

**City of Port St. Joe
Redevelopment Agency Board Special Meeting
April 1, 2025 at 11:00 A.M.**

**Steve Kerigan
Rex Buzzett
Eddie Fields
Scott Hoffman**

**Eric Langston
Brett Lowry
Linda Bullock
Marvin Davis**

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL OF THE BOARD

CONSENT AGENDA:

January 21, 2024 Special Meeting Minutes

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BUSINESS ITEMS

- Developer Incentive Program & Program Overview** **Pages 3-8**
- Generations Housing Rehabilitation Program & Program Overview** **Pages 9-15**
- Interest Rate Incentive Program & Program Overview** **Pages 16-22**
- House Bill 991 & Senate Bill 1242** **Page 23**
- PSJRA Annual Report FY 2023-2024** **Pages 24-27**
- PSJRA Annual Audit 2024** **Pages 28-54**
- Citizens to be Heard**
- Discussion by Board Members**
- Motion to Adjourn**

***You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

City of Port St. Joe
Redevelopment Agency Board
Special Meeting
January 21, 2025

Minutes

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
Eric Langston, Chairman	Jim Anderson	Linda Bullock	
Rex Buzzett	Charlotte Pierce	Brett Lowry	
Marvin Davis	Mike Lacour		
Eddie Fields	Clint McCahill		
Scott Hoffman	Jake Richards		
Steve Kerigan			

After ascertaining that a quorum was present, Chairman Langston called the meeting to order at 11:00 A.M.

Consent Agenda

Minutes, January 7, 2025, Regular Meeting:

A Motion was made by Rex Buzzett, second by Eddie Fields, to approve the Minutes of the January 7, 2025, Meeting. All in favor; Motion carried 6-0.

Eddie Fields stated that he would be abstaining from the vote because of inured to the special gain or loss of Washington Improvement Group / Community Advisory Council. Form 8B Memorandum Of Voting Conflict For County, Municipal, and Other Local Public Officers was completed by Mr. Fields and is attached as Exhibit A.

Business Items

CRA Director Position Contract

Darrell Starling, D. Starling Consulting, participated by telephone. Discussion was held as to why there was a contract difference of \$10,000. Mr. Starling explained that his costs for the amount of work that will be done, reports, workshops, attending the annual conference, architectural help, and student stipends are what make up the difference.

A Motion was made by Rex Buzzett, second by Steve Kerigan, to increase the contract with Mr. Starling to \$35,000 with the \$10,000 in additional funds needed coming from the Street Scape Line Item. All in favor; Motion carried 6-0.

Citizens to be Heard

Marvin Davis and Chester Davis shared their thoughts on the hiring of a Contracted Director for the PSJRA.

Discussion by Board Members

None of the Board Members had any other items to discuss.

There was no additional business to come before the Board and Chairman Langston adjourned the meeting at 11:48 P.M.

Approved this _____ day of _____, 2025.

Eric Langston, PSJRA Chairman

Date

Charlotte M. Pierce, City Clerk

Date

MEMORANDUM

April 01, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell Starling/CRA Executive Director

SUBJECT: Developer Incentive Program (DIP)

SYNOPSIS: *The purpose of this request is to consider approving the Developer Incentive Program (DIP) to stimulate affordable housing in the North Port St. Joe neighborhood.*

RECOMMENDATION

It is recommended that the CRA Board consider the following action(s)

1. Approve the Developer Incentive Program, designed to give up to \$25,000 to developers to encourage more affordable housing and commercial development in the North Port St. Joe neighborhood.
2. Authorize the CRA Director of the CRA to enter into a developer's agreement and said agreement shall, include, at a minimum a clause with the following: the subsidy amount will be received after the certificate of Occupancy (CO) is obtained, the ROI shall not be more than ten (10) years, all commercial property shall have at least a 5 year lien on the property and the requirements shall meet the affordable housing standards for the Area Median Income (AMI).

BACKGROUND

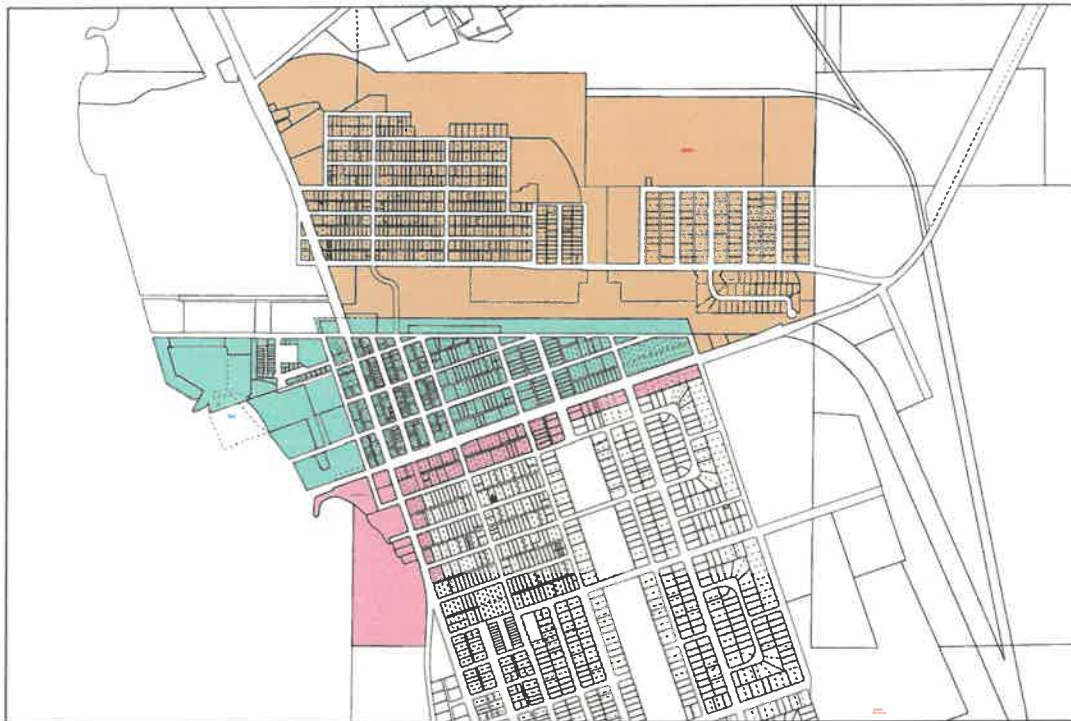
The Developer Incentive Program (DIP) was created to meet the needs of the community, which wants more affordable housing, and developers, who need assistance with housing projects.

Program Information:

Developers must come into a developer agreement with the Port St. Joe Redevelopment Agency (PSJRA) and adhere to the following and requirements:

- o Begin site development within six (6) months from the date of the signed agreement
- o Begin applying for building permit(s) within twelve (12) months from the date of the signed agreement
- o Sell the home to an individual who is at least in the 120% Area Medium Income (AMI) (see chart below)

CRA MAP



FOR ASSESSMENT PURPOSED ONLY

1 inch = 1,222 feet

Date: 5/13/2014

CRA

North Port St. Joe Redevelopment Area is highlighted in tan.

RETURN ON INVESTMENT

REVENUE VALUE

Jurisdiction	Millage
Gulf County	5.9000
City of Port St. Joe	3.5914
Total	9.4914
Assessed Value (\$50,000 Homestead Exemption)	\$275,000
Tax Increment Revenue	\$2,610.13

RETURN ON INVESTMENT

CRA Investment	\$25,000
Tax Increment Revenue	\$2,610.13
Total Return on Investment (ROI)	9.57 Years

FISCAL IMPACT

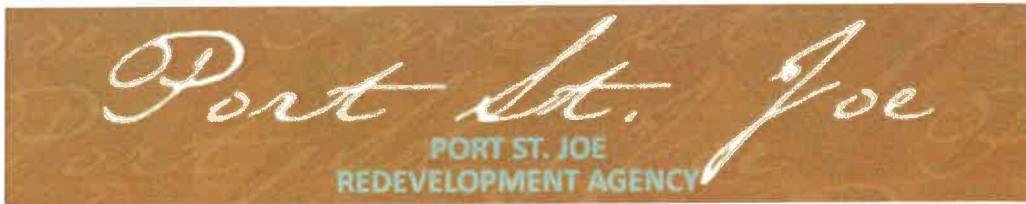
The Cost to the CRA will be up to \$25,000 per development project for potentially 3 homes.

OTHER OPTIONS

Not accept the CRA staff recommendation.

ATTACHMENTS

Program Overview



Development Incentive Program

The Port St. Joe Redevelopment Agency (PSJRA) will provide assistance to developers aiming to build affordable homes or commercial projects in the North Port St. Joe neighborhood. This assistance may include options available at the start of a project, such as waiving impact fees (**developer must meet Florida State Statutes for affordable housing**). Developers can receive up to \$25,000 upon obtaining a Certificate of Occupancy for their project, with the expectation that the Return on Investment (ROI) will be recouped within a maximum of 10 years.

Note: All developers must come into a development agreement with PSJRA. There will be up to a 5-year lien on each commercial property that receives funding under this program from the PSJRA.

Each developer has to build within the North Port St. Joe neighborhood (map shown below).

Developers building affordable housing must come into a development agreement with the PSJRA and adhere to the following requirements:

- Begin site development within six (6) months from the date of the signed agreement.
- Begin applying for building permit(s) within twelve (12) months from the date of the signed agreement.
- Sell the home to an individual who is no more than 120% Area Median Income (AMI) (see chart below).
- Sell the home to an individual who has a back-end ratio of no more than 45%.

Developers building/rehabbing a commercial building must come into a development agreement with the PSJRA and adhere to the following requirements:

- If rehabbing a current structure, work must begin no less than three (3) months from the date of the signed agreement.
- Begin site development within six (6) months from the date of the signed agreement.
- Begin applying for building permit(s) within twelve (12) months from the date of the signed agreement.



Area Median Income Chart

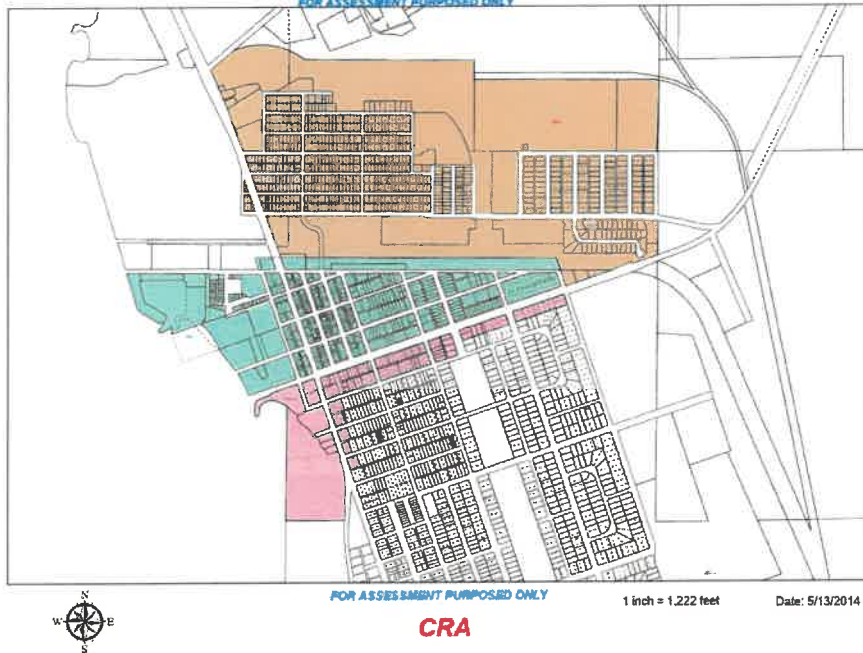
HUD release: 4/2/2024
Effective: 4/1/2024

2024 Income Limits and Rent Limits
Florida Housing Finance Corporation
SHIP and HHRP Programs

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household									Rent Limit by Number of Bedrooms in Unit						
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Gulf County	30%	15,060	20,440	25,820	31,200	36,580	41,600	44,450	47,350	Refer to HUD		376	443	645	847	1,040	1,147
(Panama City MSA;	50%	25,100	28,700	32,250	35,850	38,750	41,600	44,450	47,350	50,190	53,058	627	672	806	932	1,040	1,147
Gulf County HMFA)	80%	40,160	45,900	51,600	57,350	61,950	66,550	71,150	75,700	80,304	84,893	1,003	1,075	1,290	1,491	1,663	1,835
Median: 75,000	120%	60,240	68,880	77,400	86,040	93,000	99,840	106,680	113,640	120,456	127,339	1,506	1,614	1,935	2,238	2,496	2,754
	140%	70,280	80,360	90,300	100,380	108,500	116,480	124,460	132,580	140,532	148,562	1,757	1,883	2,257	2,611	2,912	3,213

CRA MAP

GULF COUNTY



North Port St. Joe neighborhood highlighted in tan



For more information or to schedule an appointment, please contact:

- ❖ Darrell Starling, CRA Director at
(813) 598-0072 or dstarlingconsultanting@gmail.com

MEMORANDUM

April 01, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell G. Starling, CRA Director

SUBJECT: Generations Housing Rehabilitation Program

SYNOPSIS: *The purpose of this request is to consider approving the Generations Housing Rehabilitation Program (GHRP)*

RECOMMENDATION

It is recommended that the CRA Board consider the following action(s)

1. Approve the GHRP designed to provide up to \$10,000 for rehab work to homes in the North Port St. Joe neighborhood.
2. Authorize the CRA Director to find a developer through the procurement process and then enter into a developer agreement and said agreement shall, include, at a minimum a clause with the following: developer must contact applicant, developer must turn in all receipts for project to get reimbursed, rehab project shall not exceed \$10,000.

BACKGROUND

Due to the environmental threats and socio-economic challenges, homes in North Port St. Joe are in serious need of repair.

PROGRAM OVERVIEW

GHRP is designed to honor our senior citizen residents by improving some of the interior and exterior portions of their homes. This program includes, but is not limited to, roof replacement, exterior painting, rail installations, HVAC upgrades, and other light construction work.

FISCAL IMPACT

The cost to the CRA will be at least \$20,000 (2 homes) during FY 24/25.

OTHER OPTIONS

Not accept the CRA staff recommendation.

ATTACHMENTS

CRA Map

Program Overview

CRA MAP

GULF COUNTY

FOR ASSESSMENT PURPOSES ONLY



FOR ASSESSMENT PURPOSES ONLY

1 inch = 1,222 feet

Date: 5/13/2014



CRA

North Port St. Joe neighborhood highlighted in tan



GENERATIONS HOUSING REHABILITATION PROGRAM



PURPOSE

The Port St. Joe Redevelopment Agency (PSJRA) has created a program to honor our senior citizen residents by improving some of the interior and exterior portions of their homes. This program includes, but is not limited to, roof replacement, exterior painting, rail installations, HVAC upgrades, and other light construction work.

Qualifications:

- At least 60 years old
- Homeowner
- Currently claims homestead exemption
- Home is located in North Port St. Joe neighborhood

Note: Homeowners younger than 60 years old may be considered on a case-by-case basis.

Other considerations (along with qualifications)

- Income
- Physically disabled
- Veteran
- Resident for at least 10 years
Home is a single-family unit
Head of household with dependents under 18
- Priority will be given to the North Port St. Joe Neighborhood

Included In the Rehab:

- Permits
- Demolition
- Dumpster and Port-o-Let fees
- Replace decking, as needed per spec
- Replace sub-fascia per spec
- Replace ridge vents per spec
- Install architectural shingles per spec
- Install vented vinyl soffit
- Install railing
- HVAC
- Sod replacement
- Other light construction services as needed

Contact Us:



Darrell Starling, CRA Director
813.598.0072



dstarlingconsulting@gmail.com



P.O. Box 278
Port St. Joe, FL 32457



Note: (1) Eligible properties must meet Code Compliance Standards. (2) Proof of income is required for eligibility. (3) This is a limited-funded program. (4) Applicants who have received assistance through the Generations Housing Rehabilitation Program cannot reapply for a three (2) year period from the date of completion of work.

www.psjra.com

REQUIRED DOCUMENTS:

- Proof of Identification
 - State issued picture ID or Passport
 - Marriage Certificate If married and last names are different
- Warranty Deed
- Most recent mortgage statement
- Proof of dependents under the age of 18
 - Picture ID
 - W2 (tax return)
- Proof of income
 - Pay stub
 - W2 (tax return)
- Social Security Disability Documents
For Veterans
DD-214

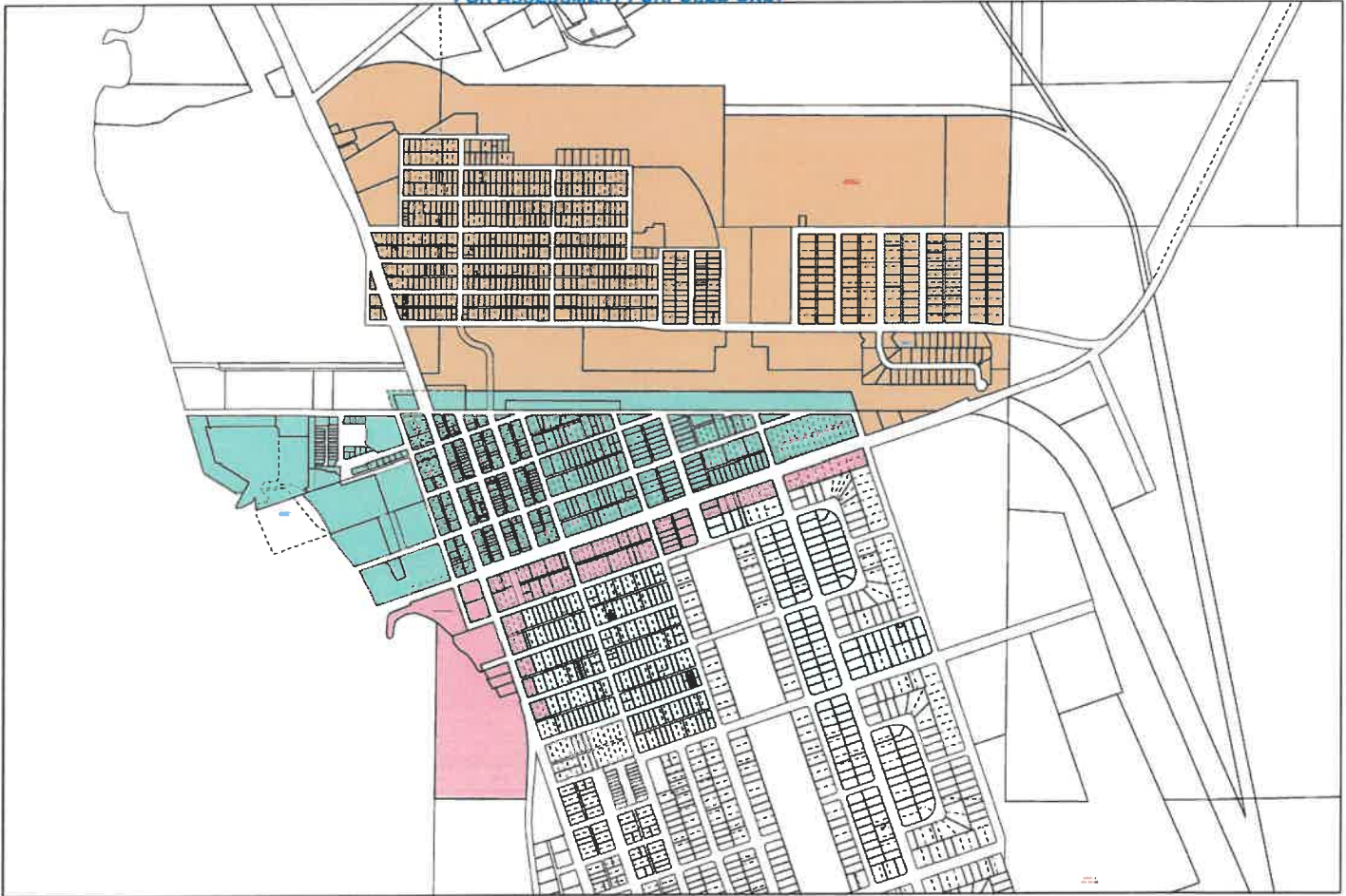


GENERATIONS HOUSING REHABILITATION PROGRAM

CRA Map

GULF COUNTY

FOR ASSESSMENT PURPOSES ONLY



FOR ASSESSMENT PURPOSES ONLY

1 inch = 1,222 feet

Date: 5/13/2014



CRA



Generations Housing Rehabilitation Program Application

Date of Application	
---------------------	--

CONTACT INFORMATION	
1. Name:	Date of Birth:
2. Email:	
3. Mailing Address:	
4. Cell Phone:	
5. Annual Income:	
PROJECT INFORMATION	
6. Project Address:	Square Feet of Project Location:
7. Do you rent or own the project location?	
<input type="checkbox"/> Own <input type="checkbox"/> Rent	
8. Proposed Improvements/ Assistance needed: (select all that apply)	<input type="checkbox"/> Exterior Paint <input type="checkbox"/> HVAC <input type="checkbox"/> Handrails/Walkways <input type="checkbox"/> Other: _____

**PLEASE NOTE: ADDITIONAL REPAIRS WILL BE CONSIDERED ON A CASE BY CASE BASIS AND WILL REQUIRE APPROVAL FROM THE COMMUNITY REDEVELOPMENT AGENCY.



CERTIFICATION

Please read the section below carefully. After you have read the program guidelines for the requested funding assistance program, sign the form below and submit your completed application to the Port St. Joe Redevelopment Agency office.

I understand that this application is not a guarantee of assistance. Should my application be approved, I understand that I am committed to completing the project.

I understand that because Florida has a very broad public records law, some or all of the information contained within this application may be subject to public disclosure in accordance with state statutes.

I have read the program guidelines in their entirety and by signing below accept the terms of the program. I understand that if this application is incomplete, contains false information or is not accompanied by the necessary documents, it will not be processed.

Applicant's Signature	Date
Printed Name	Title

FOR OFFICE USE ONLY		
RECEIVED BY:		DATE:
<input type="checkbox"/> COMPLETE	<input type="checkbox"/> INCOMPLETE	<input type="checkbox"/> PACKET ATTACHED

MEMORANDUM

April 01, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell Starling/CRA Executive Director

SUBJECT: Interest Rate Incentive Program (IRIP)

SYNOPSIS: *The purpose of this request is to consider approving the Interest Rate Incentive Program (IRIP) to stimulate the MLK business district in the North Port St. Joe neighborhood.*

RECOMMENDATION

It is recommended that the CRA Board consider the following action(s)

1. Approve the Interest Rate Incentive Program, designed to give up to \$25,000 to business owners to encourage more commercial development in the MLK business district.
2. Authorize the CRA Director of the CRA to enter into a developer's agreement and said agreement shall, include, at a minimum a clause with the following: the grant amount will be received after business owner has received a business loan and has a business consultant, the ROI shall not be more than ten (10) years, and property shall have at least a 5 year lien on the property.

BACKGROUND

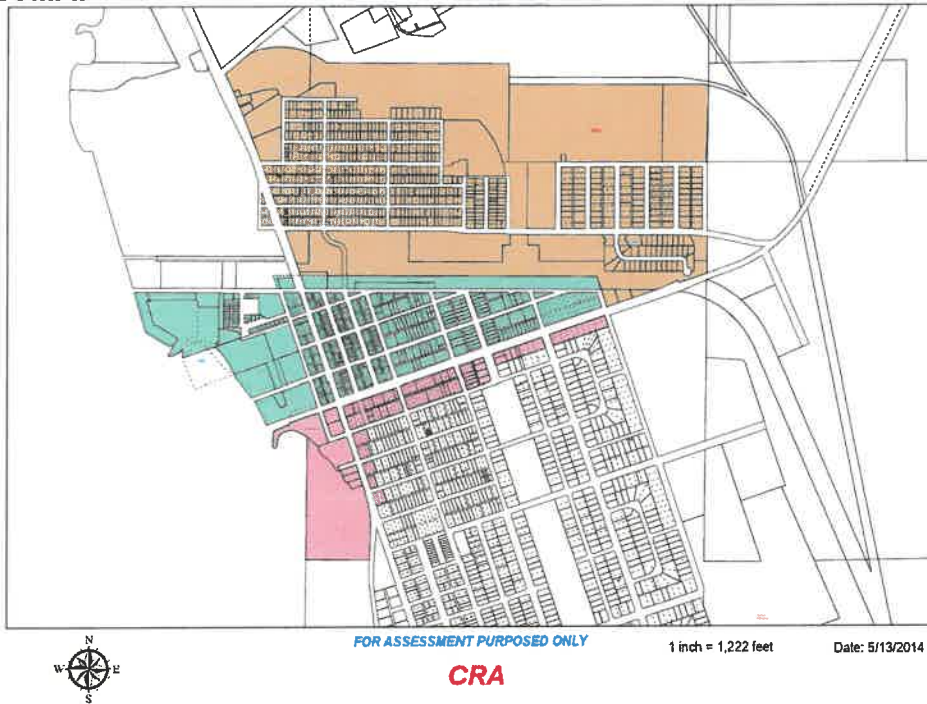
Access to capital is still a significant challenge for minority populations and neighborhoods that face economic vulnerability. This ongoing issue hampers the ability of local entrepreneurs to secure funding for their businesses, limiting their potential for growth and innovation. As a result, these communities often struggle with underdeveloped business districts, where a lack of diverse shops and services diminishes economic activity and reduces opportunities for residents. The absence of thriving commercial areas not only impacts local economies but also perpetuates cycles of poverty and limits access to essential resources and services for the residents.

Program Information:

The Interest Rate Incentive Program was designed to revitalize and promote economic activity within the Martin Luther King (MLK) Business District, located in the North Port St. Joe neighborhood.

This initiative aims to support small businesses by providing financial assistance in the form of grants that can be applied toward interest payments on their business loans. Each qualifying small business may receive a grant of up to \$25,000 per year. This program seeks to encourage entrepreneurship and enhance the overall vibrancy of the local economy by alleviating some of the financial burdens associated with loan interest, thereby enabling businesses to grow and thrive in the community.

CRA MAP



North Port St. Joe Redevelopment Area is highlighted in tan.

RETURN ON INVESTMENT

REVENUE VALUE

Jurisdiction	Millage
Gulf County	5.9000
City of Port St. Joe	3.5914
Total	9.4914
Assessed Value	\$450,000
Tax Increment Revenue	\$4,271.13

RETURN ON INVESTMENT

CRA Investment	\$25,000
Tax Increment Revenue	\$4271.13
Total Return on Investment (ROI)	5.85 Years

FISCAL IMPACT

The Cost to the CRA will be up to \$25,000.

OTHER OPTIONS

Not accept the CRA staff recommendation.

ATTACHMENTS

Program Overview/Application



INTEREST RATE INCENTIVE PROGRAM

OVERVIEW

The Interest Rate Incentive Program was created to jump-start business activity in the Martin Luther King (MLK) Business District of North Port St. Joe neighborhood by awarding grants to small businesses that will pay their interest rate on business loans. (Grant award amount will not exceed \$25,000 per year)

How does it work?

Interested businesses must undergo a pre-screening meeting with the Port St. Joe Redevelopment Agency (PSJRA) and business consultants. Based on the evaluation from the consultants, business owners will be directed to apply for a loan through either a Community Development Financial Institution or a traditional bank. After securing a loan, the business will meet with a business consultant and then with PSJRA staff to review their loan details and the grant amounts for which they qualify.

CRITERIA

Before receiving CRA funds, the business owner must sign an agreement that includes, but is not limited to, the following provisions:

- The applicant must own property within the MLK Business District.
- The applicant must agree to work with a business consultant for the duration of the grant agreement.
- The applicant, in partnership with the business consultant, agrees to create a business strategy (including a business plan, goals, etc.) and provide the PSJRA staff with a signed copy of this document.
- The applicant must present updates and reports to the PSJRA Board for the duration of the grant agreement.
- The applicant agrees to remain located in the MLK Business District for the entirety of the grant agreement.
- The applicant agrees to allow a lien to be placed on the property by the PSJRA for up to five years, depending on the Return on Investment formula.

PROCESS

The overall process involves four (5) Steps:

1. Initial contact will be made with Darrell Starling, CRA Director. (813) 598-0072
2. Schedule a pre-screening meeting with a business consultant by calling XXX-XXX-XXXX
3. Obtain an approved business loan from a CDFI or bank.
4. Contact the PSJRA staff to complete the grant application (*can only be done once a loan is obtained*)
5. Review grant criteria and sign the agreement with the PSJRA.



INTEREST RATE INCENTIVE PROGRAM APPLICATION

Date of Application	
----------------------------	--

BUSINESS PROFILE		
1. Business Legal Name:		Bank Loan Amount: \$
2. 5-for-5 Business Development Program		Grant Award Amount: \$
3. Business Tax ID Number:		
4. Mailing Address (No PO Boxes):		
5. Business Telephone Number:		
6. Email Address:		
7. Annual Sales/Revenues		
8. What month and year did you start the business?		
9. Type of business entity:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Corporation <input type="checkbox"/> Other:	
10. Purpose:	<input type="checkbox"/> Working Capital <input type="checkbox"/> Equipment Purchase <input type="checkbox"/> Renovation	
11. Do you have a business plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
BACKGROUND INFORMATION		
11. Are you or your business a party to any claim or lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



<p>12. Are you or your business in arrears or in dispute of any tax payment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>13. Do you or the business own or lease the business property?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. What is the business monthly rent/mortgage payment?</p>	<p>\$ _____</p>
<p>15. When does the lease expire or mortgage mature?</p>	
<p>16. What bank do you have your business account?</p>	
<p>17. Have you or any firms in which you were a major owner ever declared bankruptcy</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>18. Are you or your business in any legal actions, have judgements, tax liens, or garnishments against you or your company?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>



CERTIFICATION

Please read the section below carefully. After you have read the program guidelines for the requested funding assistance program, sign the form below and submit your completed application to the Port St. Joe Redevelopment Agency office.

I understand that this pre-application is not a guarantee of assistance. Should my application be approved, I understand that I am committing to completing the project.

I understand that because Florida has a very broad public records law, some or all of the information contained within this application may be subject to public disclosure in accordance with state statutes.

I have read the program guidelines in their entirety and by signing below, accept the terms of the program. I understand that if this application is incomplete, contains false information, or is not accompanied by the necessary documents, it will not be processed.

Applicant's Signature	Date
Printed Name	Title

FOR OFFICE USE ONLY		
RECEIVED BY:		DATE:
<input type="checkbox"/> COMPLETE	<input type="checkbox"/> INCOMPLETE	<input type="checkbox"/> PACKET ATTACHED

MEMORANDUM

April 01, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell Starling, CRA Executive Director

SUBJECT: Update CRA Plan

SYNOPSIS: *For information purposes.*

BACKGROUND

The current Port St. Joe Redevelopment Plan was conducted in June 2009.

The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan, which addresses the unique needs of the area. This plan outlines the overall goals for redevelopment and identifies the types of projects planned for the community.

Examples of traditional projects include façade grants, building renovations, site improvements, directional signage, streetscaping, sidewalks, street tree plantings, community facilities, and public parking lots. Any projects funded with revenue from the Redevelopment Trust Fund must be included in the redevelopment plan. Additionally, the redevelopment plan should be updated every five years to reflect the changing needs of the community.

Action:

CRA Director will be creating a Request for Qualification for an organization to update our CRA plan.

FISCAL IMPACT

For information purposes only.

OTHER OPTIONS

N/A

ATTACHMENTS

N/A

MEMORANDUM

April 01, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell Starling, CRA Executive Director

SUBJECT: House Bill 991 and Senate Bill 1242

SYNOPSIS: *For information purposes.*

BACKGROUND

The key provisions of HB 991 are as follows:

- **Termination of CRAs:** Any CRA in existence as of July 1, 2025, would be required to terminate either at the expiration of its charter or by September 30, 2045, whichever occurs first.
- **Prohibition on New Projects and Debt:** Starting October 1, 2025, CRAs would be prohibited from initiating new projects or issuing new debt.
- **Outstanding Bonds:** CRAs with outstanding bonds as of July 1, 2025, may continue operations until those bonds mature, with a final closure deadline set for September 30, 2045.
- **Bond Maturity and Extension:** After September 30, 2045, the maturity dates of any outstanding bonds cannot be extended, and any new finding of necessity must be issued solely for fulfilling bond obligations.
- **Ban on New CRAs:** No new CRAs may be established on or after July 1, 2025. However, existing CRAs prior to this date may continue to operate under the current regulations.

Current Action:

HB 991 is being reviewed by the Commerce Committee as of 3/21/25

SB 1242 is in Judiciary as of 3/12/25

FISCAL IMPACT

For information purposes only.

OTHER OPTIONS

N/A

ATTACHMENTS

HB 991

SB 1242

MEMORANDUM

April 01, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell Starling, CRA Executive Director

SUBJECT: Port St. Joe Redevelopment Agency Annual Report

SYNOPSIS: *For information purposes.*

BACKGROUND

Community Redevelopment Agencies (CRAs) are required to file an annual report with the county or municipality that created the agency and publish it on their website, as outlined in Florida Statutes 163.387(8)(c). The annual report is due on March 31st

FISCAL IMPACT

For information purposes only.

OTHER OPTIONS

N/A

ATTACHMENTS

Copy of annual report



REDEVELOPMENT AGENCY

ANNUAL REPORT FY 2023



Port St. Joe - Our Historic and Unique Florida Bay Front Community

Port St. Joe Redevelopment Agency
305 Cecil G. Costin, Sr., Blvd.
Port St. Joe, Florida 32456
850-229-8261
www.psjra.com

2023-2024 Financial Report

Notes:
 * Financials are as of September 30, 2024.
 The Independent Auditor's Report includes the PSJRA as a "component unit" included in the City of Port St. Joe's audit. A component unit is an entity for which the City is considered to be financially accountable and is included in the City's reporting entity because of the significance of its operational or financial relationships with the City. These reports are available for review from the City of Port St. Joe and on our website: www.PSJRA.com.

2023-2024 Income

County Funds.....	\$45,051.00
City Funds.....	\$26,096.00
Interest.....	\$7,119.03
TOTAL INCOME.....	\$ 78,266.03

2023-2024 Expenses

Waterfront Park: Bay Park Upgrades.....	\$8575.00
Professional Services.....	\$8,000.00
Dues & Suscriptions.....	\$175.00
TOTAL EXPENSES.....	\$16,750.00

Tax Increments

Base Year	FY 22/23	FY 23/24
\$26,185,145	\$33,833,846	\$41,383,378
	↑ 29.21%	↑ 58.04%



Port St. Joe Redevelopment Agency — Board of Directors

Eric Langston	<i>Chair</i>
Rex Buzzet	<i>Vice Chair</i>
Steve Kerigan	
Linda Bullock	
Marvin Davis	
Eddie Fields	
Scott Hoffman	
Brett Lowry	

Other accomplishments 2023-2024

Waterfront Park: Bay Park Upgrades



Looking Ahead

Our goal is to significantly improve the infrastructure in the North Port St. Joe neighborhood, which includes upgrading roads, enhancing public transportation options, and establishing community spaces that foster social interaction. We are also committed to increasing the availability of affordable housing by partnering with local developers to create new housing units that meet the needs of residents.

In addition, we aim to revitalize the MLK business district by actively stimulating the local economy. This will involve providing comprehensive support to aspiring and existing business owners, helping them secure the essential funding and resources needed to launch and sustain their businesses. Our initiatives will not only foster entrepreneurial growth but also create jobs and enhance the overall vibrancy of the community.

**Port St. Joe Community
Redevelopment Agency**
(A Component Unit of the City of Port St. Joe, Florida)

**Annual Financial Statements
September 30, 2024**

Vance CPA LLC
Certified Public Accountants
219-B Avenue E • Apalachicola, FL 32320
Phone (706) 442-3084

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)**

SEPTEMBER 30, 2024

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INDEPENDENT AUDITORS' REPORT

Board of Directors and Executive Director
Port St. Joe Community Redevelopment Agency
City of Port St. Joe, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, and general fund of the Port St. Joe Community Redevelopment Agency (the "CRA"), as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, of the CRA, as of September 30, 2024, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the CRA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic

financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 5, 2025, on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CRA's internal control over financial reporting and compliance.

Vance CPA LLC

Apalachicola, Florida
January 5, 2025

Vance CPA LLC

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the report presents our discussion and analysis of the performance of the Port St. Joe Community Redevelopment Agency (the "CRA") during the year ended September 30, 2024. Please read it in conjunction with the CRA's financial statements, which follow this section.

Financial Highlights

- The assets of the CRA exceeded its liabilities at the close of the most recent fiscal year by \$401,922 (net position). The entire net position is included in the restricted category.
- The CRA's total net position increased by \$58,174 over the course of this year's operation primarily caused by budgeted spending in redevelopment programs.

Overview of the Financial Statements

The financial section of this annual report consists of two parts: (1) management's discussion and analysis (this section), and (2) the basic financial statements.

Basic Financial Statements

Government-wide financial statements. The focus of the *government-wide financial statements* is on the overall financial position and activities of the CRA. Reporting is similar to that of a private-sector business. The government-wide financial statements report information about the CRA as a whole and about its activities in a way that helps answer questions about the financial health of the CRA and whether the activities of the year contributed positively or negatively to that health.

The government-wide financial statements include the statement of net position and statement of activities.

- The *Statement of Net Position* presents information on the assets held and liabilities owed by the CRA, both long- and short-term. Assets are reported when acquired and liabilities are reported when they are incurred, regardless of the timing of the related cash flows to acquire these assets or liquidate such liabilities.

The difference between the CRA's total assets and total liabilities is *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CRA is improving or deteriorating. Although the purpose of the CRA is not to accumulate net position in general, as this amount increases, it indicates that the financial position of the CRA is improving over time.

- The *Statement of Activities* presents the revenues and expenses of the CRA. The items presented on the statement of activities are measured in a manner like the approach used in the private sector in that revenues are recognized when earned and expenses are reported when incurred. Accordingly, revenues are reported even when they may not be collected for several months after the end of the accounting period and expenses are recorded even though they may not have used cash during the current period.

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

MANAGEMENT'S DISCUSSION AND ANALYSIS

Both of the government-wide financial statements distinguish functions of the CRA that are principally supported by taxes and intergovernmental revenue (governmental activities). The governmental activities of the CRA are mainly economic environment activities.

Fund financial statements. The focus of fund financial statements is directed to specific activities of the CRA. The CRA, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental fund. The CRA has only one governmental fund, a General Fund. Financial statements consist of a balance sheet and a statement of revenue, expenditures, and change in fund balance. These statements are prepared on an accounting basis that is significantly different from that used to prepare the government-wide financial statements.

In general, these financial statements have a short-term emphasis and, for the most part, measure and account for cash and other assets that can easily be converted to cash. For example, amounts reported on the balance sheet include items such as cash and receivables but do not include capital assets such as land and buildings. The difference between a fund's total assets and total liabilities is the fund balance, and generally indicates the amount that can be used to finance the next fiscal year's activities. The operating statement for governmental funds reports only those revenues that were collected during the current period or very shortly after the end of the year. Expenditures are generally recorded when incurred.

For the most part, the balances and activities accounted for in governmental funds are also reported in the governmental activities columns of the government-wide financial statements. However, because different accounting bases are used to prepare governmental fund financial statements and government-wide financial statements, there are often significant differences between the totals presented. For this reason, there is an analysis after the governmental fund balance sheet that reconciles the total fund balance for the governmental fund to the amount of net position presented in the governmental activities column on the statement of net position. Also, there is an analysis after the statement of revenue, expenditures, and changes in fund balance that reconciles the total change in fund balance for the General Fund to the change in net position as reported in the governmental activities column in the statement of activities.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

MANAGEMENT'S DISCUSSION AND ANALYSIS

Government-Wide Financial Analysis

The table below presents a summary of net position as of September 30, 2024 and 2023, derived from the government-wide statement of net position:

Statement of Net Position

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Current Assets	\$ 177,438	\$ 112,438	\$ 65,000
Capital Assets	224,484	234,860	(10,376)
Total Assets	<u>401,922</u>	<u>347,298</u>	<u>54,624</u>
Long-term Liabilities	—	1,775	1,775
Other Liabilities	—	—	—
Total Liabilities	<u>—</u>	<u>1,775</u>	<u>1,775</u>
Restricted	401,922	345,523	56,399
Total Net Position	<u>\$ 401,922</u>	<u>\$ 345,523</u>	<u>\$ 56,399</u>

As noted earlier, net position may serve, over time, as a useful indication of the CRA's financial position. At the close of the most recent fiscal year, the CRA's assets exceeded its liabilities by \$401,922. The entire net position of the CRA is restricted for Community Redevelopment.

The table below presents a summary of changes in net position for the years ended September 30, 2024 and 2023, as derived from the government-wide statement of activities:

Statement of Activities

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Revenues			
Property Tax Assessments	\$ 26,096	\$ 22,936	\$ 3,160
Intergovernmental	45,182	41,615	3,567
Investment Income and miscellaneous	8,894	679	8,215
Total Revenues	<u>80,172</u>	<u>65,230</u>	<u>14,942</u>
Expenses			
Economic Environment	(21,998)	(16,057)	(5,941)
Total Expenses	<u>(21,998)</u>	<u>(16,057)</u>	<u>(5,941)</u>
Change in Net Position	58,174	49,173	9,001
Beginning Net Position	343,748	296,350	47,398
Ending Net Position ..	<u>\$ 401,922</u>	<u>\$ 345,523</u>	<u>\$ 56,399</u>

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

MANAGEMENT'S DISCUSSION AND ANALYSIS

Governmental activities

Governmental activities increased the CRA's net position by \$58,174, while in 2023 there was an increase of \$49,173. This was primarily caused by a reduction in economic environment spending.

Financial Analysis of the CRA General Fund

As noted earlier, the CRA uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the CRA's *General Fund* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the CRA's financing requirements. In particular, the *fund balance* at year-end provides the resources available for spending.

Budgetary Highlights

There was no difference between the CRA's original budget and the final budget. During the fiscal year, the CRA budget included \$0 related to downtown improvements and façade grants.

Capital Assets

The CRA's investment in fixed assets for its governmental activities as of September 30, 2024 amounts to \$224,484 (net of accumulated depreciation). This investment in capital assets includes improvements.

Economic Factors and Next Year Budget and Rates

In September 2024 the CRA Board and City Council approved a 2025 budget similar to the 2024 budget. Expenditures are budgeted for economic environment costs.

Request for Information

This financial report is designed to provide a general overview of the City of Port St. Joe, Florida's finances for those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to City of Port St. Joe, P. O. Box 278, Port St. Joe, Florida 32457.

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
SEPTEMBER 30, 2024**

**STATEMENT OF NET POSITION
AND GOVERNMENTAL FUND BALANCE SHEET**

	General Fund	Adjustment (Note 7)	Statement of Net Position
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 177,438	\$ —	\$ 177,438
Capital assets:			
Depreciable, net	—	224,484	224,484
Total Assets	177,438	224,484	401,922
FUND BALANCES/NET POSITION			
Fund balances:			
Restricted for community redevelopment	177,438	(177,438)	—
Total Fund Balances	177,438	(177,438)	—
Total Liabilities and Fund Balances	\$ 177,438		
NET POSITION			
Investment in capital assets		224,484	224,484
Restricted for: Community Redevelopment		177,438	177,438
Total Net position		\$ 401,922	\$ 401,922

See accompanying notes to the basic financial statements

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
YEAR ENDED SEPTEMBER 30, 2024**

**STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES,
AND CHANGE IN FUND BALANCES**

	<u>General Fund</u>	<u>Adjustment (Note 7)</u>	<u>Statement of Net Position</u>
REVENUES			
Property taxes	\$ 26,096	\$ —	\$ 26,096
Intergovernmental revenue - tax increment financing	45,182	—	45,182
Investment income	<u>7,119</u>	<u>1,775</u>	<u>8,894</u>
Total Revenues	<u>78,397</u>	<u>1,775</u>	<u>80,172</u>
EXPENDITURES/EXPENSES			
Economic Environment	11,622	—	11,622
Depreciation	<u>—</u>	<u>10,376</u>	<u>10,376</u>
Total Expenditures	<u>11,622</u>	<u>10,376</u>	<u>21,998</u>
Excess (deficiency) of revenues over (under) expenditures	<u>66,775</u>	<u>(8,601)</u>	<u>58,174</u>
Net change in fund balances /Net position	<u>66,775</u>	<u>(8,601)</u>	<u>58,174</u>
FUND BALANCES/NET POSITION			
Beginning of the year	<u>110,663</u>	<u>233,085</u>	<u>343,748</u>
End of the year	<u>\$ 177,438</u>	<u>\$ 224,484</u>	<u>\$ 401,922</u>

See accompanying notes to the basic financial statements

PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Port St. Joe Community Redevelopment Agency (the “CRA”) is governed by a board consisting of five commissioners who are the same individuals as those serving as the City of Port St. Joe (the “City”) City Council. The terms of office of the commissioners are concurrent with the terms of the Mayor and the members of the City Council Chair and Vice-Chair are designated by a majority vote of the City Council. The CRA was created in 1999 by Resolutions 198, as adopted by the City Council on January 5, 1999, in accordance with Section 163.356 of the *Florida Statutes*. The boundaries of the CRA district were determined at the time it was created and are shown on the CRA District Map.

Florida State Statute Chapter 163 allows a community redevelopment agency to be created for one or more of the following purposes: the elimination and prevention of blight; the reduction or prevention of crime; the provision of affordable housing; or the rehabilitation and revitalization of coastal resort and tourist areas that are deteriorating and economically distressed. The primary goal of the CRA is to provide a tool that will guide private and public initiatives for creating economic development, improved physical characteristics, encourage investment in Downtown Port St. Joe, improve the quality of life for residents, and establish a framework for the proper evolution of the CRA District.

The CRA is a separate entity from the City. However, the City Council of the City of Port St. Joe serves as the CRA Board and performs the legislative functions, governing duties and corporate responsibilities of the agency. The Finance Officer serves as the executive director of the agency, performs the administrative duties and oversees the day to day operations of the agency.

B. Government-wide and Fund Financial Statements

The CRA has only governmental activities and only one function, and, as such, it is eligible for special-purpose financial statement presentation; accordingly, the government-wide financial statements are presented together with the governmental fund financial statements, described below, with an adjustment column presented to reconcile the two sets of statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Governmental Fund Financial Statements – The CRA has one governmental fund type, which is the General Fund. The General Fund is the primary operating fund used to account for all resources and operations. Governmental funds are accounted for one a “spending” or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current position.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers revenues to be available if they are collected within 65 days of the end of the current period. Expenditures generally are recorded when a liability is incurred.

Property taxes associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period and are recognized as revenue when the amount is received within the availability period which is limited to 60 days after the end of the fiscal year.

D. Deposits

The CRA considers cash on hand, cash with fiscal agents, and overnight investments with original maturities of less than three months to be cash and cash equivalents. The CRA also maintains its own bank account which is used for the majority of CRA transactions.

E. Receivables

Receivables consist of trade receivables and amounts due from other governments and are recorded net of any allowance for uncollectible amounts, if applicable.

F. Capital Assets

Capital assets, which include improvement are reported in the applicable governmental activities columns in the government-wide financial statements.

Property, plant, and equipment with initial individual costs that exceed \$5,000 and estimated useful lives in excess of one year are recorded as capital assets. Infrastructure such as roads, bridges and sidewalks are capitalized when their initial costs exceed \$10,000 and possess estimated useful lives in excess of one year. Capital assets are recorded at historical cost whether purchases or constructed or estimated cost if historical cost is unknown. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repair that do not add to the value of the asset or materially extend its useful life are not capitalized.

Depreciation is recorded on the straight-line basis over the estimated useful lives of assets generally as follows:

Furniture, equipment, machinery and vehicles	3-20 Years
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PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Long-Term Obligations

There are no long-term debt obligations reported by the CRA as of September 30, 2024.

H. Fund Balance/Net Position

In fund financial statements, the General Fund reports fund classifications that comprise a hierarchy based primarily on the extent to which the CRA is bound to honor constraints imposed on the use of resources reported. Amounts that are restricted to specific purposes either by: (a) constraints placed on the use of resources by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are classified as restricted fund balances. Amounts that can only be used for specific purposes pursuant to constraints imposed by the Board of Directors through a resolution are classified as committed fund balances. These constraints remain binding unless removed or changed in the same manner employed to commit those resources by resolution. Amounts that are constrained by the CRA's intent to be used for specific purposes, however, are neither restricted, nor committed are classified as assigned fund balances. Assignments are approved by the Executive Director.

Non-spendable fund balances include amounts that cannot be spent because they are either: (a) not in spendable form, or (b) legally or contractually required to be maintained intact. Unassigned fund balance represents an amount that has not been restricted, committed, or assigned to specific purposes within the General Fund. When both restricted and unrestricted fund balances are available for use, it is the CRA's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

Net position of the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. The first category represents capital assets net of accumulated depreciation, less outstanding debt related to the acquisition or construction of the capital assets.

The restricted category, if any, represents the balance of assets restricted by requirements of revenue bonds and other externally imposed constraints or by legislation. Unrestricted net position represents resources that are available for spending.

I. Budgetary Data

On or before September 1 each year, the Port St. Joe Community Redevelopment Manager submits to the City Council a proposed operating budget for the fiscal year commencing October 1. A public hearing is conducted at City Hall to obtain taxpayer comments. Prior to October 1, the budget is legally enacted through passage of an ordinance. Annual budgets are adopted for the General Fund on a basis consistent with generally accepted accounting principles. All annual appropriations lapse at the end of each fiscal year for these funds.

PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Budgetary control is maintained at the department level. The CRA Manager is permitted to transfer appropriations between line items within the General Fund. All other types of budget transfers or amendments must be approved by the City Council. Expenditures may not legally exceed budgeted appropriations at the department level.

J. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and deferred outflows of resources, and liabilities and deferred inflows of resources, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 2 – TAX INCREMENT REVENUE

The primary source of revenue is tax increment funds received through the City of Port St. Joe and Gulf County. The revenue from the City is treated as property taxes, while the remainder is recorded as intergovernmental revenue – tax increment financing.

NOTE 3 - DEPOSITS AND INVESTMENTS

At September 30, 2024, the bank balances, net of reconciling items, of the CRA's deposits were \$177,438. All of the CRA's public deposits are held in qualified public depositories pursuant to Florida Statutes, Chapter 280, Florida Security for Public Deposits Act. Under the Act, all qualified public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits, times the depository's collateral pledging level.

The pledging level may vary depending upon the depository's financial condition and establishment period. All collateral must be deposited with an approved financial institution. Any losses to public depositors are covered by applicable deposit insurance, sale of securities pledged as collateral and, if necessary, assessments against other qualified public depositories of the same type as the depository in default. When public deposits are made in accordance with Chapter 280, no public depositor shall be liable for any loss thereof.

PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
NOTES TO FINANCIAL STATEMENTS

NOTE 4- CONTINGENT LIABILITIES

The CRA sometimes receives revenues from various federal grants. These grants would be for specific purposes and would be subject to review and audit by the grantor agencies. Such audits could result in disallowed expenditures under the terms of the grants. No such grants were received during the year ended September 30, 2024. Based upon prior experience, CRA management believes such disallowances, if any, would be immaterial.

NOTE 5- RISK MANAGEMENT

The CRA is exposed to various risks of loss, including general liability, personal injury, workers compensation, and errors and omissions. To manage its risks, the CRA has purchased commercial insurance.

NOTE 6 – SUBSEQUENT EVENTS

The CRA has evaluated all subsequent events through January 5, 2025, the date the financial statements were available to be issued.

NOTE 7 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Adjustments were made to include capital assets (net of accumulated depreciation) on the statement of net position. This resulted in a net difference between the ending General Fund balances and the total net position of \$401,922.

Total fund balance	\$ 177,438
Capital assets, net	<u>224,484</u>
Total net position	<u>\$ 401,922</u>

Adjustments were made to include depreciation expense and eliminate capital outlay expenditures, if any, on the statement of activities. This resulted in a net difference between excess revenues over expenditures” and change in net position” of \$58,174.

Excess of revenues over expenditures	\$ 68,550
Less: depreciation expense	<u>(10,376)</u>
Change in net position	<u>\$ 58,174</u>

PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
NOTES TO FINANCIAL STATEMENTS

NOTE 8 – CAPITAL ASSETS

The following is a summary of changes in the CRA’s capital assets during the fiscal year ended September 30, 2024:

	<u>Balance 10/01/2023</u>	<u>Additions and Transfers</u>	<u>Deletions and Transfers</u>	<u>Balance 10/30/2024</u>
Governmental Activities				
Capital assets being depreciated				
Improvements	\$ 380,124	\$ —	\$ —	\$ 380,124
Less Accumulated	<u>(145,264)</u>	<u>(10,376)</u>	<u>—</u>	<u>(155,640)</u>
Total capital assets being depreciated	<u>234,860</u>	<u>(10,376)</u>	<u>—</u>	<u>224,484</u>
Total capital assets	<u>\$ 234,860</u>	<u>\$ (10,376)</u>	<u>\$ —</u>	<u>\$ 224,484</u>

Depreciation expense amounted to \$10,376 during fiscal year 2024, which is included on the statement of activities.

REQUIRED SUPPLEMENTARY INFORMATION

**PORT ST. JOE COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of Port St. Joe, Florida)
YEAR ENDED SEPTEMBER 30, 2024**

**SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET TO ACTUAL**

	<u>Budget Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property taxes	\$ 26,096	\$ 26,096	\$ 26,096	\$ —
Intergovernmental – Tax increment financing	45,051	45,051	45,182	131
Investment earnings and other	<u>—</u>	<u>—</u>	<u>7,119</u>	<u>7,119</u>
Total revenues	<u>71,147</u>	<u>71,147</u>	<u>78,397</u>	<u>7,250</u>
Expenditures:				
Current Economic environment	<u>35,820</u>	<u>35,820</u>	<u>11,622</u>	<u>24,198</u>
Total expenditures	<u>35,820</u>	<u>35,820</u>	<u>11,622</u>	<u>24,198</u>
Net change in fund balance	35,327	35,327	66,775	31,448
Fund balance - beginning	<u>110,663</u>	<u>110,663</u>	<u>110,663</u>	<u>—</u>
Fund balance - ending	<u>\$ 145,990</u>	<u>\$ 145,990</u>	<u>\$ 177,438</u>	<u>\$ 31,448</u>

See accompanying notes to the basic financial statements. This schedule is prepared on the basis of generally accepted accounting principles.

COMPLIANCE SECTION

Vance CPA LLC

Certified Public Accountants

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors and Executive Director
Port St. Joe Community Redevelopment Agency
City of Port St. Joe, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and major fund, of the Port St. Joe Community Redevelopment Agency, (the "CRA"), as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements, and have issued our report thereon dated January 5, 2025.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CRA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Pursuant to provisions for Chapter 10.550, *Rules of the Auditor General*, we reported certain matters to management of the CRA in a separate management letter and Independent Auditor's Report dated January 5, 2025.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vance CPA LLC

Apalachicola, Florida
January 5, 2025

Vance CPA LLC

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INDEPENDENT AUDITORS' REPORT ON INVESTMENT COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

Board of Directors and Executive Director
Port St. Joe Community Redevelopment Agency
City of Port St. Joe, Florida

We have examined Port St. Joe Community Redevelopment Agency's, (the "CRA"), compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2024, as required by Section 10.556(10)(a) *Rules of the Auditor General*.

Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

In our opinion, the CRA complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2024.

This report is intended solely for the information and use of the City and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

Vance CPA LLC

Apalachicola, Florida
January 5, 2025

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INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA OFFICE OF THE AUDITOR GENERAL

Board of Directors and Executive Director
Port St. Joe Community Redevelopment Agency
City of Port St. Joe, Florida

Report on the Financial Statements

We have audited the basic financial statements of the Port St. Joe Community Redevelopment Agency (the CRA), as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated January 5, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated January 5, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings:

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no prior findings and recommendations in the preceding audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the CRA is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the CRA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the CRA, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had no such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units; therefore, we did not note any such component units that failed to provide the necessary information, nor is any specific special district information required to be reported.

Specific Special District Information

The required reporting items in accordance with Section 218.39(3)(c), Florida Statutes for the CRA have been reported in the separately-issued audited financial statements of the CRA.

The following items have been provided to us to comply with state reporting requirements and have not been audited by us. We did not audit the following information within this section, nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on this data.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the CRA reported the following unaudited data:

- a) The total number of district employees compensated in the last pay period of the district's fiscal year: -0-.
- b) The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year: -0-.
- c) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$-0-.
- d) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$-0-.
- e) Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as:
 - a. None
- f) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as follows: no amendments to original budget.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the CRA's governing board and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Vance CPA LLC

Vance CPA LLC

Apalachicola, Florida
January 5, 2025

Vance CPA LLC

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INDEPENDENT AUDITORS' EXAMINATION REPORT

To the Board of Directors and Executive Director
Port St. Joe Community Redevelopment Agency
City of Port St. Joe, Florida

We have examined the Port St. Joe Community Redevelopment Agency's (the CRA) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, and Sections 163.387(6) and (7), Florida Statutes, *Redevelopment Trust Fund* (collectively, the "Statutes"), for the year ended September 30, 2024. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied with the Statutes, for the year ended September 30, 2024, in all material respects. An examination involves performing procedures to obtain evidence about the CRA's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the Port St. Joe Community Redevelopment Agency complied, in all material respects, with the Statutes for the year ended September 30, 2024.

Vance CPA LLC

Vance CPA LLC

January 5, 2025
Apalachicola, Florida