e) Form SF-LLL Disclosure of Lobbying Activities – FL057g01</li> <li>f) Certification PHA Plans Consistency with the Consolidated Plan (FL057h01)</li> <li>g) Resident Advisory Board (RAB) comments – FL057i01</li> </ul>
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

<b>Part I: Summary</b>				FFY of Grant: 2015	
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	72,700			
3	1408 Management Improvements	108,500			
4	1410 Administration (may not exceed 10% of line 21)	72,700			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	121,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	47,346			
10	1460 Dwelling Structures	207,251			
11	1465.1 Dwelling Equipment—Nonexpendable	40,000			
12	1470 Non-dwelling Structures	25,000			
13	1475 Non-dwelling Equipment	7,500			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>	25,000			
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$726,996	\$ 0.00	\$ 0.00	\$ 0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 10/14/2014	Signature of Public Housing Director		Date

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 11,12,14,15,16	<b>OPERATIONS</b>	<b>1406</b>	<b>5 SITES</b>					
		11.1406		\$14,539.92				
		12.1406		\$20,079.63				
		14.1406		\$17,309.77				
		15.1406		\$14,540.32				
		16.1406		\$6,230.36				
	<b>Total for Account 1406</b>			<b>\$72,700</b>				
	<b>MANAGEMENT IMPROVEMENTS</b>	<b>1408</b>	<b>5 SITES</b>					
	Resident Services/Dev. Activities	11.1408		\$10,000				
		12.1408		\$13,810				
		14.1408		\$11,905				
		15.1408		\$10,000				
		16.1408		\$4,285				
	<b>Subtotal Resident/Dev. Activities</b>			<b>\$50,000</b>				
	Management Improvement Wages	11.1408.20		\$8,800				
		12.1408.20		\$12,152.80				
		14.1408.20		\$10,476.40				
		15.1408.20		\$8,800				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
		16.1408.20		\$3,770.80				
	Subtotal Mgmt. Improve. Wages			\$44,000				
	Management Improvements Benefits	11.1408.21		\$2,200				
		12.1408.21		\$3,038.20				
		14.1408.21		\$2,619.10				
		15.1408.21		\$2,200				
		16.1408.21		\$942.70				
	Subtotal Mgmt. Improvements Benefits			\$11,000				
	Training & Travel	11.1408.30		\$300				
		12.1408.30		\$414.30				
		14.1408.30		\$357.15				
		15.1408.30		\$300				
		16.1408.30		\$128.55				
	Subtotal for Training & Travel			\$1,500				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Palatka Housing Authority</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2015</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	Consultant Services	11.1408.40		\$400				
		12.1408.40		\$552.40				
		14.1408.40		\$476.20				
		15.1408.40		\$400				
		16.1408.40		\$171.40				
	Subtotal Consultant Services			\$2,000				
	Total Account 1408			\$108,500				
AMP 11,12,14,15,16	ADMINISTRATION	1410	5 SITES					
	Administrative Costs	11.1410		\$14,539.20				
		12.1410		\$20,079.63				
		14.1410		\$17,309.77				
		15.1410		\$14,540.32				
		16.1410		\$6,230.36				
	Total Account 1410			\$72,700				
	FEES & COSTS	1430						
	Fees and Costs	11.1430		\$3,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages								
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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
		12.1430		\$4,143				
		14.1430		\$3,571.50				
		15.1430		\$3,000				
		16.1430		\$1,285				
	Subtotal Fees and Costs			\$15,000				
	Mod Officer & Clerk of Works Wages	11.1430.50		\$17,000				
		12.1430.50		\$23,477				
		14.1430.50		\$20,238.50				
		15.1430.50		\$17,000				
		16.1430.50		\$7,284.50				
	Subtotal Mod/Clerk of Works Wages			\$85,000				
	Mod Officer/Clerk of Works Benefits	11.1430.55		\$4,200				
		12.1430.55		\$5,800.20				
		14.1430.55		\$5,000.10				
		15.1430.55		\$4,200				
		16.1430.55		\$1,799.70				
	Subtotal Mod/Clerk of Works Benefits			\$121,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	Total Account 1430			\$121,000				
AMP 11,12,14,15,16	SITE IMPROVEMENTS	1450	5 SITES					
	CPTED/Landscaping	11.1450.10		\$2,369.19				
		12.1450.10		\$3,271.87				
		14.1450.10		\$2,820.54				
		15.1450.10		\$2,369.19				
		16.1450.10		\$1,015.21				
	Subtotal CPTED/Landscaping			\$11,846				
AMP 14 AND 16	Parking	1450	2 SITES					
		11.1450.20		\$13,500				
		14.1450.20		\$16,500				
	Subtotal Mailbox Upgrade			\$30,000				
	Security Lighting/Camera	1450	5 SITES					
		11.1450		\$50				
		12.1450		\$69.05				
		14.1450		\$59.53				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
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 Expires 8/31/2011

Part II: Supporting Pages		Grant Type and Number			Federal FFY of Grant: 2015			
PHA Name: Palatka Housing Authority		Capital Fund Program Grant No: FLZ90057501-15						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
		15.1450		\$50				
		16.1450		\$21.42				
	Subtotal Security Lighting/Camera			\$250				
	Sidewalks/Curbing	1450	5 SITES					
		11.1450		\$50				
		12.1450		\$69.05				
		14.1450		\$59.53				
		15.1450		\$50				
		16.1450		\$21.42				
	Subtotal Sidewalks/Curbing			\$250				
AMP 14	Fencing	14.1450	1 SITE	\$5,000				
	Subtotal Fencing			\$5,000				
	Total Account 1450			\$47,346				
	DWELLING STRUCTURES	1460	1 SITE					
AMP 14	HVAC	14.1460		\$77,500				
	Subtotal HVAC			\$77,500				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	Electrical Repair/Rehab	1460	5 SITES					
		11.1460		\$50				
		12.1460		\$69.05				
		14.1460		\$59.53				
		15.1460		\$50				
		16.1460		\$21.42				
	Subtotal Electrical Repair/Rehab			\$250				
AMP 12, 14, 15	Windows	1460	3 SITES					
		12.1460		\$100				
		14.1460		\$100				
		15.1460		\$50				
	Subtotal Windows			\$250				
AMP 11, 12, 14, 15	Exterior Pressure Washing	1460	4 SITES					
		11.1460		\$54.69				
		12.1460		\$75.52				
		14.1460		\$65.10				
		15.1460		\$54.69				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No:FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	Subtotal Exterior Pressure Washing			\$250				
AMP 15	Exterior Door Additions	1460	1 SITE					
		15.1460		\$100,000				
	Subtotal Exterior Door Additions			\$100,000				
AMP 11,12,14,15,16	Vacant Unit Turnaround	1460	5 SITES					
		11.1460		\$4,800.20				
		12.1460		\$6,629.08				
		14.1460		\$5,714.64				
		15.1460		\$4,800.20				
		16.1460		\$2,056.88				
	Subtotal Vacant Unit Turnaround			\$24,001				
	Door Repair/Door Opening	1460	5 SITES					
		11.1460		\$1,000				
		12.1460		\$1,381				
		14.1460		\$1,190.50				
		15.1460		\$1,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
		16.1460		\$428.50				
	Subtotal Door Repair/Door Opening			\$5,000				
	Total Account 1460			\$207,251				
AMP 15	DWELLING EQUIPMENT - NONEXP	1465.1	1 SITE					
	Appliances	1465.1		\$40,000				
	Subtotal Dwelling Equip-Nonexpendable			\$40,000				
AMP 14, 15	NON-DWELLING STRUCTURES	1470.1	2 SITES	\$25,000				
	Subtotal Non-Dwelling Structures			\$25,000				
AMP 15	NON-DWELLING EQUIPMENT	1475.1	1 SITE					
	Maintenance Vehicle			\$7,500				
	Subtotal Non-Dwelling Equipment			\$7,500				
	DEVELOPMENT ACTIVITIES							
	Development	1499	1 SITE	\$25,000				
	Subtotal Development Activities			\$25,000				
	TOTAL CAPITAL FUND 2014			\$726,996				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



<b>Part I: Summary</b>						
PHA Name/Number Palatka Housing Authority		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
	AMP 11,12,14,15,16	Annual Statement	Operations	Operations	Operations	Operations
	AMP 11,12,14,15,16	SCF	Resident Services/Dev. Activities	Resident Services/Dev. Activities	Resident Services/Dev. Activities	Resident Services/Dev. Activities
	Central Office	ANNUAL STATEMENT	Training and Travel	Trainings and Travel	Training and Travel	Training and Travel
	AMP 11,12,14,15,16		Consultant Services	Consultant Services	Consultant Services	Consultant Services
	AMP 11,12,14,15,16		Administrative Costs	Administrative Costs	Administrative Costs	Administrative Costs
	AMP 11,12,14,15,16		Fees and Costs	Fees and Costs	Fees and Costs	Fees and Costs
	AMP 11,12,14,15,16		CPTED/Landscaping	CPTED/Landscaping	CPTED/Landscaping	CPTED/Landscaping
	AMP 11,12,14,15,16		Sidewalks/Curbing	Security Lighting		
	AMP 14, 15		Fencing	Fencing	Fencing	Fencing
	AMP 14		Parking Area Rehab	Windows	Windows	Windows
	AMP 14		HVAC	HVAC	HVAC	
	AMP 11,12,14,15,16		Electrical Repairs	Exterior Pressure Washing	Windows	Windows
	AMP 11,12, 14,15,16		Vacant Unit Turnaround	Vacant Unit Turnaround	Vacant Unit Turnaround	Vacant Unit Turnaround
	AMP 15		Exterior Pressure Washing	Security Screen Doors	Security Screen Doors	Security Screen Doors
	AMP 11, 14, 15		Kitchen Remodel	Bath Remodel	Bath Remodel	Bath Remodel
	AMP 11, 12, 14, 15, 16		Roof Repair/Replacement	Kitchen/Closet Remodel	Kitchen/Closet Remodel	Kitchen/Closet Remodel
	AMP 14, 15		Appliances	Appliances	Appliances	Appliances
	AMP 11		Rehab/Repair			Rehab/Repair
			Development	Development	Development	Development

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016			Work Statement for Year 3 FFY 2017		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700
	Subtotal 1406		\$72,700	Subtotal 1406		\$72,700
See Annual Statement	AMP 11, 12, 14, 15, 16	1408 Mgmt. Improve.		AMP 11, 12, 14, 15, 16	1408 Mgmt. Improve.	
		Resident Serv/Dev. Activities	\$35,379		Resident Serv/Dev. Activities	\$36,090
		Mgmt. Imprv/Wages	\$48,500		Mgmt. Imprv/Wages	\$48,500
		Mgmt. Imprv/Benefits	\$15,782		Mgmt. Imprv/Benefits	\$15,782
		Training & Travel	\$3,000		Training & Travel	\$3,000
		Consultant Services	\$2,000		Consultant Services	\$2,000
	Subtotal 1408	Mgmt. Improvements	\$104,661	Subtotal 1408	Mgmt. Improvements	\$105,372
See Annual Statement	AMP 11, 12, 14, 15, 16	1410 Administration		AMP 11, 12, 14, 15, 16	1410 Administration	
		Administrative Costs	\$72,700		Administrative Costs	\$72,700
Subtotal 1410	Administration	\$72,700	Subtotal 1410	Administration	\$72,700	
See Annual Statement	AMP 11, 12, 14, 15, 16	Fees & Costs	\$15,000	AMP 11, 12, 14, 15, 16	Fees & Costs	\$15,000
		Clerk of Work Wages	\$85,000		Clerk of Work Wages	\$85,000
		Clerk of Work Benefits	\$25,000		Clerk of Work Benefits	\$25,000
	Subtotal 1430	Fees & Costs	\$125,000	Subtotal 1430	Fees & Costs	\$125,000
	Subtotal of Estimated Cost	\$		Subtotal of Estimated Cost	\$	

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016			Work Statement for Year 3 FFY 2017		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement		<b>1450 Site Improvements</b>			<b>1450 Site Improvements</b>	
	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$20,000	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$25,020
		Security Lighting	\$5,000		Security Lighting	\$0
	AMP 14, 15	Fencing	\$35,000	AMP 14, 15	Fencing	\$31,269
	AMP 14	Parking Area Rehab	\$500	AMP 11, 15	Mailbox Upgrade	\$0
	Subtotal 1450	Site Improvements	\$60,500	Subtotal 1450	Site Improvements	\$60,500
		<b>1460 Dwelling Structures</b>			<b>1460 Dwelling Structures</b>	
	AMP 14	HVAC	\$93,000	AMP 14	HVAC	\$2,500
	AMP 11, 12, 14, 15, 16	Exterior Pressure Wash	\$200	AMP 11, 12, 14, 15	Windows	\$5,000
	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$50,000	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$27,500
	AMP 15	Security Screen Doors	\$10,000	AMP 11, 14, 15	Roofing	\$100,000
	AMP 11, 14, 15	Bath Remodel	\$39,363	AMP 11, 14, 15	Bath Remodel	\$67,231
	AMP 11, 12, 14, 15, 16	Kitchen/Closet Remodel	\$60,373	AMP 11, 14, 15	Kitchen/Closet Remodel	\$61,455
Subtotal 1460	Dwelling Structures	\$252,936	Subtotal 1460	Dwelling Structures	\$263,686	
	<b>1465 Dwelling Equipment</b>			<b>1465 Dwelling Equipment</b>		
AMP 15	Appliances	\$28,50000	AMP 14	Appliances	\$21,250	
Subtotal 1465	Dwelling Equipment	\$28,5000	Subtotal 1465	Dwelling Equipment	\$21,250	
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$



Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018			Work Statement for Year 5 FFY 2019		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700
		<b>Subtotal 1406</b>			<b>Subtotal 1406</b>	\$72,700
	AMP 11, 12, 14, 15, 16	1408 Mgmt. Improvements		AMP 11, 12, 14, 15, 16	1408 Mgmt. Improvements	
		Resident Serv/Dev Activities	\$36,090		Resident Serv/Dev Activities	\$36,090
		Mgmt. Improvement Wages	\$48,500		Mgmt. Improvement Wages	\$48,500
		Mgmt. Improvement Benefits	\$15,782		Mgmt. Improvements Benefits	\$15,782
		Training & Travel	\$3,000		Training & Travel	\$3,000
		Consultant Services	\$2,000		Consultant Services	\$2,000
		<b>Subtotal 1408</b>			<b>Subtotal 1408</b>	\$105,372
	AMP 11, 12, 14, 15, 16	1410 Administration		AMP 11, 12, 14, 15, 16	1410 Administration	
		Administrative Costs	\$72,700		Administrative Costs	\$72,700
	<b>Subtotal 1410</b>	\$72,700		<b>Subtotal 1410</b>	\$72,700	
AMP 11, 12, 14, 15, 16	1430 Fees & Costs	\$20,000	AMP 11, 12, 14, 15, 16	1430 Fees & Costs	\$15,000	
	Clerk of the Works Wages	\$85,000		Clerk of the Works Wages	\$85,000	
	Clerk of the Works Benefits	\$25,000		Clerk of the Works Benefits	\$25,000	
	<b>Subtotal of Estimated Cost</b>	\$		<b>Subtotal of Estimated Cost</b>	\$	

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018			Work Statement for Year 5 FFY 2019		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
	Subtotal 1430	Fees & Costs	\$125,000	Subtotal 1430	Fees & Costs	\$125,000
		1450 Site Improvements			1450 Site Improvements	
	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$25,020	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$25,020
		Fencing	\$31,269		Fencing	\$31,269
	AMP 12	Mailbox Upgrade	\$0			
	Subtotal 1450	Site Improvements	\$56,289	Subtotal 1450	Site Improvements	\$56,289
		1460 Dwelling Structures			1460 Dwelling Structures	
	AMP 14, 15	Roofing	\$50,000			
	AMP 11, 12, 14, 15, 16	Windows	\$20,000		Windows	\$20,000
	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$35,000	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$57,750
	AMP 11, 12	Security Screen Doors	\$15,000	AMP 11, 12	Security Screen Doors	\$15,000
	AMP 11, 14, 15	Bath Remodel	\$80,231	AMP 11, 14, 15	Bath Remodel	\$92,231
	AMP 11, 14, 15	Kitchen/Closet Remodel	82,455	AMP 11, 14, 15	Kitchen/Closet Remodel	\$86,455
	Subtotal 1460	Dwelling Structures	\$282,686	Subtotal 1460	Dwelling Structures	\$271,436
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018			Work Statement for Year 5 FFY 2019		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Support Statement		1465 Dwelling Equipment			1465 Dwelling Equipment	
	AMP 14	Appliances	\$11,250	AMP 14	Appliances	\$10,000
	Subtotal 1465	Dwelling Equipment	\$11,250	Subtotal 1465	Dwelling Equipment	\$10,000
		1470 Non-Dwelling Structures			1470 Non-Dwelling Structures	
		Rehab/Repair	\$25,000	AMP 11	Rehab/Repair	\$5,000
		Subtotal 1470	\$25,000	Subtotal 1470	Non-Dwelling Structures	\$5,000
					1475 Non-Dwelling Equip	
				AMP 11	Maintenance Vans	\$12,500
				Subtotal 1475	Non-Dwelling Equip	\$12,500
	AMP 11	1499 Development		AMP 11	1499 Development	
		Development	\$1,000		Development	\$1,000
	Subtotal 1499	Development	\$1,000	Subtotal 1499	Development	\$1,000
		Total Year 4	\$726,996		Total Year 5	\$726,996
		Subtotal of Estimated Cost	\$		Subtotal of Estimated Cost	\$

**Determination of Exemption and Determination of  
Categorical Exclusion (not subject to Section 58.5)  
24 CFR 58.34(a) and 58.35(b)**

<b>Activity Name and Grant Number:</b> Site Improvements - CFP AMP 11 FL 29P05700011	
<b>Address:</b> Westover Manor, Lemon Heights, Madison Court Apts. Palatka, Putnam County, FL 32177	
<b>Activity Description:</b> CPTED/Landscaping, Water Distribution, Roof Repair, Appliances	
<b>Funding Source:</b> CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP	
√	<b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> <li>• Employment</li> <li>• Crime prevention</li> <li>• Child care</li> <li>• Health</li> <li>• Recreation needs</li> <li>• Drug abuse</li> <li>• Education</li> <li>• Counseling</li> <li>• Energy conservation</li> <li>• Welfare</li> <li>• Other _____</li> </ul>
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	<b>The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.</b>
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>• Health care</li> <li>• Housing services</li> <li>• Permanent housing placement</li> <li>• Day care</li> <li>• Nutritional services</li> <li>• Short term payments for rent/mortgage/utility costs</li> <li>• Assistance in gaining access to government benefits/services</li> </ul>
	3. Operating Costs: <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Security</li> <li>• Operation</li> <li>• Utilities</li> <li>• Furnishings</li> <li>• Equipment</li> <li>• Supplies</li> <li>• Staff training and recruitment</li> </ul>

4. Economic Development Activities:	<ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul>
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

### 24 CFR 58.6 Requirements

#### Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)?  Identify FEMA flood map used to make this determination:  Community Name and Number _____  Map panel number and date _____	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

#### Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3— Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3— Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf">http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf</a>		

**Section 3. Coastal Barrier Resources Act**

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

**Certification**

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

<b>Name of project</b>	<u>CFP AMP 11</u>
<b>Responsible Entity Signature</b>	_____
<b>Name and Title (print)</b>	<u>Vernon Myers, Mayor, City of Palatka</u>
<b>Date</b>	_____

**Determination of Exemption and Determination of  
Categorical Exclusion (not subject to Section 58.5)  
24 CFR 58.34(a) and 58.35(b)**

Activity Name and Grant Number: Site Improvements - CFP AMP 12 FL 29P05700012	
Address: Northside Apts, Palatka, Putnam County, FL 32177	
Activity Description: Playground Upkeep, Mailbox Upgrade	
Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP	
√	<b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> <li>▪ Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Energy conservation</li> <li>▪ Welfare</li> <li>▪ Other _____</li> </ul>
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	<b>The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.</b>
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>
	3. Operating Costs: <ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Security</li> <li>▪ Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>

	<b>4. Economic Development Activities:</b> <ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>
	<b>5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:</b> <ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>
	<b>6. Affordable housing pre-development costs</b> <ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul>
	<b>7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47</b>

### 24 CFR 58.6 Requirements

#### Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)?  Identify FEMA flood map used to make this determination:  _____ Community Name and Number  _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

#### Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf">http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf</a>		

**Section 3. Coastal Barrier Resources Act**

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

**Certification**

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

<b>Name of project</b>	<u>CFP AMP 12</u>
<b>Responsible Entity Signature</b>	_____
<b>Name and Title (print)</b>	<u>Vernon Myers, Mayor, City of Palatka</u>
<b>Date</b>	_____

**Determination of Exemption and Determination of  
Categorical Exclusion (not subject to Section 58.5)  
24 CFR 58.34(a) and 58.35(b)**

Activity Name and Grant Number: <b>Site Improvements - CFP AMP 14</b>	
FL 29P05700014	
Address: <b>Dr. James A. Long Apts, Palatka, Putnam County, FL 32177</b>	
Activity Description: <b>CPTED/Landscaping, Playground Upkeep, Fencing, Bath Remodel</b>	
Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP	
√	<b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> <li>▪ Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Energy conservation</li> <li>▪ Welfare</li> <li>▪ Other _____</li> </ul>
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	<b>The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.</b>
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>
	3. Operating Costs: <ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Security</li> <li>▪ Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>

4. Economic Development Activities:	<ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul>
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

### 24 CFR 58.6 Requirements

#### Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)?  Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

#### Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3-- regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenvironment/environment/compliance/qa/airport hazards.pdf">http://www.hud.gov/offices/cpd/energyenvironment/environment/compliance/qa/airport hazards.pdf</a>		

**Section 3. Coastal Barrier Resources Act**

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

**Certification**

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

**Name of project** CFP AMP 15

**Responsible Entity Signature** \_\_\_\_\_

**Name and Title (print)** Vernon Myers, Mayor, City of Palatka

**Date** \_\_\_\_\_

## Determination of Exemption and Determination of Categorical Exclusion (not subject to Section 58.5)

24 CFR 58.34(a) and 58.35(b)

<b>Activity Name and Grant Number:</b>	Site Improvements - CFP AMP 15 FL 29P05700015
<b>Address:</b>	Rosa K. Ragsdale Apts, Palatka, Putnam County, FL 32177
<b>Activity Description:</b>	CPTED/Landscaping, Playground Upkeep, Water Distribution, Bath Remodel, Fencing
<b>Funding Source:</b>	CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP
√	<b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> <li>▪ Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Energy conservation</li> <li>▪ Welfare</li> <li>▪ Other _____</li> </ul>
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	<b>The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.</b>
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>
	3. Operating Costs: <ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Security</li> <li>▪ Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>

4. Economic Development Activities:	<ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul>
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

### 24 CFR 58.6 Requirements

#### Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)?  Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

#### Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3— Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3— Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airport hazards.pdf">http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airport hazards.pdf</a>		

**Section 3. Coastal Barrier Resources Act**

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

**Certification**

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

**Name of project** CFP AMP 15

**Responsible Entity Signature** \_\_\_\_\_

**Name and Title (print)** Vernon Myers, Mayor, City of Palatka

**Date** \_\_\_\_\_

The following excerpt is a true and correct excerpt from the DRAFT (Unadopted) minutes of a regular meeting of the Palatka City Commission held on the 11<sup>th</sup> day of December, 2014.

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City Clerk

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4. **REQUEST to authorize execution of Palatka Housing Authority's Annual Forms: Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City's Comprehensive Plan – John Nelson, Executive Director**

Thad Crowe, Planning Director, noted his memorandum that was included in the Agenda Package erroneously stated the Laurel Street location was in the South Historic District Community Redevelopment Area. It is actually in the Downtown/CBD CRA area and located in the South Historic District. In their five-year plan, the PHA references the creation of six public housing units located on two lots in the Historic District. At the PHA's public hearing on this Plan, they verified that these would be multi-family units. The PHA has requested the City Commission's support of its five-year plan and certification of its conformance with the City's Comprehensive Plan.

Mr. Crowe said the City's Housing Element calls for provision of adequate and affordable housing for current and projected populations of the City. Objective C.1.2 & Policy C.1.2.1 compel the City to ensure provision of special needs housing, i.e. homeless, handicapped, elderly. Policy C.1.4.1 requires the city to allow for statutory-permissible group homes. The plan does not call for support of public housing specifically. Policy C.1.3.3 requires the city to support & assist the PHA only in maintaining condition & appearance of existing subsidized units.

Mr. Crowe stated Future Land Use Element Objective A.1.5 and related policies call for the City to regulate and strongly protect historic resources and neighborhoods. These properties are in the South Historic District. These Comprehensive Plan policies are implemented through Section 54, Article III of the Municipal Code pertaining to historic districts. Various standards in this section pertain to new construction in historic districts. In particular, Sec. 54-79(b)(2) states that in the case of a proposed new structure, that such structure "will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity;" and that "such structure will not be injurious to the general visual character of the district in which it is to be located." These criteria are from the Secretary of the Interior's Standards, which are issued by the National Park Service, and are typically applicable to historic districts across the nation. This is an accepted and standard interpretation of the criteria pertaining to exterior appearance and development pattern of new construction.

Mr. Crowe said it is his opinion as a Planner that developing six multi-family units on this property would result in a tripling of current density in that section of the Historic District, and a departure from

the recognized and historic development pattern of single-family structures on individual lots. He further stated the Comp Plan does not require that the City provide any favorable stance towards public housing, and in his opinion as a Planner, this specific development proposed within the PHA's 5-year plan is not in conformance to the City's Comprehensive Plan due to its clear incompatibility with the Historic District. This is his interpretation as the Planner. He is specifically referring to Page 3 of 5, Paragraph 7.0 of the proposed PHA 5-year plan. He has no problem with any other parts of the PHA's proposed five-year plan. Typically, they certify this routinely each year, but this is a departure from previously submitted 5-year plans, so they flagged it.

Jonathan Griffith, Projects/Grants Manager, said he was speaking from the perspective of the Community Redevelopment Area (CRA), as the properties are located in the CRA. He said he was asked by Mr. Crowe to review the 5-Year plan as it pertains to the CRA Plan. This falls within the purview of the CRA Board; however, the PHA is not required to consult the CRA Board. He noted Mr. Crowe has referenced the Comprehensive Plan, which refers to the CRA Plan. In reviewing the CRA Plan, the CRA is directed to preserve and enhance the tax base of the redevelopment area. They are also directed to promote affordable housing if there is a need for it. It does not reference whether it be for rent or for ownership. That is up to the CRA Board.

John Nelson, Executive Director, Palatka Housing Authority, 400 N. 15<sup>th</sup> Street, said it is his understanding that the proposed five-year plan, with the exception of the development of public housing units on Laurel Street, is acceptable and approvable by the Commission. They have not yet determined whether they are putting in four or six units at the Laurel Street location. They also recognize and understand that site plans and drawings for development in historic districts have to go before the Historic Preservation Board for approval. His understanding of the redevelopment area is that affordable and low-income family housing can be developed. As for taxable properties, he reminded the Commission that, during the last five years, roughly 17 new homes were constructed in the City which are taxable properties. The PHA constructed 11 of those 17 units and those properties were put back on the City's tax rolls. In addition they have reconstructed 36 of the 100 units that were taken out of public housing domain with the demolition of the Frank George Highrise. These six units are part of the remains of those 100 units they proposed to reconstruct. The City committed to supporting bringing back these public housing units. The dollars they will use to construct these units are called "replacement housing dollars" and specifically go to replace housing units that were taken off of public housing rolls. The units are going into a community that has no subsidized housing now. For the record, he was told that this Community does not want subsidized housing in their community, and the PHA was asked to "put it someplace else." In his opinion people have the right to live in areas that enhance their livelihood and lifestyles, and not be relegated to other areas with public housing. In his professional opinion, these units will do nothing but enhance the community. The houses they are replacing have been burned out for several years. There has been little done by the City or the community to enhance those lots. The PHA will develop units that will enhance the community. A good example of this is the Annie M. Spell development on Crill Avenue. They are not out to mismanage property or allow residents to run rampant. Anything they would build on those two lots would enhance the community.

Mr. Nelson said, according to the application submitted to the National Historic Register for this community's Historic designation, 210 units make up the District. Of those, 72 buildings "contribute" to the standard that the historical society sets. There are 97 units that add some credence to the District. There are 41 non-historical, non-contributing units. These four to six units won't impact the historical nature of this Community. They also have a letter from the Florida Department of State (not distributed or filed) which states it is the Department's opinion that the demolition of those units will not have an impact on the historical aspect of the Community, nor will the construction of these proposed replacement public housing units have an impact, as long as the construction is "sympathetic" to the construction of current units and historic standards in the South Historic District. In conclusion, the State of Florida says the construction of these units of low-income affordable housing will not have any impact on this historical community. This is the basis on which he seeks Commission approval of his request.

Commissioner Kitchens asked if the proposed units will be paying full City and County taxes and 100% of the County's solid waste assessment. Mr. Nelson said they pay a water and sewer bill in full every month. These buildings will not be on the tax roll. They will make payments in lieu of taxes as they do on their other properties. They will pay a portion of the County's Solid Waste Assessment. The 11 units he referred to that are back on the tax rolls are single-family homes that the PHA built and sold. They are not in the business of building taxable units. The 11 units he is referring to that now generate taxes for the City were constructed by the PHA. Commissioner Kitchens said Dr. Craig Raby called her today and stated he has 2.5 acres of buildable land for sale, which is located behind the First Coast Community Credit Union, which is already zoned for multi-family housing. He asked her to inquire as to why the PHA wouldn't seek out this property, which is near schools and shopping, and already zoned correctly for this type of development. Mr. Nelson said they chose the Laurel Street site because utilities are already available. They can't afford to put in sewer facilities. They have saved these comprehensive planning dollars up for several years to plan for this construction. Dr. Raby may not want to sell the PHA only a portion of that property. Commissioner Kitchens said there is water and sewer available at the site owned by Dr. Raby.

Commissioner Leary asked why he wouldn't build single family housing on the lots on Laurel Street similar to the single family houses the PHA built in the Carr & 14<sup>th</sup> Street area. When people have an investment in their homes, they take more pride in them. From a Planner's perspective, it's very inconsistent to put multi-family units in residential single-family areas. Mr. Nelson said they have 900 families on their wait list; those families are looking for rental units. They would need to find a grant to provide the money to construct two single family homes on those lots. These units will satisfy a small portion of the need in Palatka. Commissioner Leary said the PHA currently has over 400 multi-family units which house families. This is a high ratio of public housing compared to single-family units. They are continuing down the "generational poverty" avenue in the City by providing more public housing, and aren't doing anything to reverse it. They won't solve the problem with six housing units. They need to look at this in a broader scope, and look at why Palatka has this dilemma when other cities don't.

Commissioner Brown said her concern is that the City is struggling due to the anemic tax base. Government entities continue to take properties off the tax rolls. They don't know how they are going to make up for that. They can't absorb the taxes and solid waste fees the PHA won't be paying. They need to try to put single-family housing on that land, sell it and move on. The City struggles to balance its budget every year with the lack of a tax base and continues to cut essential services. If they keep going like this they won't have any money left to keep the City afloat. The PHA needs to construct affordable housing on these two lots that can be put back on the tax rolls, and encourage people to move out of subsidized housing. Mr. Nelson said the money they now have to fund this project has to be used to develop rental public housing. The City losing its tax base is a serious problem. The properties they are using haven't brought in taxes for a number of years. These units will bring in a payment in lieu of taxes. This pales in comparison from the loss to the City from the demolition of the Highrise.

Commissioner Norwood said they had this discussion 8 or 9 years ago. There is a high concentration of public housing in Palatka. He asked if Palatka is the only place in Putnam County where public housing can be built, and if the PHA can has looked at building public housing units in other areas that have water & sewer, like Crescent City and Interlachen. Mr. Nelson said they can, and have looked for suitable areas in other communities. They have logistic problems in making repairs to units in other communities; it is not financially feasible to send their maintenance department out of Palatka.

Commissioner Kitchens asked how many of the 900 families are Putnam County residents? Mr. Nelson said about half of them are currently Putnam County residents.

Mayor Myers opened the floor for public comment.

Elizabeth Van Rensburg 310 N. 3<sup>rd</sup> Street, asked if there are guidelines the City can consider for determining the appropriate ratio of public housing for its population and area, and if the City has enough, not enough or more than enough public housing now. Mr. Crowe said he does not have that information; the Comprehensive Plan's Housing Element did a survey showing Palatka has a fairly high ratio of public housing and low income housing compared to other areas. He has no set of standards, limitations or guidelines on proportion of subsidized housing compared to other types of housing. Commissioner Norwood said they don't have adequate housing to meet the Community's needs. This is why many City employees live in other cities. Mayor Myers noted it also has to do with the City's high millage rate.

Susan Frank, 314 S. 8<sup>th</sup> Street, said she is a 17-year resident of the District. She loves being in the Historic District. They have seen a lot of improvements to the neighborhood. The TIF-funded grants have really helped their neighborhood. It is her understanding that no home in the District can now be apportioned into apartments. They were all zoned out. She also lives in the South Historic District/Downtown TIF District. This is not what they want to see for their neighborhood.

Robert Correa, 118 Dodge Street, read her comments into the record which she read into the record at yesterday's PHA Public Hearing held. She opposes the PHA's plan to construct public housing units in the South Historic District. She said when you combine the cost to demolish these structures, purchase

the properties, and build new structures in keeping with other homes in the district, this seems to be a poor investment of tax dollars. Also, this takes more property off the tax rolls. In Palatka, 14% of its occupied units are public housing, compared to Jacksonville's 3% of occupied units. She urges them to consider building housing in other Putnam County cities and areas outside of the City of Palatka. This doesn't make sense in terms of revitalization of Palatka or preservation of the Historic District.

Sam Deputy, 917 Carr Street, said he is for demolishing these burned out houses, but he will be directly affected by the construction of these units. This is a close-knit, ethnically diverse area; the residents in this area have lived there for many years. Putting two tri-plexes on two city lots is overwhelming. There could conceivably be 12 cars parked there. When HUD housing is nearby, property values fall. He researched this on-line and found nothing that stated that his property value would increase due to proximity to public housing. He did find a litany of problems that people experience when public housing moves into a neighborhood. He is all for public housing; he was raised downtown. He believes in racially mixed neighborhoods. As long as they are at 25 mills in Palatka, no one will build in the City. People will live and build outside the City. If this happens, he will have no choice but to sell immediately and move outside the City Limits.

Suzanne Jacob, 117 Hotel Street, said she has lived in the District since 1967. She's seen the resurgence since the rentals and apartment housing went away. Many families came in, remodeled homes and made it what it is today. The South Historic District had to put zoning in place to eliminate the rentals to get the property listed on the national register. If a one-story house is destroyed, it has to be replaced with a two-story historically based home constructed of historic materials. They would rather see single-family homes constructed here. The goal is to have a pleasing entrance to Palatka on Crill/9<sup>th</sup> Street so that people will want to move here.

Michael Gagnon, 703 Emmett Street, said he received 67 phone calls today and at least that many emails concerning this matter, all in opposition to this. The membership of the SHNA is adamantly opposed to this use by the PHA. These lots are in the South Historic District and the CRA. Non-taxable multi-family properties are counter-productive to the CRA Plan. The TIF funds are grown by tax-producing properties.

Mayor Myers said he received written communication from Skip Lorenzen, Alex Sharp, Julia Deihl, Sam Deputy and Michael Gagnon, all opposed to the PHA's proposal for the properties on Laurel Street. Those communications will be included in the Record of the meeting (filed).

Commissioner Leary said in 1975, when they were pursuing the Historic Designation, his mother was among those who lead an initiative to have the entire area rezoned to single-family residential, returning the area to single-family homes from multi-family homes. They need continuity of their Comprehensive Plan. If they are to reverse the City's situation, they need to stick with the comprehensive plan, lower ad valorem taxes, and grow the tax base. He is surprised to hear that only half of those on a waiting list to come into housing that pay no taxes are now Putnam County residents. Palatka has an exodus of people paying taxes, and an in-migration of those paying no taxes. They are

slowly pulling out of a recession. They have to change the paradigm. He can't support Item 7 but will support the rest of the PHA's five-year plan.

Commissioner Kitchens said the existing rental units were grandfathered into the District. If at any time they become vacant for more than six months, they lose their multi-family use. An apartment building that was originally built as a four-plex apartment building in the North Historic District is now no longer allowed to be used as an apartment building because historic districts prohibit this use. There are two apartment buildings in the South Historic District that have now become vacant and now are being advertised for sale as single-family homes. She does not know how the zoning could allow for multi-family rental units; the zoning alone prohibits this. As to real estate values, it is a known fact that public housing affects real estate values adversely. It will cause property values to drop. The City had been working on purchasing these two properties to demolish them, and when the City went to pay for the properties, they discovered the PHA had gotten their check in first, it was accepted and the City's wasn't. Later this evening the City will look at contracts to sell other properties in this area to several buyers who are rehabbing those properties for single-family occupancy. Those buyers could now likely back out if this is allowed as this action would lower the value of these properties. She fails to see how it is cheaper to construct four or six multi-family housing units than to construct two single-family homes. They do need affordable housing. She was very surprised to find that only 450 of the 900 families on the wait list are Putnam County families. This means that other counties are sending their public housing people here. She supports the PHA's five year plan with the exception of Paragraph 7, which addresses building public housing on Laurel Street.

Commissioner Norwood said the City did make a commitment to the Housing Authority when they tore down the Highrise to find locations for housing for those who were displaced. The City needs to help the PHA look for a location to put these units. This proposed location is not a proper location. He does not object to the rest of the five-year plan, but objects to Paragraph 7.

Mayor Myers said this request requires action. The request is to authorize his execution of two documents. Mr. Holmes said Mr. Nelson stated that the PHA hadn't yet determined whether they would construct four or six units, but the PHA document states six units will be constructed. If the Commission votes to adopt the PHA's five-year plan with the exclusion of paragraph 7, they should rely upon the information Mr. Crowe provided as to the reasoning. As a matter of legality and law, they won't be able to consider the property value impact of public housing. If it is the Commission's choice to adopt the Plan with the exclusion of Paragraph 7, the factors that Mr. Crowe articulated are those they need to rely upon.

Commissioner Leary moved to approve execution of all forms but with the exclusion of Paragraph 7.0 of the PHA five-year plan, concerning the proposed construction of multi-family rental units on two lots on Laurel Street, due to its inconsistency and incompatibility with the City of Palatka's Adopted Comprehensive Plan. Commissioner Kitchens seconded the motion, which passed unopposed.

The following is an excerpt from the Draft/unadopted minutes of a regular Palatka City Commission meeting held on January 8, 2015, concerning Agenda Items #4 and #5:

4. **RESOLUTION** authorizing execution of a Letter of Understanding with the Palatka Housing Authority regarding the development and construction of single-family housing units on 923 and 913 Laurel Street plus two others lots in the City of Palatka, and reconsideration of certification of the PHA's Annual 5-year Plan FY 2015-2019 – Adopt – The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER OF UNDERSTANDING WITH PALATKA HOUSING AUTHORITY REGARDING THE RECONSIDERATION OF THE CITY OF PALATKA'S EXECUTION OF THE AUTHORITY'S ANNUAL AND 5-YEAR PLAN FY 2015-19 TO CERTIFY ITS COMPLIANCE WITH THE CITY OF PALATKA'S ADOPTED COMPREHENSIVE PLAN, AND THE DEVELOPMENT OF SINGLE-FAMILY HOUSING UNITS AT 913 AND 923 LAUREL STREET PLUS TWO OTHER UNITS ON PROPERTY LOCATED WITHIN THE CITY OF PALATKA. Commissioner Norwood moved to adopt the Resolution as read. The motion died for lack of a second.

John Nelson, Palatka Housing Authority (PHA), 400 N. 15<sup>th</sup> Street, said this resolution is based upon conversations between the PHA and City officials. This changes the intent to construct multi-family units on 913 and 923 Laurel, to construction of single-family homes so that construction would be compatible with existing structures within that particular neighborhood. The construction would be sympathetic to the type of structures that now exist in the Historic District. He distributed photos of similar type of housing (filed), saying they don't have set plans or designs, but the drawings that he distributed are examples of sympathetic housing that were constructed in another city in a similar type of neighborhood. They are familiar with historic-type construction, albeit it modern construction. Commissioner Brown said these are beautiful homes; however, she feels the City needs to be fiscally responsible. If these are PHA rental properties, the City receives no tax dollars. These are two lots where someone might build a tax producing building. Just in the past year the City has had two very large commercial buildings taken off the tax rolls by non-taxable entities. It is an injustice to Staff to allow governmental entities to continue taking buildings and properties off the tax rolls. Staff went five years without raises and over the past two years have had minimal raises, and those were more than dwarfed by increases in health insurance rates. Palatka's millage rate is over 9 mills, which keeps people from coming here. They want people to move here. She asked how much payment in lieu of taxes the PHA gives the City for all of its properties. Mr. Nelson answered they pay a total of around \$18,000 per year. Commissioner Brown noted some people pay that for one or two pieces of residential property. She is all for subsidized housing units, but they can't keep this up. The Fire Department has to respond to every call, as does the Police Department. Trash is picked up twice a week. They need to keep staff for things like infrastructure repairs. If these houses could be built so they could be sold later, she would be for it. Currently the City is in a budget crisis. Their contingency is not adequate.

Mr. Nelson said the Housing Authority has a waiting list of over 900 people. Of those, 742 are residents of Putnam County. 522 are residents of the City. They are proposing to construct two units on Laurel Street and two units someplace else. This will give them a wait list of 519 City residents. Discussion ensued on where people can find affordable rental housing. Commissioner Brown said they need to find a way to put people in transitional housing so they can use PHA housing as a stepping stone. They can't operate the town on no tax base. It's a struggle. Mr. Nelson said 34% of the families in the City live below the poverty line. Across the country people are being forced out of rental units due to increases in rental rates. These folks are not able to get into rental housing.

Mr. Holmes said this Letter of Understanding came about as a result of the action taken by the City at its December 11, 2014 when it approved the PHA's presented Annual and 5-yr plan with the elimination of Paragraph 7, which called for the construction of four to six rental units over the next year. The plan was not site-specific, but based upon PHA's action on buying some properties on Laurel Street and inquiries made concerning their development, it was acknowledged by Mr. Nelson that the construction of multi-family units was planned and would take place on the two lots on Laurel Street. Based upon the assumption that the construction would be on Laurel Street, the City rejected that portion of the Plan as it was not consistent with the City's Adopted Comprehensive Plan, based on the City Planning Director's belief and testimony that the City's Comprehensive Plan does not contemplate new multi-family rental housing in the historic districts. The Plan as presented stated the PHA planned to construct six new rental units. Following the 12/11/14 meeting, there were conversations as to whether or not this violates Fair Housing Standards, and whether the PHA would challenge the decision. This Agreement is the result of negotiations. This provides that the proposed units would be reduced from six to four, and they will be single-family homes. No more than two units can be placed within 300 feet of each other, which eliminates the "cluster" effect. This is favorable to all. From his legal perspective, it's not for him to make a policy decision, but if they are going to reject new construction as part of the PHA five-year plan, there has to be a legally defensible basis for that decision. Saying they don't want public housing in the historic district is not defensible, in his opinion. If they are going to reject new construction by the Housing Authority, they will have to do so based upon a different tact. They can do so by citing Palatka as a negatively economically impacted area and by the Commission stating it believes that public housing units that are not owner-occupied will place an undue burden on the city. This was not articulated at the last meeting. If the Commission is going to deny this, they need to state a legally defensible basis. Last month the Commission stated their denial of Paragraph 7 was due to its violation of the Adopted Comprehensive Plan. Now the PHA has come back and said they are not going to build multi-family units, but plan to build single-family units, which eliminates that objection. If they are going to reject Paragraph 7 again, which calls for new public housing, they will have to object on a broader basis of Palatka's status as an economically constrained area, and that this would add an undue burden to what is already an economically constrained area.

Mr. Cymbor said around 52% of the parcels in the community generate ad valorem taxes; the other 48% don't. They've had discussions with Mr. Nelson concerning an equitable amount for payment in lieu of taxes. \$18,000 is extremely low. He stated that Mr. Nelson has agreed that the City, County and PHA need to get together and talk about the needs of the community while respecting the distress the

City is under by the sheer magnitude of the number of public housing units already here. There is a need for further discussion.

Commissioner Norwood disclosed that Mr. Nelson called him to discuss this matter. He agrees with Mr. Holmes' assessment. At the last meeting they rejected the PHA's plan to build multi-family dwellings in the historic district because of its inconsistency with the Comprehensive Plan. This new Plan and agreement are now consistent with the comprehensive plan. He voted to exclude Paragraph 7 at the last meeting because of its non-compliance with the Comprehensive Plan, but also because of the constrained tax base, and the image this presents. The PHA units use up a lot of public safety services. The City has to put measures in place to change the image of public housing in Palatka. He is also concerned that a denial may affect Palatka's ability to receive federal funding; they apply for CDBG grants all the time and have been awarded numerous grants. This could cause an investigation based on Fair Housing Standards. Once this type of investigation starts, the DEO could halt all of this type of funding. Now that the PHA has amended its plan to comply with the City's Adopted Comprehensive Plan, if the City doesn't want any more public housing because there is already enough here, they need to make that statement. This will continue to come before the Commission.

Mr. Nelson said several years ago they had more public housing in the City. In the spirit of cooperation, the PHA sold the City the Frank George Apartments, which made up 100 units of public housing. To date they've only replaced 36 of those 100 units. They are now asking to replace four more units, which will bring that to 40 units, or 40% of the units that were removed. This is not unreasonable. If the City decides that putting up four units of public housing will have a major impact on the tax base, the City is in trouble. Commissioner Brown said the City is in trouble; this is what they've been saying. Commissioner Norwood acknowledged that the City did tell the PHA that they would assist the PHA to providing and facilitate replacement housing.

Mayor Hill said in the drafting of the Letter of Understanding, there were several considerations which Attorney Holmes provided in detail. He is specifically concerned with how the City deals with the Fair Housing issue. They need to be truly cautious of this. The major concern was that the plan for the property property didn't conform with surrounding uses, not that the PHA wanted to build housing there. In the proposed Letter of Understanding, it is apparent that they want to get away from housing complexes and blend these properties with existing properties. This is an opportunity to build single-family homes that will conform to surrounding housing. They've included distance limitations to prevent clusters, which will change the culture. They have to be cognizant of the position the City would be in if they outright ban public housing out of disdain.

Commissioner Brown said she is not opposed to public housing. She doesn't object to it being in her neighborhood. She objects to taking more properties off the tax rolls. They have facilitated the replacement of the Frank George Apartments units through the construction of the Holley Ridge Apartments, which were built by Picerne. Many of those senior citizens that moved out of the High Rise went there for federally subsidized housing. That property pays taxes to the City. Picerne also built another complex for medium income families. This is not the right time to build more tax-free housing. They will have more people living on poverty wages if the City has to let people go. This came to her

attention when the PHA told the County they didn't have to pay the same tipping fee that everyone else has to pay. If the city puts a fire fee in place, the PHA will probably tell the City the same thing. Somewhere they need to come to a place where they can take care of everyone. They need to sit down and talk about this and find ways to make this work for everyone instead of putting fewer people in the position of having to carry the ad valorem tax burden for the city.

Mayor Hill opened the floor for public comment

Catherine McLean, 823 Laurel Street, said she has recently moved into Palatka's South Historic District. She is also a potential homeowner, as her desire was to move here and become a full time resident. She has no previous history with Palatka, but has done research on her own. Palatka has done an outstanding job of accepting public housing into the City, given the population and existing number of public housing units. It's done a remarkable job of having provided public housing. She believes this would offset any objection the government might have to their not allowing more public housing. Concerning the budget, this is not a moral, ethical or racial issue. This is a fiscal issue and requires a financial decision on how to take care of the people already here. It would be a good idea to put a moratorium on further HUD development, and ask the PHA to expand its boundaries, and start developing outside of Palatka. The surrounding areas have done very little to accept public housing. The PHA needs to reconsider its own five-year plan.

Commissioner Norwood asked if the Commission can put a percentage on the overall allowable public housing. Mr. Holmes said he can't answer the question tonight. From his perspective, based upon his research as to the approach he would start with, would be to explore HUD guidelines on its policies for funding additional public housing in economically impacted areas where public housing already exists. It appears that there has to be some criteria or consideration or provision for when a community has met its obligation to provide public housing so that HUD can't say they aren't doing anything outside the bounds of reason if this five-year plan was not approved. He doesn't know if they would even be in a position to place a moratorium on public housing, whether by zoning or any other device. They may be within their rights to not approve a Plan that included additional public housing, and may be in a position to deal directly with HUD to explain why Palatka is not in a position to bear additional fiscal constraint brought on by the construction of additional public housing rental units. The direct approach is the better approach, rather than dealing with multi- versus single- family, or where it is located; the approach would be to state that Palatka has provided more than its fair share of public housing as compared to surrounding communities.

Commissioner Borom said the City and PHA need to workshop the issue, and discuss the City's vision versus PHA's vision. The respective visions don't match up. They need to go in the same direction. Commissioner Campbell concurred with Commissioner Borom and asked Mr. Nelson if he's had conversations with the County on moving out of the City with housing developments. Mr. Nelson said the PHA is a small agency. They have been small for four to five years. Their base is in the City of Palatka. They have the ability to do a tremendous job of maintaining the units they have because they are in the City. If they start putting units in the County or in other cities within Putnam County, they can't maintain those units. As a result, they will end up with properties that look unmaintained. Their

current units are well maintained and pass HUD examinations annually. They can't spread their maintenance personnel around the County. When pressed for a yes or no answer, Mr. Nelson said his answer is they cannot afford to move staff to other parts of the County. Mr. Campbell asked Mr. Nelson if he has considered what type of residents would be allowed to move into these proposed properties. Mr. Nelson said they have considered moving existing residents who have exhibited responsible behavior and who require two-bedroom units into these new two bedroom units.

Tony Harwell, 322 Madison Street, said he opposes letting any more non-taxable properties come into the city, regardless of whether they are architecturally appropriate. Just to come close to building a historic house cost around \$175 per square foot. Most residents of Palatka and Putnam County can't afford a household of that cost. He asked how the PHA can do this when regular taxpayers can't.

Commissioner Brown suggested they set a workshop and discuss this further. Commissioner Norwood said the PHA has a deadline for submitting their plan. Mr. Nelson said if they don't obligate these funds by March, they will go back to HUD. Commissioner Brown said they can call meetings to discuss this prior to March. She moved to table this item and set a workshop to discuss the issue prior to February. Commissioner Borom seconded the motion.

Mr. Nelson said they need to submit the Plan to HUD by January 15<sup>th</sup>. He explained the process. As a result of the demolition of the Frank George, HUD gives them replacement housing dollars annually. They are allowed to save those dollars until they get enough to build replacement housing. They are now at the end of the time period to utilize those replacement housing dollars. On January 15 they have to submit their Plan to the Jacksonville HUD office; if they delay that there could be penalties. Mayor Hill asked if he has the ability to ask for an extension. Mr. Nelson said they can ask. "Penalties" could be a reduction in Housing Replacement dollars or sanctions. Mr. Holmes said there was already a Plan approved at the last meeting. The City deleted Paragraph 7 which doesn't include new construction. He can submit the Plan that has been approved. The issue is in using the replacement housing dollars. Mr. Holmes asked if they can resubmit a new Plan after it has been approved; he assumes they can because it is a five-year plan. Mr. Nelson said the amendment would take place during their annual yearly planning. In order to amend the Plan, they have to go through the entire process, which is notification of all residents, publicly posting the annual plan, a waiting period of 45 days, and a hearing must be held, and submittal of the Plan to the City and PHA Board for review and approval. They started this process back in September of last year. It's all based upon timing and whether they have time to rush this through the system.

Mr. Cymbor asked as to the "drop-dead" date regarding obligation of housing of funds. Mr. Nelson said they have to be obligated by March. In order to obligate them, they have to have a plan submitted to HUD. They have to submit an application, plans, utilize the existing dollar amount. This is not a quick process.

There being no further discussion on the motion, the question was called and a roll-call vote was taken on the motion, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The motion was declared passed.

Commissioner Brown suggested getting in touch with representatives of HUD to come to this workshop to discuss this issue with the City. There was consent to schedule the workshop for next week and advertise the time and place of the workshop.

5. **RECONSIDERATION of Motion excluding Paragraph 7 from inclusion in execution of Palatka Housing Authority's Annual Forms: Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City's Comprehensive Plan – Commissioner Norwood stated he provided notice to the Commission of his intention to make a motion to reconsider the vote on this matter and include Paragraph 7 as amended in the approval of the PHA's Annual and Five Year Plan FY 2015-19, in light of the new information that has been presented. Following discussion, and upon the advice of Mr. Holmes to continue the discussion instead of tabling it, Commissioner Norwood moved to continue this item to a time certain of January 22, 2014. Commissioner Brown seconded the motion. A roll-call vote was requested and taken, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The motion was declared passed.**

The following is an excerpt from the DRAFT minutes of the 1/22/15 Palatka City Commission meeting:

7. **RESOLUTION** authorizing execution of a Letter of Understanding with the Palatka Housing Authority regarding the development and construction of single-family housing units on 923 and 913 Laurel Street plus two others lots in the City of Palatka, and reconsideration of certification of the PHA's Annual 5-year Plan FY 2015-2019 – Adopt – *(tabled during regular session on 1/8/15)* – **STAFF RECOMMENDATION TO CONTINUE TO FEBRUARY 12, 2015** – The Clerk read a Resolution entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER OF UNDERSTANDING WITH PALATKA HOUSING AUTHORITY REGARDING THE RECONSIDERATION OF THE CITY OF PALATKA'S EXECUTION OF THE AUTHORITY'S ANNUAL AND 5-YEAR PLAN FY 2015-19 TO CERTIFY ITS COMPLIANCE WITH THE CITY OF PALATKA'S ADOPTED COMPREHENSIVE PLAN, AND THE DEVELOPMENT OF SINGLE-FAMILY HOUSING UNITS AT 913 AND 923 LAUREL STREET PLUS TWO OTHER UNITS ON PROPERTY LOCATED WITHIN THE CITY OF PALATKA. Commissioner Norwood moved to continue the matter to February 12. Commissioner Brown seconded the motion.

John Nelson, PHA, 400 N. 15<sup>th</sup> Street, said the PHA has received two extensions to filing its Annual Plan based upon the Commission's action to scheduled workshop which did not occur and won't occur until the 26<sup>th</sup> of January. If they hold a Commission meeting on February 12<sup>th</sup> to discuss the results of the workshop, this will put the PHA in jeopardy of violating HUD requirements. He could probably go back to HUD and ask for another extension, but doesn't believe he should as the workshop did not occur last week. He asks that the City hold an emergency meeting following the workshop to take action on this matter. Mayor Hill asked Mr. Nelson to apply for a further extension. Mr. Nelson said the present extension is to February 6. He is not opposed to asking, but asks that the Commission consider holding an emergency meeting following the workshop.

Commissioner Norwood moved to amend his motion to continue the adoption of the Resolution until February 12<sup>th</sup>, unless further extension is not granted by HUD, in which case the matter should be considered at a special meeting to be called prior to February 6<sup>th</sup> to consider these matters. Commissioner Campbell seconded motion. There being no further comment or discussion, a roll-call vote was taken, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, yes; Nays, none. The motion was considered amended and passed.

8. **RECONSIDERATION of Motion excluding Paragraph 7 from inclusion in execution of Palatka Housing Authority's Annual Forms: Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City's Comprehensive Plan – Commissioner James Norwood – (Continued from January 8, 2015 meeting) – STAFF RECOMMENDATION TO CONTINUE TO FEBRUARY 12, 2015** – Commissioner Norwood moved to continue this matter to 12 February unless an extension to file the PHA's Annual Plan is not granted by HUD, and there is a need to call a special meeting to consider this matter prior to February 6<sup>th</sup>. Commissioner Campbell seconded the motion, which passed unopposed.

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**JAMES A. GRIFFITH**  
INTERIM CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**MINUTES**  
**CITY OF PALATKA WORKSHOP**  
January 26, 2015

Proceedings of a called Workshop meeting of the City Commission of the City of Palatka, Florida, held on the 22<sup>ND</sup> day of January, 2015, commencing at 5:30 p.m.

**PRESENT:** Mayor Terrill L. Hill  
Commissioner Mary Lawson Brown  
Commissioner Rufus Borom  
Commissioner Justin Campbell  
Commissioner James Norwood, Jr.

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Interim Police Chief James Griffith; Planning Director Thad Crowe

**CALL TO ORDER** – Mayor Hill called the meeting to order at 6:00 p.m. and read the following meeting call which was issued on January 21, 2015

**TO COMMISSIONERS:** MARY LAWSON BROWN, RUFUS BOROM,  
JUSTIN CAMPBELL AND JAMES NORWOOD, Jr.:

You are hereby notified that a Joint Workshop Meeting is hereby called to be held on Monday, January 26, 2015, commencing at 5:30 p.m. This workshop meeting will be held at the regular meeting place of the Palatka City Commission at Commission Chambers, 201 N. 2<sup>ND</sup> Street, Palatka.

The purpose of the meeting is to hold a joint workshop with the Palatka Housing Authority concerning the status of public housing in the City of Palatka and the PHA Executive Director's request to approve "Paragraph 7" of its Annual and Five Year Plan FY 2015-19.

/s/ Terrill L. Hill  
Terrill L. Hill, MAYOR

The following Commissioners acknowledged receipt of a copy of the foregoing notice of a Workshop Meeting on the 21<sup>ST</sup> day of January, 2015.

/s/ Mary Lawson Brown  
COMMISSIONER

/s/ Justin Campbell  
COMMISSIONER

/s/ James Norwood, Jr.  
COMMISSIONER

/s/ Rufus Borom  
COMMISSIONER

## **INVOCATION AND PLEDGE OF ALLEGIANCE – Commissioner Norwood**

**PRESENTATION – City Staff – Mr. Czymbor** said the City has a long history of supporting affordable housing over the past 52 years. They have provided the Commission with information concerning its history. The purpose of this workshop is to get feedback and direction on where the City wants to go with public housing. The information distributed is available on the City's website. They will discuss how public housing is described in the Comprehensive Plan and explore statistics regarding public housing in the City. They will also discuss other matters, including the actions taken by the PHA Board at its January 15 meeting.

Thad Crowe, Planning Director, said he is speaking from the standpoint as the City's Planner. It is important to go back to the source of the policy document that guides the City, which in this case is the Comprehensive Plan. Public housing is addressed in the Comprehensive Plan by nature of its tenure. The Plan's Housing Element is the principal repository of housing policy and frames how the Commission can react; it is meant to be broad so the City isn't forced "into a corner." The City has an overriding goal, which is to help provide adequate and affordable housing; this doesn't mean the City has to provide the housing, but also means the City can't throw up "roadblocks" to affordable and adequate housing, and when possible, should be helping toward that effort.

Housing Element Objective C.1.2 & C.1.2.1 compels the City to encourage the provision of special needs housing, such as housing for handicapped, homeless, elderly, and group homes. Public housing is not singled out for special treatment or encouragement. He noted that this information was pulled directly from the Comprehensive Plan. PHA related units are 14% of the City's overall dwelling units, which includes Section 8 housing and other types that receive Agency funding. He quoted from the Data Analysis Section, which says "strategies for locating future subsidized rental units in the County should be explored and pursued. He noted this policy was set forth 10 years ago. The authors of the Plan acknowledged the City was somewhat saturated with Public Housing. Mr. Crowe showed a graphic, entitled "Public Housing Units percentage of total units" showing that over 9% of Palatka's housing units are public housing units. Staff compared Palatka to 48 other cities of similar size and several larger cities in the region. The powerpoint slide showed those slides those towns that have more than 1.5% of units as public housing units. Only Arcadia approaches Palatka 9.2% of public housing units-to-total-units with around 5%. The average proportion of public housing is 2%, and when Palatka is factored out, the proportion drops to 1.7%. Another slide showed cities with no public housing, ranging from smaller towns to larger cities like Melbourne and Port St. Lucie. The source for this information is the Shimberg Center for Housing Studies, at the University of Florida. The next slide showed a comparison of comparable cities' balance of commercial and residential development. Palatka is at the low end of the graph in that; the tax base predominantly depends upon commercial uses. It is inverted compared to more fiscally healthy towns, which get more of their tax base from residential properties. In a comparison of other jurisdictions, Palatka has a low percentage of homesteaded properties, a little over 10%, while Atlantic Beach of the other end of the scale has more than 50% properties homesteaded. As to taxable value per capita, Palatka is near the bottom. Palatka has around \$35,000 value per capita (person), as compared to other cities with more than \$100,000 per capita. Palatka has a low tax base and a high percentage of properties not paying property taxes. This information comes from a report on a DEO State-funded project that compared Palatka with other jurisdictions. Mr. Crowe summarized by saying the Comprehensive Plan recognizes that in Palatka there exists a high concentration of public housing units. It clearly calls for housing assistance from the City for special-needs type housing, but not public housing, and the Plan contains policies that call for the City to assist the PHA only in maintaining existing properties, but not necessarily creating new properties. The City has a significantly high proportion of public housing compared to other jurisdictions; it is the highest in the State. Finally, the City's tax base is vulnerable to new non-taxable units, whether they be in small or large numbers. They add up cumulatively and create fiscal distress.

Commissioner Norwood asked if the plans presented for more public housing conforms to the Comprehensive Plan. Mr. Crowe said because the Laurel Street properties are in a historic district, multifamily units are not compatible. As to zoning requirements, zoning in this particular block is multi-family. Palatka has "cumulative" zoning in that residential districts like R-3 residential, zoning allows both single and multi-family uses. The Historic District policies assume a higher level than the strict zoning and density policies, therefore, the development pattern is what they look at, and the single-family development pattern was determined to be the overriding policy for historic district. This meets the zoning requirements in terms of broad, multi-family use, but not the standards for historic districts. The City uses the Secretary of the Interior standards for historic districts, which requires developments to meet historical development patterns and architecture. This includes the layout of new structures, density of new structures, and general compatibility. Commissioner Brown said property owners in the Historic District came to the Commission in the 1980's regarding their older housing being turned into duplexes and apartments. She thought the City had changed the zoning to single-family housing in the historic districts. They did pass an ordinance to that end. Commissioner Norwood said the request is to put single family housing on those lots. Mr. Crowe said the eastern part of the District was rezoned to allow only single family housing while the western end remained in multi-family zoning.

Matt Reynolds, Finance Director, narrated slides providing information regarding the financial impact of public housing, and budgetary information. Slides were shown depicting the total amount of assessed value for parcels owned by the PHA, which owns 44 parcels inside the City with an estimated market value of \$18,306,590, resulting in a loss to the City of \$167,961 in property taxes. There are 12 parcels listed outside the city limits of Palatka with a market value of \$400,511. Four of the 44 parcels were purchased under the Neighborhood Stabilization Program where the City entered into an agreement with the County to allow for the purchase of these homes. Of the lots outside of the City, 6 are empty lots, five are in Interlachen Lakes Estates, and one is in Florahome. The PHA owns six single-family homes, of which 2 are located in Palatka, 2 in Satsuma, 1 in East Palatka, and 1 in Pomona Park.

Mr. Reynolds said over the past five years the PHA has paid a total \$57,217.40 in lieu of taxes. Last year they paid \$17,127.87, and \$1,218.76 for the four NSP homes. General property tax exemption information was shown. Palatka is able to collect taxes on only 52.7% of the assessed value of property located within the City limits. For other cities with a similar budget and population, eight cities were compared to Palatka. There is a large difference between these other cities' taxable value and Palatka's taxable value due to the large percentage of exempted properties. Of its properties, 31% is governmental properties, versus 17% in other cities. They are close to other cities for institutional and homesteaded single-family housing. Of the approximately \$700,000,000 worth of assessed properties in the City, 47.3% is tax exempt. The city only receives property tax revenue on around 53% of the taxable value of properties within the City. A slide was shown depicting the value of tax-exempt properties owned by various governmental entities.

Mr. Reynolds narrated slide showing total calls for service for Police and Fire Departments at PHA properties. This is 8% of the Fire Department's calls for service, and 5% of the Police Department's calls for services. The cost to the City is approximately \$335,000 for these calls. As a percentage of its budget, it is a very large amount. If the property tax was paid on those properties, the City would receive around \$167,000, but the City only receives around 10% of that from the PHA.

James Griffith, Interim Police Chief, showed a slide which depicts grant funding the PHA receives on a yearly basis for additional patrols at PHA properties, which is around \$15,000 on average. In addition, the PHA pays around \$14,000 - \$15,000 for additional patrols in the PHA neighborhoods. This is grant funded. They reimburse the City at a rate of \$23 per hour, which is less than the actual

cost to the City. Regular officers cost the City (with overtime and benefits) around \$30 per hour and supervisors cost around \$70 per hour.

Mr. Czymbor said at the Regular PHA Board meeting held on January 15 the Board amended its Agenda to consider and pass 3 resolutions. Resolution #653 certified their Annual and Five Year Plan, which included Section 7.0, which included the six additional units. The City Commission adopted the Plan on December 11 and struck Section 7.0. The Authority adopted that plan with 7.0 still intact. Resolution #654 authorized the Executive Director to enter into discussions with the PHA Attorney regarding filing a Fair Housing Complaint against the City. Resolution #655 was passed to authorize construction at the Laurel Street lots using non-federal funds. On January 21, he distributed background information for this workshop, made it available to the public, and asked Mr. Nelson if he wanted to include information in the package, but he declined.

John Nelson, Executive Director, Palatka Housing Authority, 400 N. 15<sup>th</sup> Street, said the City voluntarily adopted public housing in 1962. In 1972 all the public housing units they had up until 2007 were constructed. In 2007 the PHA sold to the City 100 units (Frank George Apartments) with the provision that the City would assist the City in replacing those units. They have reconstructed 36 units which brings their unit count up to 420 units. The City did state it would assist the PHA in replacing those 100 units. They are asking the City to do what they said they would do. The total number of units the PHA owns has gone down. They have around 930 families on their wait list. Around 500 are Palatka families. They can't house those families as they no longer have the units available. The PHA has taken the posture to not develop public housing in the City because of statements that were made that the City does not want additional public housing. This is 2004 to present. They could have developed public housing but did not. They have only sought to replenish the units that were sold in 2007. Cities were mentioned by City staff that had low or no public housing in them. This is true. The reason is that public housing development is not something that the federal government is involved in these days; alternatively, they give out Section 8 vouchers. In Deland they have 90 public housing units and 749 Section 8 units. Jacksonville has 3,227 public housing units and 7,292 public Section 8 units. The PHA has 300 Section 8 units. Based upon their numbers, the Housing Authority represents 5% of the housing in the City. The call rates for police services represent around 5% of total calls. This is a relatively small number. Staff chose to look at all the units the PHA either owns or is involved with, and counted units they have sold based upon a sales program the PHA has put together to utilize vacant lots in the City and County. They have lots in the County in areas that are unbuildable, which were given to the PHA for the sales program. The City of Palatka contains the majority of the homes that were constructed. The NSP program is a County program, not a PHA program. The County asked them to assist with that. Some of those units were occupied in the County. These were purchased with County funds. These are the housing numbers that the City agreed to in 1972, not 2015. The Housing Authority is looking to construct, by agreement, two single-family homes on Laurel Street. This is a compromise on the part of both agencies. They know there are requirements for development in historic districts. They have a letter from the State Historic Commission in Tallahassee that says anything they might build on those two lots would have no bearing on the status of the historic district. They don't intend to build modern-looking units on those sites. This is what he thought they were going to talk about tonight, and instead received a history lesson regarding public housing in the City.

Mayor Hill said they need to talk about where to go from here. They needed to know how they got to where they are. The information sets the foundation for the conversation. Next, they need to determine viable solutions and alternatives. He is a product of public housing. They have spoken about empowering people to "graduate" from public housing. He asked Mr. Nelson to speak about the transitional phase of public housing.

Mr. Nelson said they have utilized the Federal Home Loan Bank Program where they constructed homes for sale. They gave their population an opportunity to apply for home ownership through the

Farmers Home loan program. The properties purchased through the NSP Program are available for families who can afford nominal rent. They advertised these opportunities to those in public housing. They can purchase those units at the end of the NSP program, which is 10 years. People with low incomes have a hard time purchasing homes. People in Palatka have low incomes. Regarding goals to help people own homes, their tenants have opportunities to purchase homes when they have them available.

Mr. Campbell asked what type of resident will occupy the proposed Laurel Street dwellings, and asked what he will do to assure the Commission that they will preserve the integrity of the neighborhood. Mr. Nelson said they will look at their families and select families in good rental standing and good social standing, and offer those units as transfers to those families.

Mayor Hill said they discussed "graduation" HUD programs and asked if he was able to gain insight on these. Mr. Nelson said the only ones available are the Mixed Income Finance Program properties, which are available to developers or developer groups and set aside. If you have 100 units you tear down, and sell those to a developer group, 25% of those units must return to public housing and the rest "graduate" up from public housing. Mayor Hill asked if he has explored opportunities in the contiguous areas of Palatka, noting Mr. Nelson had spoken of issues he had with transportation of maintenance staff. He can't say what happened in 1962, but in 2015 there is a substantial financial impact of Public Housing which needs to be addressed. One example of a contiguous area is the section of Rolling Hills that is in the County. There are many enclaves on St. Johns Avenue and in other areas. They are still in the vicinity of Palatka but not in Palatka. Mr. Nelson said they have looked at units in Rolling Hills and on Laurel Street. They looked at the impact they could make on City life. They purchased two burned out derelict units on Laurel Street. All the units they have constructed in the past 6 years have made a positive impact on the neighborhood. The City had a court order to tear down the Laurel Street properties.

Commissioner Brown said a few years ago she visited Orlando and attended presentations by made banks in different areas who took on the obligation to help low income citizens purchase homes. These banks worked with people to match payments to get people into homes. They need to look for these resources. They have young people who feel locked into PHA properties because of low income jobs. They can't get any businesses to come into the Palatka because of the millage rate. They have to take care of everyone, not just the people who need low income housing. When people get better jobs they can purchase transitional housing. Their problem is not with the type of housing, it's that the people who live in them pay no property tax. For two years they've had to go to the Gas Authority and ask for a half million dollars just to balance the budget. For five years city workers received no raises. They have to shore up their budget and decrease the millage rate, and take care of the people who are carrying the load. They are going to have to talk to governmental entities and non-profits to get them to stop taking properties off the tax rolls. HUD housing tenants will remain HUD tenants unless they can bring industry in. They can't replace infrastructure without money. They need to hold off building any new HUD housing until they can support it.

Mr. Nelson said the two lots they purchased brought in only \$400 per year in taxes for both houses. There is no comparison to the need of families. Commissioner Brown said they need to get the tax base to a point that they can take care of everyone. Many years ago some of her property was taken by eminent domain to put up public housing. Because of the construction of Public Housing the City was able to build infrastructure in those areas because the Housing Authority was putting in neighborhoods. The Highrise was built to help to get rid of the docks, fish houses and dilapidated buildings on the 100 block.

Mr. Nelson said they've tried to get banks to come in with programs with matching funds for residents. This didn't last long. They have driven their residents to SJRSC and enrolled them in GED programs. The PHA's "job" is to provide housing to families that can "ill afford" it, not to take

residents to get their GEDs or get banks to come in to give residents savings accounts to double their income. They take on that role. The only thing he's asked for is the ability to build up to six units, which was negotiated down to two units, to help meet the need of 529 families in the City. As to where they are living now, they are doubled up and tripled up and living in cars. As to an "emergency housing list" they have not had this in 10 years. Discussion ensued regarding where people on the waiting list are located and how they are tracked, and decentralization of housing outside of the Palatka City Limits. Mr. Nelson said there is a higher cost of water and sewer outside the City. They don't build Section 8 units. They have funds to build up to six PHA units, or around \$400,000.

Mayor Hill asked Mr. Nelson if he sees a viable solution so that the City can meet its needs in addition to the PHA's need for units. Mr. Nelson said the solution is the City can allow him to construct these two units on the Laurel Street lots. Commissioner Campbell said there are water and sewer projects going on in East Palatka. As to a time frame, Mr. Nelson said the PHA has to "obligate" its federal housing dollars to HUD by submitting plans, site location, designs, environmental reports, etc. It may be several years before they can begin building. They want assurances they can construct units to replace the units lost when the Frank George Apartments were sold. The Housing Authority received \$2.2 million from that sale. They built the Annie M. Spell development with that money. As to how many lots they own outside of the city limits that they can build on, Mr. Nelson said all of them are unbuildable.

Commissioner Borom said even if this is approved the PHA still has some 500 families waiting for housing; he asked as to the time table to build houses to house those families. Mr. Nelson said they don't have the money to build housing for those families. He believes the City doesn't want public housing. Commissioner Campbell said he is on the record as not being against the construction of public housing, but they have to take into consideration the longevity of Palatka. He is not opposed to public housing. Commissioner Brown said none of them are. Mr. Nelson said he did not say any of them were against public housing. He said he has received instructions and statements that the City of Palatka does not want any more public housing units, that the City has too many public housing units. Mayor Hill said he will be the first to say that he would like to see fewer people living in public housing and believes the PHA needs to stop promoting generational poverty. They need to put plans together to empower people to move out of public housing. This issue is bigger than these two lots. They created generational poverty in 1962 when they created the PHA. They brought public housing into neighborhoods that used to be full of working people. His mother lived in public housing with 3 kids and worked in a bag factory. She would still be there if no one had told her she could expect to do anything else. The PHA is promoting generational poverty. He'd love to see less people in public housing because they are creating jobs and providing better education instead of more public housing units. Talking about these two pieces of property is a waste of time. Putnam County is the second poorest county in the State. People are coming in from outside the County because Putnam County is the "dumping ground" for other counties and people think they can get public housing here. There was no clear plan in 1962, but it's time to put one together.

Mr. Nelson said he agrees that there needs to be a plan of action that will assist those families who work 28 hours a week, with no health insurance, who need housing. The PHA can't generate that plan. It should be developed from the top down by the City. The PHA's job is to develop housing for families. Commissioner Campbell said the Commission's job is to make the City solvent. Commissioner Brown said Congresswoman Brown sent a group of people from Picerne Corp. to Palatka when they began talking about replacing Frank George Apartments. Picerne eventually built a complex in Palatka to absorb many of the people displaced by the demolition of the Frank George. There are other developments that have been recently built with subsidized housing units. Mr. Nelson said with the exception of Kay Larkin and Woodlands Apartments, those are for senior citizens. Their rents are much higher. They only have 300 Section 8 certificates to pass out throughout the County. Woodland receives Section 8 families from the PHA. Grand Pines and Holly

Ridge receive Section 8 families from the PHA. 300 certificates only go so far. For the most part the families they are talking about are those under the age of 58, not seniors, who are age 60 and older. They can't put families with children at Holly Ridge and Grand Pines. Discussion ensued regarding the PHA's occupancy rate, which Mr. Nelson stated is at 99.3%.

Mayor Hill opened the floor for speakers.

Elizabeth Van Rensburg, 312 N. 3<sup>rd</sup> Street, said she appears on behalf of Palatka Main Street and its Board of Directors. She read a letter written by Charles Rudd (filed), Main Street Manager, into the record, supporting the City's stance on public housing and commending the City on its history of accommodating public housing, and noting Palatka's disproportionate number of public housing units. Homeownership strengthens neighborhoods. Taking properties off the tax rolls does not grow tax supported funds. They recommend the emphasis shift from creating more public housing units to empowering citizens by giving them the tools to be able to move out of public housing to make room for others to move in. Public Housing was not intended to be permanent housing for families. They support the City's efforts to protect the tax base.

Askew Vickers, 207 N. 18<sup>th</sup> Street, said he concurs with the Commission. Mr. Nelson has a job to provide proper housing for people. Their job as homeowners is to pay property taxes. He has paid over \$200,000 in property taxes over the past 10 years. The City and PHA should be finding ways to provide affordable housing on a finite term. They are enslaving their people by enabling them to get out of being productive people and taxpayers. They have to be part of the solution. He spoke of the sale of the Highrise and the debt the City took on to purchase it. If they continue on this path, they will have nothing but HUD housing in Palatka.

Richard Dobbs, no address stated, said he and his wife own two lots directly across the Street from the PHA Laurel Street lots. He'd like to go on record as being in support of the PHA putting homes there. He thanked the PHA for taking down the burned structures that were there. He spoke of being the first paper boy delivering papers at the high rise which gave him a unique perspective on the residents and where they came from. There is not enough rental property in Palatka.

Sam Deputy, 912 Carr Street, said he wants to go on record saying he firmly believes in Public Housing for those who can't support themselves. In 1972 the "Mill" had nearly 4,000 workers, and they had Central States and Florida Furniture, as well as a number of other businesses. People used to come from St. Augustine to shop in Palatka. Now the G-P Mill has around 1,000 workers. He is proud to be a resident of Palatka because since 1962 they have supported public housing like no other city in the State. At this time only 52% of Palatka's residents are paying for all the services consumed in the City. Residents are also paying taxes to the Federal Government, which builds public housing. If he were to move here today he would locate outside the City Limits due to the tax rate. They would save 1/3 of the taxes they now pay by moving to the County. Many of their residents are doing this very thing. Businesses in Palatka are not flourishing due to the tax rate.

Commissioner Brown said the City has always tried to take care of people. The City has always supported the PHA's projects. Their budget can't handle taking any more parcels off the tax rolls; they are in crisis. They need enough money to operate this town. Other cities are going bankrupt. It's about having enough to take care of the needs of everyone.

Commissioner Norwood said this is about fees versus taxes in order to support the tax base. By Federal law the housing authority can't pay taxes on the assessed value, but they can pay fees, which can exceed the taxes they would be paying. Public housing is already here. The PHA purchased property in an area in which the zoning and comp plan allows single family housing. He asked if the Housing Authority would pay fees higher than 10% of the rate. Mr. Nelson said no, because funds they operate under come from the Federal Government. They are operating on 80%

of what the Federal Government says they should be operating with. Commissioner Norwood asked if the City verified that the fees that the PHA is paying fall under Federal guidelines. Mr. Reynolds said the fees in lieu of taxes are voluntarily paid. Mr. Nelson said they were given a form by HUD that sets forth the amount of payment in lieu of taxes. They submit that form every year with the check. There is a formula. Commissioner Norwood asked if the City can accept or reject that formula. Mr. Nelson said State Law says the PHA is exempt from taxes and fees. The cooperation agreement the City signed in 1962 says the same thing. State law says the PHA "may" pay a payment in lieu of taxes. They pay based upon net income of the PHA.

Mr. Holmes said as to the mechanics of this, earlier during Mr. Czymbor's presentation he indicated that the PHA intended to move forward with the construction of the homes on Laurel Street using non-federal funds. Mr. Nelson said the resolution stated that they are prepared to move forward constructing homes with non-federal funds. Mr. Holmes said they are here because the City passed the Annual Plan with the elimination of Paragraph 7.0 from the Plan. With the apparent vote of the Authority to move forward without federal funds, does this mean whether or not the City adopts Paragraph 7 they are moving forward with construction? Mr. Nelson said that is correct. The funds that they have to build the Laurel Street units are public housing dollars. They have around \$400,000 in public housing dollars. Those dollars could be lost if they don't obligate them by March of this year, unless they receive a special waiver from Washington. The non-federal funds are coming from another source. Mr. Nelson confirmed that all of their funds come from the federal government. All housing authorities operate as though they were property managers. They earn a management fee. Those dollars are no longer considered federal dollars. They take those dollars and put them back into their communities in improvements. Management fees collected are deemed "non-federal funds" that come from federal funds.

Mayor Hill asked if they've received an extension on spending the \$400,000 prior to now; Mr. Nelson said they get permission to hold those dollars over each year in order to gather enough money to build housing. They have been holding this money since 2009; this cannot be extended past 5 years.

Mr. Czymbor said Florida Statute addresses payment in lieu of taxes. The PHA has the option to pay up to the amount of what it costs to provide the services required to support its operations. Mr. Czymbor said the Statute allows Mr. Nelson to pay the amount of what it costs the municipality, and they've shown him it costs the City 20 times the amount of what he pays to support services that the PHA's units require. Mr. Nelson said it is correct that they have the option to pay more than what they are now paying. They cannot afford to pay for the services they are receiving. They have the ability to build up to 484 units without going back to HUD to ask for permission to build more units. They are obligated to subsidize 484 units.

Commissioner Norwood said the PHA can look at paying more fees. When the City purchased the Highrise (Frank George Apartments) it said it would support the replacement of the units lost by the sale. This is an integrity issue for the City. They need to fulfill their obligation. They also need to stop the erosion of the City's tax base. The issue is the Housing Authority's Annual Plan. If the plan for the Laurel Street property is allowed under the Comp Plan and zoning, under the Fair Housing law, where would the City stand if the City said "no more housing can be constructed?" Mr. Holmes said the PHA's Five-year Plan is not site-specific. It is hard to say it complies with the Comp Plan as there is no site specified in the PHA Plan Document. The Comp Plan is site specific. If they assume the houses will be built on Laurel Street, then they already had the City's Planning Director state that multi-family homes are not consistent with the Comp Plan for that area. The PHA's plan is not specific. On a broader scale, PHA properties create a burden on the City's resources, and the question becomes whether or not the City can support more public housing. You can think the cause is good, the question is whether or not the City can afford it, and that is why they are here tonight. He doesn't believe you can "zone" against public housing without violating the Fair Standards Act. Staff has shown that the Federal Government has to consider and acknowledge the

burden PHA housing places on the City. The Comp Plan doesn't say you can't have public housing. The argument the Planner made was that new construction of multi-family units on Laurel Street is not in compliance with the Adopted Comprehensive Plan.

Mr. Holmes said the City had tentatively agreed to a Letter of Understanding which states that if the City agrees to the Plan, the PHA would build single family homes under general conditions, approving up to four single-family homes throughout the City. Commissioner Norwood said the question before the Commission is whether or not to approve Paragraph 7.0 of the PHA's plan. He chose to revisit this in the spirit of keeping the city out of litigation and making sure federal grant funding is left on the table; he does not want to jeopardize those federal grants. He is not in favor of taking properties off the tax rolls. At some point they need to decide whether or not to approve Paragraph 7.0 of the PHA Plan. Commissioner Borom said they need to clear up the specifics of Paragraph 7.0 before they can approve it. Mr. Holmes said the Commission did approve the Plan without Paragraph 7.0. There was a motion for reconsideration made, but that was continued to allow this workshop to be held.

Commissioner Brown asked if the City can afford to keep having properties removed from the tax rolls considering its current financial state. Right now the tax base is suffering. It's not about the housing or taking care of people who need public housing, but about paying for police and fire and other services. The PHA has already stated it can opt out of paying a fire fee. She suggests they let Representative Van Zant know of the predicament they are in with housing. They need to contact Senator Nelson and Congresswoman Brown's office. They need to talk to Regional Director Jennings and lay out the City's predicament. It's not that they don't want to build public housing; the issue is the City can't afford any more public housing. They need to find middle ground, or get more money to help support federal public housing.

Discussion ensued on honoring the City's promise to help the PHA replace the public housing units lost when the high rise was demolished. Mr. Nelson said in 2006 the Frank George building was up for sale by HUD. At that time he had three developers who wanted to purchase the Frank George, besides the City. The PHA took the stance that the City would be given the opportunity to purchase the Frank George so that it could control the riverfront. The City bought the property. The other three purchasers went away. The City said it would support the PHA's efforts to replace the housing units. Discussion ensued regarding replacement housing efforts made since 2006. Mr. Nelson said the City has now sold the former site of the Frank George Apartments to a tax paying property owner. Those new tax dollars can easily support the two units they are talking about building on Laurel Street.

Mayor Hill said they need to make a decision. They need to think long and hard about where the City stands on this issue. They need to enhance the working relationship with the PHA. The City has an obligation to stand strong on its promises, but the PHA needs to come together with the City to be a leader and make concessions. They need to find common ground on something that is beneficial to everyone. The City is in a financial crisis. They need to form a consensus on what direction they are going to take.

After discussion there was consensus to call an emergency meeting prior to February 6<sup>th</sup> if the PHA can't receive another extension to file its Annual Plan. Mayor Hill said they need to make a decision on a course of action. The fact remains there are close to 1,000 people on a waiting list. They are committed to finding solutions going forward.

Mr. Nelson said the PHA has cooperated with the City of Palatka on any and every project they've asked for cooperation on since 2004. They have done things collectively, like putting in sidewalks and security systems. The PHA passed a resolution approving the annual five year plan based upon

the terms of the proposed Letter of Agreement. The PHA has confidence that the City will "do the right thing" because of their shared history of a cooperative working agreement.

Commissioner Borom said those obligations were made years ago. They need to go forward with an understanding on future housing developments. They need more balance. The City is suffering for lack of a tax base.

Commissioner Campbell said they are taking into consideration what Mayor Hill has spoken of, and asked the PHA to consider increasing the fees it pays to the City each year, being that they want to take two more lots off the tax rolls. If the PHA commits to this, they could consider his request.

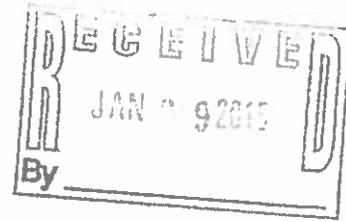
Mr. Holmes said the fact that Mr. Nelson has enough money to build the houses from non-federal funds indicates he has more money for fees.

Mr. Czymbor asked Mr. Nelson to notify him as soon as he receives word on whether or not he has received his extension. They need to put out a Notice of Special Meeting a minimum of 24-hours in advance. There was consensus to tentatively schedule a meeting on February 5 at 6:00 p.m. should the extension be denied to PHA.

**ADJOURN** – There being no further business to discuss, the meeting was adjourned at 7:50 p.m. upon a motion by Commissioner Norwood.



CHAMBER OF COMMERCE



January 26, 2015

Michael Czymbor, City Manager  
City of Palatka  
201 North Second Street  
Palatka, FL 32177

Dear Mr. Czymbor:

The Chamber Board of Directors met today and held a discussion on the City issue dealing with public housing. The position that evolved from this discussion was that the Chamber Board was very concerned regarding the high level of public housing within the City of Palatka.

While the Board truly supports decent and affordable housing for all, they were greatly concerned with the high percentage (9.2%) of public housing in Palatka that they noticed in the data supplied, sourced by the University of Florida Shimberg Center for Affordable Housing. This percentage was almost double that of the next city (Arcadia) which had 5.2%. Other Florida cities benchmarked had either much lower levels, or no public housing at all.

The cost to provide essential government services to residents is expensive. Further erosion of the tax base is not in the best interest for our community and too much public housing may be a deterrent to attracting business to our area. The Chamber Board generally supports efforts to strengthen and expand the tax base in order to ensure our citizens and members can receive high value essential services from local governments. We all want Palatka to be a thriving city with a great future.

Again, the Chamber Board wanted to express its concern with the high level of public housing within Palatka and further erosion of local government's tax base. Thank you for your consideration of our Boards position.

Sincerely,

  
Dana C. Jones  
President

cc: Mayor, Terrill Hill



1100 Reid Street, Palatka, FL 32177  
(386) 328-1503  
chamber@pcccfi.org  
putnamcountychamber.com



## Betsy Driggers

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**From:** Michael J. Czymbor  
**Sent:** Monday, February 02, 2015 4:25 PM  
**To:** Commissioners  
**Cc:** Betsy Driggers  
**Subject:** FW: HUD supportive services programs

FYI

**Michael J. Czymbor** ICMA-CM  
City Manager  
City of Palatka, FL  
386-329-0104

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**From:** T hill [<mailto:thill@outforjustice.us>]  
**Sent:** Monday, February 02, 2015 3:05 PM  
**To:** Michael J. Czymbor  
**Subject:** Fwd: HUD supportive services programs

Sent from my iPhone

Begin forwarded message:

**From:** Willie Williams <[willielwilliams2008@yahoo.com](mailto:willielwilliams2008@yahoo.com)>  
**Date:** January 29, 2015 at 9:21:38 PM EST  
**To:** "[thill@outforjustice.us](mailto:thill@outforjustice.us)" <[thill@outforjustice.us](mailto:thill@outforjustice.us)>  
**Subject:** HUD supportive services programs  
**Reply-To:** Willie Williams <[willielwilliams2008@yahoo.com](mailto:willielwilliams2008@yahoo.com)>

Mayor Hill,

As discussed here is the information regarding supportive services programs under HUD.

### [Family Self-sufficiency \(FSS\)](#)

Funding under this program is made only to PHAs to hire a program coordinator who links residents with training opportunities, job placement organizations, and local employers. Residents enter into a contract of participation which outlines their responsibilities towards completion of training and employment objectives over a five year period or less. The contract of participation also stipulates PHA responsibilities towards helping residents achieve their goals. For each participating family that is a recipient of welfare assistance, the PHA must establish an interim goal that the family become independent from welfare assistance and remain independent from welfare assistance at least one year prior to the expiration of the contract. During the period of participation, residents may earn an escrow credit, based on increased earned income, which they may use in a variety of ways upon successful graduation from the program. For more information about the NOW COMBINED PH and HCV Family Self-Sufficiency Program, please [click here](#).

### [About Resident Opportunities and Self Sufficiency \(ROSS\) Grant Program](#)

A program for public housing residents with supportive services, resident empowerment activities, and assistance in becoming economically self-sufficient.

[About Neighborhood Networks](#)

This funding program provided grants to Public Housing Authorities (PHAs) to establish, expand and/or update community technology centers.

Here is the link:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/ross](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/ross)

***Willie L. Williams, MSW***

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