



CRA

PRESERVATION

RESTORATION

BEAUTIFICATION

Annual Report

FISCAL YEAR 2016-2017

CITY OF LIVE OAK
COMMUNITY REDEVELOPMENT AGENCY

PREPARED BY:

KIM SMILEY | Co-DIRECTOR | COMMUNITY REDEVELOPMENT AGENCY PROJECT MANAGER

GEORGE CURTIS | Co-DIRECTOR | PLANNING, ZONING & DEVELOPMENT MANAGER

GINA M. SALVATI | COMMUNITY REDEVELOPMENT AGENCY STAFF ASSISTANT

RESPECTFULLY SUBMITTED MARCH 30, 2018

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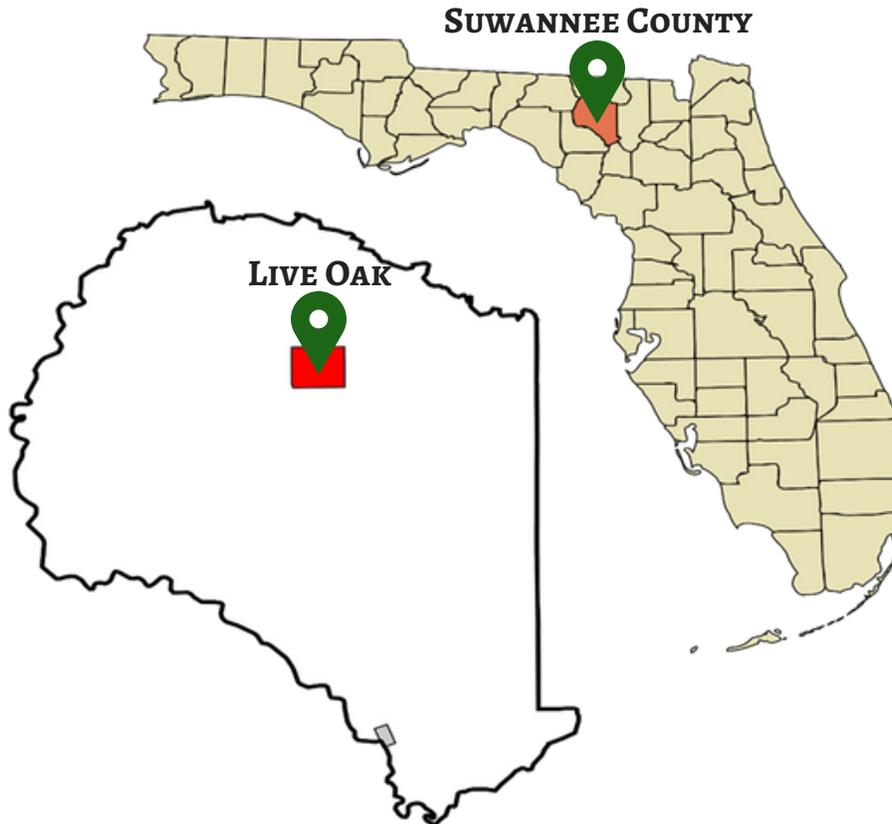
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Introduction to the Area

On December 21, 1858, Suwannee County was established as the 37th county in the State of Florida. At the time of its establishment, there were only 200 families (approximately 2,000 people) residing in the area.

The City of Live Oak, Suwannee County's seat, was formally incorporated April 24, 1878. The town was named after the large Live Oak tree next to a deep, clear pond on the route of the Old Spanish Trail, which ran from the military post at Suwannee Springs to the Gulf of Mexico. In 1857, construction began on an east-west railroad across North Florida from Jacksonville to Tallahassee, and was finished in 1861. During the Civil War, when Union soldiers occupied parts of Jacksonville and Pensacola, a strategic railroad was constructed from DuPont, Georgia, south to intersect with the east-west railroad in North Florida. Near the junction of these railroads, where several trails converged, was the giant Live Oak tree, under which railroad crews ate their lunches, and settlers watered their horses and rested in the shade. When the railroad station was erected near that site, it seemed only natural to name the town after the tree.



Introduction to the Community Redevelopment Agency

OVERVIEW

In 1969, the Florida Legislature enacted the “Community Redevelopment Act of 1969” (Chapter 69-305). This act has been amended many times since its initial adoption and is codified in Part III of Chapter 163 of the Florida Statutes. The Act is the enabling legislation for community redevelopment agencies throughout Florida.

The City of Live Oak Community Redevelopment Agency has seen many positive changes since it was established on July 11, 1995, along with the first Plan and Trust Fund, established by ordinance on November 14, 1995. The scope of the adopted plan has been amended twice on a small scale, and twice as a major overhaul/re-write.

The first “new” CRA Plan was drafted over the summer of 2009, and adopted via Ordinance 1267 on November 10, 2009, to further enhance the quality of life for both our residents and businesses. This new plan was the first step to outline and identify existing and new areas for redevelopment, and extend the original time-frame for the next 30 years, from 2009 to 2039.

The second Plan re-write and update retained the 2039 time-frame, and began to take place during this fiscal year. These amendments are intended to hone and fine-tune the future endeavors of the Agency and Area, as well as provide needed detail for analysis and funding for various areas and sub-areas within the existing district.

MISSION STATEMENT

Our mission is to establish and maintain effective partnerships within the Live Oak Community by building a stronger, more vibrant, livable and economically sustainable redevelopment area that provides an enhanced quality of life for both residents and businesses, while preserving our historical and cultural heritage.

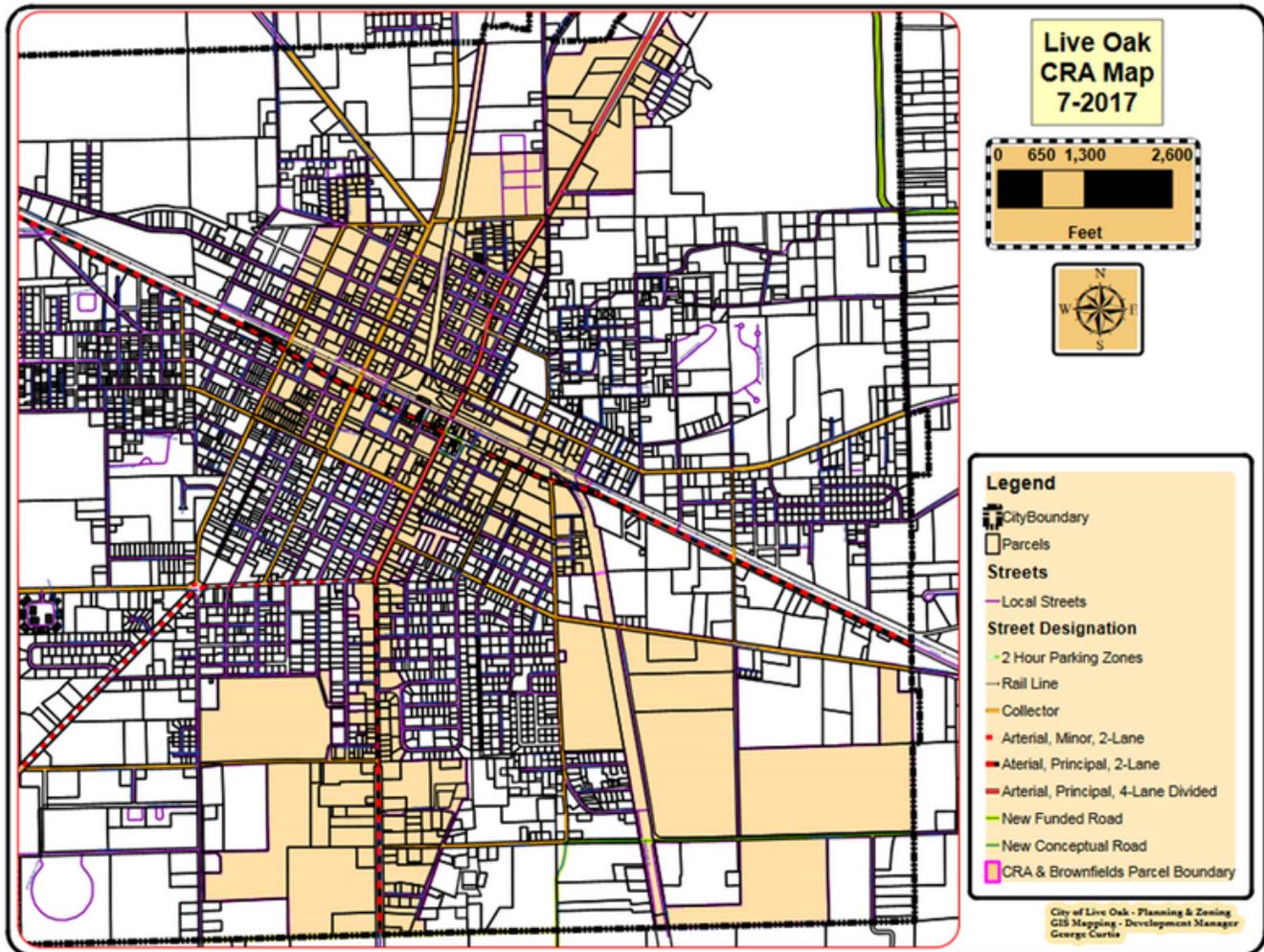
The Live Oak CRA aims to accomplish its mission through four (4) main goals:

- Outreach to residents and businesses in the redevelopment area for input and collaboration;
- Promotion of the district in order to attract quality investment;
- Identification of viable projects which will have both an immediate and long-term positive effects; and
- Implementation of these projects in a feasible, yet timely, manner.

Introduction to the Community Redevelopment Agency

REDEVELOPMENT AREA MAP

The Area adopted in our current Plan serves to direct funding and focus on areas of the city that are considered blighted and in great need of redevelopment.



CRA Area = 1,083 acres, more or less. This is 22.3% of the current city limits, which comprises 4,857 acres total.

Purpose

In compliance with Florida Statute Chapter 163.356 (3)(c), this report is being filed concerning the annual redevelopment activities of the City of Live Oak Community Redevelopment Agency for the fiscal year 2016-2017.

The required notice of this report is posted at Live Oak City Hall, and was published in the Suwannee Democrat on Friday, March 23, 2018.

Florida Statute 189.418 requires the governing body of the special district (Agency) to adopt a budget by resolution each fiscal year, and under FS 163.387 (8), to provide each year an independent financial audit of its trust fund to each taxing authority that pays into the trust fund.

Based on this organization, the audit of the Agency's assets, liabilities, income and expenses, as required under FS 163.356 (3)(c) is included with the City's Comprehensive Annual Financial report (CAFR) for each fiscal year.

The fiscal year CAFR is normally completed and accepted by City Council at the beginning of May of each year. A copy of this audit will be made public and provided at that time to each taxing authority upon completion and acceptance.

This annual report will be filed with the City Clerk of the City of Live Oak and other taxing entities. It will also be available at the CRA Staff Offices, and published on the CRA Webpage under the general city website, <http://www.cityofliveoak.org>.

The direct link to the CRA webpage is <http://www/cityofliveoak.org/cra>.



FAÇADE GRANT PROGRAM: OVERVIEW

The CRA continued this fiscal year with our façade grant program from previous years, offering reimbursements for up to \$7,500 (75% of \$10,000) – for exterior rehabilitation of commercial properties. Funds may be utilized for a variety of improvements, including: corrections of existing code violations, handicap accessibility improvements, windows, doors, signage, painting, awnings, parking areas, and landscaping.

Participation in the grant program was stronger than the previous fiscal year, with seven (7) total projects approved, four (4) of which are completed – the remaining projects, two of which are dual-parcel, are in-progress. Remaining funds not utilized to provide for these grants were reallocated from FY 2015-2016 to FY 2016-2017.

The four (4) projects completed during the reporting period resulted in a total of \$28,005.94 of grant funding.

Also completed during this fiscal was the carryover FY 2015-2016 Façade Grant for M2M Enterprises and the Maple Street Right-of-Way, which marked the Live Oak CRA's first public/private project. This project was done in conjunction with the CRA's Maple Street Right-of-Way project.*



Workman Chiropractic



No-Law, LLC



Live Oak Realty, Inc.



701 Ohio Ave. S



M2M Enterprises (FY 15-16)*



Maple St. ROW*

*see *Maple Street Right-of-Way Improvements* (page 16) for details

CRA Activities

FAÇADE GRANT PROGRAM: PROJECTS & HIGHLIGHTS



For this long-vacant 1906 home that had been converted into an office, Workman Chiropractic sought a Façade Grant to install new, energy efficient doors and windows. Where boards used to be are now new, shiny windows, and the new doors add to the charm of this building. Cherry blossom trees were included for landscaping, and were purchased from a local nursery.



No-Law, LLC, leases its buildings to the Department of Juvenile Justice and the Department of Corrections. After a fire burned the interior of the DOC building, No-Law wasted no time in working on its restoration. Following the restoration, No-Law applied to the Live Oak CRA's Façade Grant program for landscaping. The result is the building and property looking like new - inside and out!



FAÇADE GRANT PROGRAM: PROJECTS & HIGHLIGHTS



Live Oak Realty, Inc.'s Façade Grant project transformed the building entirely. Previously, the exterior had been redone in stucco and painted light blue. Wanting to recapture the original look of the building, the owner had the stucco removed, revealing the original brickwork underneath. In addition, a local craftworks contractor was hired to create the new sign hanger, as seen in the pictures. The door and window frames were repainted to complete the look.

This project in particular garnered significant positive response on the Live Oak CRA Facebook page.



701 Ohio Ave. S., a currently vacant office space, was rejuvenated through the efforts of a local painting and carpentry company. Through the grant, the building was pressure-washed, repainted, and the windows restored, giving some shine to this 1910 building.

CRA Activities

FESTIVALS & EVENTS

The City of Live Oak CRA provided budgeted support for Economic Development Activities such as our Jazz, Arts & Blues Festival, Downtown Fridays, the Raid on the Suwannee, and our Freedom Festival. These activities have a direct impact on our community by drawing citizens to our downtown and CRA park areas, which in turn promotes our local businesses.



PLANNING & COMMUNITY OUTREACH

In addition to festivals and events, the CRA Board conducts workshops, provides outreach and contact with citizens, constituents and business owners. The CRA has become more successful with providing information to engage citizens through the use of the CRA Facebook page for Festivals.

In addition to the Facebook page, the Live Oak CRA launched an Instagram account during this fiscal year, with the goal of furthering community outreach through social media.

Live Oak CRA Facebook:

<https://www.facebook.com/LiveOakCRA>

Live Oak CRA Instagram:

<https://www.instagram.com/liveoakcra/>



CRA PROMOTIONS

PORTABLE RESTROOM TRAILER

To help promote the Live Oak CRA while at the same time providing a useful service for community events, Staff developed a small project to add some "pop" to the portable restroom trailer, which had been purchased in the previous fiscal year. The CRA Board approved \$1,000.00 for promotional graphic lettering. After consulting with a local graphics company, the design was approved. The restroom trailer has been used at several events, including the May 2017 Relay for Life, featured on the right.



DOWNTOWN WELCOME BANNERS

To give a little more focus to the downtown area, the CRA budgeted for welcome banners to be hung on the four corridors leading into downtown Live Oak. The final design was created with the assistance of a local graphics company, and the banners were placed with the assistance of the City of Live Oak Public Works Department. The project was highlighted in-progress through the CRA's social media pages and was featured in the local newspaper, The Suwannee Democrat.

A total of 36, 2' x 3', banners were purchased for \$1,662.00, and are expected to last two to three years.



CRA Activities

MAPLE STREET RIGHT-OF-WAY IMPROVEMENTS

The Live Oak CRA combined this improvement with the M2M Enterprises Façade Grant project from the 2015-2016 fiscal year. Pavement and right-of-way work was done in conjunction with the Façade Grant, in which the grantee applied for parking lot improvements. Landscaping was provided by a local landscaping business, through CRA funding.

The Live Oak CRA committed \$7,500.00 of Façade Grant funds as shared cost for the pavement, and \$2,000.00 in budgeted funds for landscaping.

Before



During



After



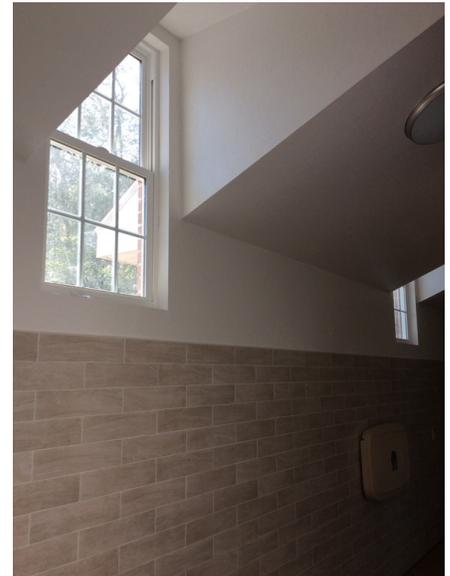
CRA Activities

HERITAGE PARK IMPROVEMENTS: ADA RESTROOMS

Heritage Park and Gardens - one of the city's more notable parks and recreational sites, and the site of the annual Raid on the Suwannee festival - continued improvements in this fiscal year with the completion of the outdoor restroom facility.



The Live Oak CRA committed a total of \$30,000.00 to this project, of which \$19,882.00 was used to complete the Heritage Park Bathrooms during the 2016-2017 fiscal year.



CRA Activities

HERITAGE PARK IMPROVEMENTS: ADA RAMP

In addition to the completion of the restroom facility, Heritage Park & Gardens also installed an ADA compliant ramp for the main building.

The Live Oak CRA committed \$10,300.00 to this project.



CRA Activities

UF STUDENT VISIONING PROJECT

On February 2nd, 2017, students from the University of Florida College of Design, Construction, and Planning toured downtown Live Oak and Heritage Square in preparation for a visioning project approved by the CRA Board. On April 10, the students returned and gave their presentation.

Titling the project "A Weekend in Live Oak," the UF students highlighted different sections of downtown Live Oak, depicting both current conditions and what potential options could be developed. Ranging from cafés to an art gallery, these students painted a picture of an arts-geared Live Oak that would maintain its heritage and history.

Special thank goes to the University of Florida College of Design, Construction, and Planning students and their professor for their work on this project.



CRA Activities

LIVE OAK QUILT TRAIL

Working with the Live Oak Artists Guild, the CRA created a reimbursement program to help develop Live Oak's first Quilt Trail. The Quilt Trail movement is nationwide, and the reception of Live Oak's first "quilts" has been overwhelmingly positive, generating significant activity in particular on the Live Oak CRA Facebook page. Painted quilt panels hung on City property within the CRA district are covered fully by CRA funds; private business owners are eligible to receive 50% back the cost of a quilt set up within the CRA District.

Quilt Trail quilts have already begun to spread in the downtown area. City property quilts include the "Stars and Stripes" quilt, located at Millennium Park.



LIVE OAK QUILT TRAIL - HERITAGE TRAIL

As part of the Quilt Trail movement, the Live Oak CRA also moved to have eight (8) smaller, 4' x 4' quilts placed along Heritage Trail, featured at the right. These quilts were featured on the Live Oak CRA Facebook and Instagram pages shortly after setup.

In addition to the CRA's social media exposure, the local paper, the Suwannee Democrat, also featured an article on the Quilt Trail project, which includes Heritage Trail. In addition, a Google map was created to show the locations of each quilt. This map can be found at the following link:

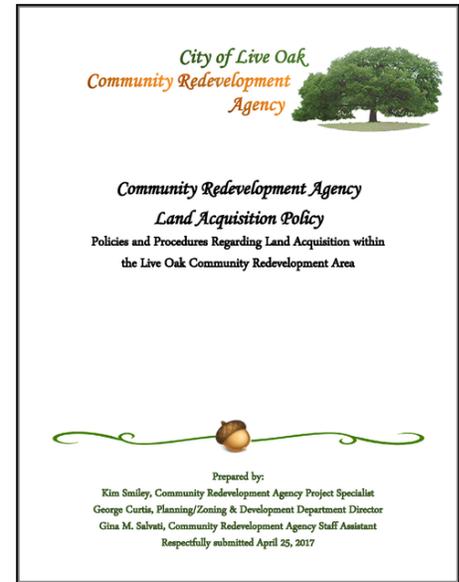
<https://www.google.com/maps/d/viewer?mid=1RKNV2tZFddaCR1F1r2enMqJG67I&ll=30.292377898800233%2C-82.98084219999998&z=16>



CRA Activities

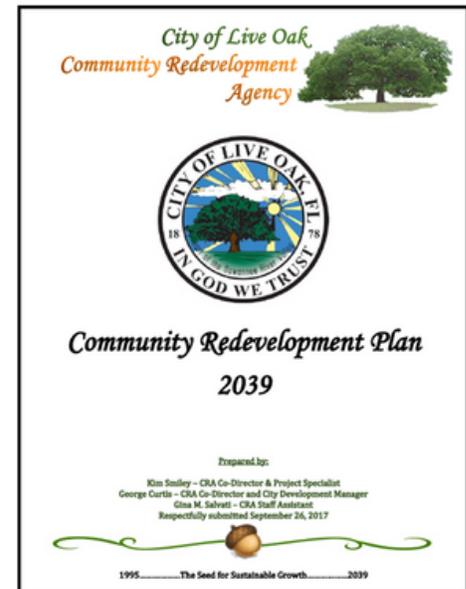
LAND ACQUISITION POLICY DEVELOPMENT

At the end of 2016 and into early 2017, the Live Oak CRA entered an options contract to purchase the Huffman & Gilmore property – a now defunct feed store which sits near the CSX rail line. Although the purchase did not go through, it did lead to the CRA Staff developing a Land Acquisition Policy to utilize when considering property to purchase. The Land Acquisition Policy was passed by the CRA Board on April 25, 2017.



CRA PLAN UPDATE

In addition to the various projects the Live Oak CRA has worked on this fiscal year, the CRA Staff also tackled a much-needed update to the CRA Plan. The plan, entitled "CRA Plan - 2039," features updated Redevelopment Area data, improved language, and additional breakdowns and Area maps. Also included in this update were provisions for affordable and market-rate housing, which had not been included in previous versions of the Plan. Final reading and adoption by Live Oak City Council will occur in the 2017-2018 Fiscal Year.



Continuing & Future Projects

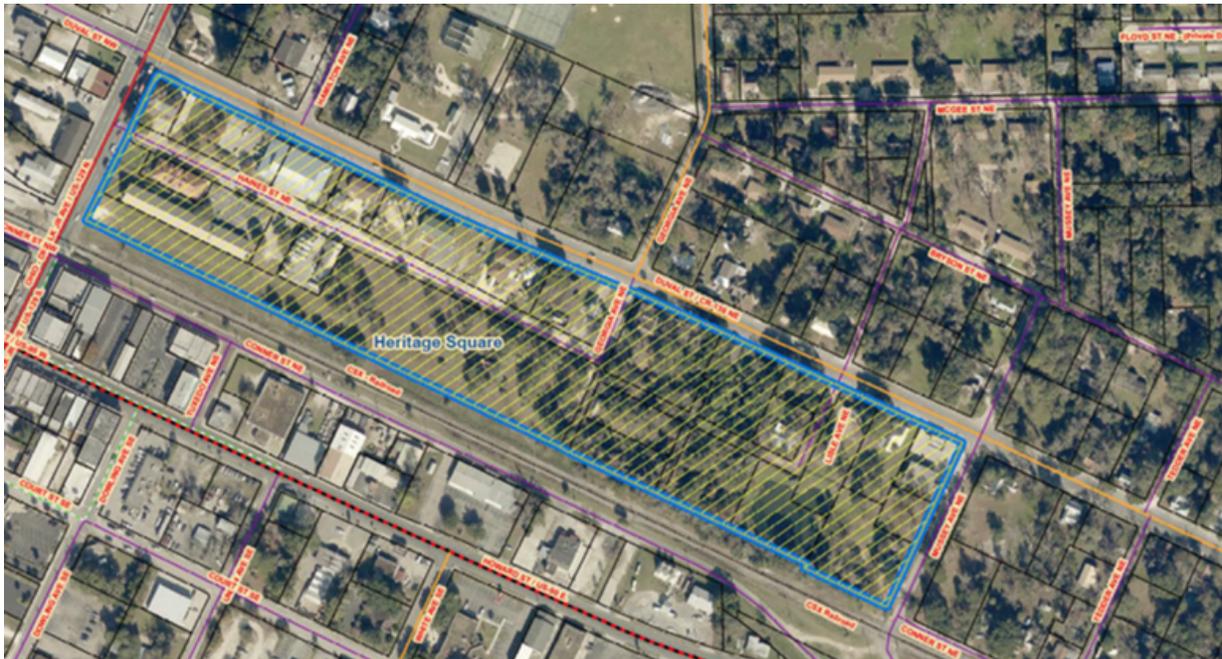
HERITAGE SQUARE REDEVELOPMENT

MARKET ANALYSIS (COMPLETE)

As a follow-up to the well-received UF Student Project, "A Weekend in Live Oak," the CRA Board approved a market analysis to be done by Florida Atlantic University Associate Professor Jesse Saginor, PhD, AICP, and Dr. Cliff McCue, PhD., who had previously completed the City of Live Oak Housing Study in August of 2016. The Market Analysis was presented during the August 2017 CRA Board Meeting by Professor Saginor.

CONCEPT DRAWING & MASTER PLAN (ONGOING)

Prior to the Market Analysis, the Live Oak CRA Board voted at the April 25th, 2017, Board Meeting in favor of Resolution 17-04, which expanded the current Heritage Square boundaries to include adjacent areas identified for redevelopment. During the April 2017 Meeting, the CRA Board also voted to approve Heritage Square as the primary focus area for future CRA projects and initiatives. Following the vote to approve the Market Analysis, the Live Oak CRA Staff enlisted the assistance of Kimley-Horn, a planning and design engineering firm that was procured for professional consulting and engineering services by the City of Live Oak during this fiscal year. The kickoff meeting for the project will take place in the next fiscal year, as well as the conceptual rendering for Heritage Square and future Master Plan.



Continuing & Future Projects

LAND & PROPERTY ACQUISITION

OLD SUWANNEE MEAT PACKING

In May of 2017, the Live Oak CRA Board approved the appraisal of the old Suwannee Meat Packing property and the adjacent property, after staff communicated with the property owner regarding the potential for redevelopment. By the next meeting, the appraisal returned at a total of \$57,000 for both properties. The owner has agreed to the sale of Suwannee Packing and the adjacent lot at the appraised value. The close of sale will occur during the next fiscal year, with demolition of the existing structure to follow.



Taxable Value

FY 2016-2017

The established 2016 taxable value for real property within the boundaries of the City of Live Oak CRA, as determined by the Suwannee County Property Appraiser's Office, was **\$55,544,764**. The Base Year Value of the district in 1995 was **\$26,794,350**.

The adopted millage rate for the reporting period for Suwannee County was **.009000**, and for the City of Live Oak was **.008925**.

Funds are generated from ad valorem taxes assessed on real property, and by comparison of the Base Year with the Current Year taxable value. These funds are then placed in the TIF (Tax Increment Financing) fund for budgeting and expenditures.

CRA AREA PROPERTIES: COUNTY PORTION

1995 Tax Assessor records	\$26,794,350
2016 Tax Assessor records	\$55,544,764
Difference	\$28,750,414
County General Millage: x009000.....
	\$258,753.73
% of difference 1995 & 2016 x95.....
Amount then due to City of Live Oak CRA	\$245,816.04

CRA AREA PROPERTIES: CITY PORTION

1995 Tax Assessor records	\$26,794,350
2016 Tax Assessor records	\$55,544,764
Difference	\$28,750,414
City Millage: x008925.....
	\$256,597.44
% of difference 1995 & 2016 x95.....
Amount then due to City of Live Oak CRA	\$243,767.57

TOTAL TIF REVENUE

FOR FY 2016-2017:

\$489,583.61

The current Plan and funding for the district runs through the year 2039. Florida Statutes allow the Trust Fund to be established for a maximum of 60 years, if future amendments to the CRA Plan are adopted to support that. Based on an initial establishment date of 1995, the CRA has a potential life span through the year 2055.

Revenue & Expense Summary

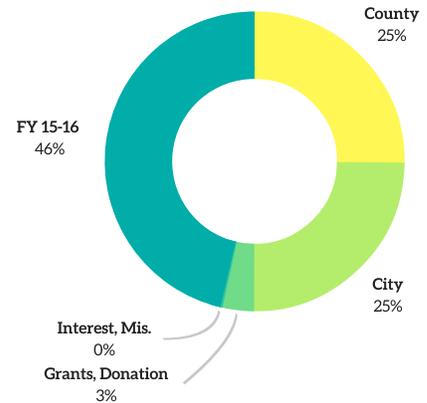
FY 2016-2017

The City of Live Oak Community Redevelopment Agency (CRA) Trust Fund is funded through Tax Incremental Financing (TIF), which are the revenues from increases in property values over the CRA's base year of (1995). These TIF revenues are used to help fund improvements within the CRA Area for redevelopment, economic development, and infrastructure improvements. The taxing authorities are Suwannee County and the City of Live Oak.

For the 2016-2017 reporting period, revenues included funding received from both taxing authorities, interest, donations and multi-year project funding from previous fiscal years.

REVENUES

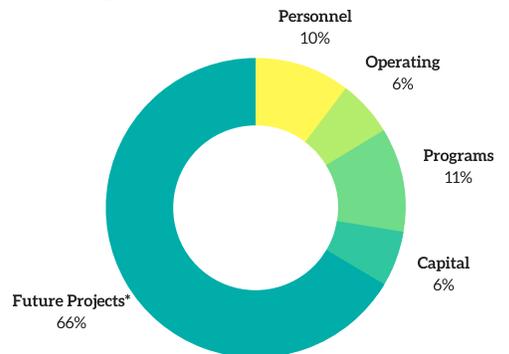
Suwannee County	\$245,816.04
City of Live Oak	\$243,767.57
Grants	\$4,875.00
Donations	\$28,295.50
Interest	\$1,633.01
Misc. Revenues	\$468.57
Re-Appropriated Funds from FY 15-16	\$453,103.32
Total FY 16-17 Revenues	\$977,959.01



For the 2016-2017 reporting period, budgeted expenditures equaled revenue totals, resulting in a balanced budget.

BUDGETED EXPENDITURES

Personnel Services	\$100,563.60
Operating Expenses	\$59,152.13
Programs	\$109,854.75
Capital	\$58,413.34
Total Expenditures FY 16-17	\$327,983.82
Future Project Funds*	\$649,974.18
Total	\$977,959.01



*Future project funds include Board approved expenditures pertaining to Land Acquisition, demolitions, and cleanup, as well as the ongoing Heritage Square Master Planning and redevelopment, continuing and planned redevelopment projects, and new projects following the completion of the CRA Plan 2039 update. This also includes advance travel funding for the annual Florida Redevelopment Association (FRA) Conference.

Expenditures

BUDGETED EXPENDITURES

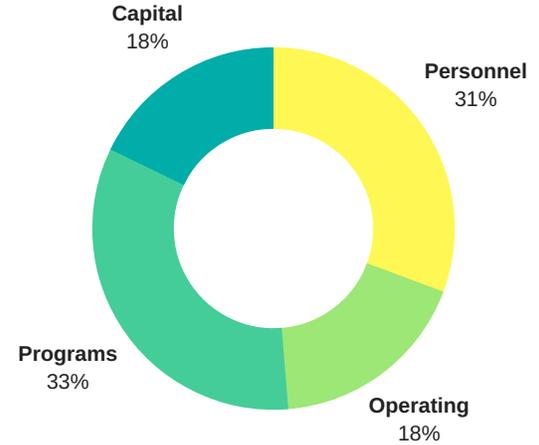
Pertaining to the adopted CRA Budget, which was based on estimated TIF revenue and appropriated funds to specific projects, as follows:

Budgeted Personnel Services expenses included salaries, taxes, retirement, life & health insurance, and worker compensation, totaling **\$100,563.15**.

Budgeted Operating Expenses were allocated for items such as utility services, professional services and legal fees, legal advertising, office equipment rentals and leases, operating supplies, printing services, training and travel expenses, general liability insurance and membership fees, totaling **\$59,151.16**.

Budgeted Programs included Façade Grants, Economic Development, along with the Festivals and Events in downtown Live Oak, for a combined total of **\$109,854.35**.

Budgeted Capital expenditures are utilized for various projects such as land and property acquisitions, street and infrastructure improvements, and Heritage Park improvements. The total expenditures for this fiscal year comes to **\$58,414.35**.



ADDITIONAL EXPENDITURES

Other actual expenditures not specified under Program or Project Activities are as follows:

- Training Seminars & FRA Conference Attendance \$5,954
- Insurance \$11,937
- Regular Salary \$73,854
- FICA/Med Tax Contributions \$5,637
- Retirement Contributions \$5,600
- Life & Health Insurance Contributions \$15,261
- Worker's Compensation \$212
- Legal Fees for Board Attorney \$4,940
- Contracted Services & Operating Costs \$31,044
- Legal Advertising \$598
- FRA and DEO Memberships \$795

2017 TRIAL BALANCE

ACCOUNT DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE
CASH/INVESTMENTS / REDEV. TAX INCREMENT	\$636,082.70	
A/R / ADVANCE TRAVEL	\$4,480.48	
PREPAID / PREPAID ITEM	\$9,411.00	
OTHER ASSETS / REVENUE CONTROL		\$524,855.69
DUE TO / ACCOUNTS PAYABLE		\$166.76
DUE TO / GENERAL FUND		\$2,977.84
ACCRUED / WAGES PAYABLE		\$1,499.99
ACCRUED / TAXES PAYABLE		\$232.52
LIABILITY / EXPENDITURE CONTROL	\$327,984.83	
F/B RESERVE / TIF		\$448,226.21
FUND TOTALS	\$977,959.01	\$977,959.01

FUND IS IN BALANCE

Serving Our Community

THE CITY OF LIVE OAK COMMUNITY REDEVELOPMENT AGENCY

Staff

Kim Smiley | CRA Co-Director | Purchasing Agent | Project Manager

George Curtis | CRA Co-Director | Planning, Zoning & Development Manager

Gina M. Salvati | CRA Staff Assistant

Board

John W. Yulee, Sr. | Councilman, District 1

Bennie L. Thomas | Councilman, District 2

David Burch | Councilman, District 3

Frank C. Davis | **Board Chair** | Councilman, District 4

Keith Mixon | Councilman, District 5 (*to February 2017*)

J. Don Allen | Councilman, District 5 (*June 2017 to present*)

Cynthia Robinson | Appointed Member, T.D. Bank

Bruce Tillman | Appointed Member, The Jordan Agency



CRA

**CITY OF LIVE OAK
COMMUNITY REDEVELOPMENT
AGENCY**

416 HOWARD ST. E.
LIVE OAK, FL 32064
PHONE: (386) 362-2276
FAX: (3886) 330-6507

KIM SMILEY

CO-DIRECTOR | PURCHASING
AGENT | PROJECT MANAGER
KSMILEY@CITYOFLIVEOAK.ORG

GEORGE CURTIS

CO-DIRECTOR | PLANNING,
ZONING, & DEVELOPMENT
MANAGER
GCURTIS@CITYOFLIVEOAK.ORG

GINA M. SALVATI

STAFF ASSISTANT
GSALVATI@CITYOFLIVEOAK.ORG