



**CITY OF ST. AUGUSTINE  
COMMUNITY REDEVELOPMENT AGENCY  
REGULAR MEETING**

**Monday, January 23, 2023, 3:45 PM  
ALCAZAR ROOM**

**A G E N D A AMENDED**

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1. Call to Order
  - A. Roll Call
2. Approval of Minutes (September 8, 2022)
3. General Public Comment
4. HACRA Plan Amendment Update
5. LCRA Institutional Rehabilitation Program Project Update
  - A. First Baptist Phase II
  - B. Fountain of Youth Elks Lodge
  - C. St. Paul AME Structural Stabilization Effort
6. LCRA Fix-it-Up Program Modification Recommendation
7. Items by City Staff
8. Items by Chair and Board Members
9. Adjourn

**NOTICES:** In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007; 1-800-955-8771 (TDB) or 1-800-955-8770 (V), via Florida Relay Service. Please note that one or more members of the City Commission or its appointed boards or committees may attend this meeting and participate, however they may not engage in a discussion or debate amongst themselves on any issue that will likely come before their respective elected or appointed body. The materials prepared and presented are part of the City's ongoing Florida Public Records and Government in the Sunshine compliance and are not intended to be relied upon or to reach investors or the trading markets.

## CITY OF ST. AUGUSTINE

### Community Redevelopment Agency Budget Meeting September 8, 2022

The Community Redevelopment Agency met in formal session Thursday, September 8, 2022, at 5:05 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Chairman Tracy Upchurch, and the following were present:

#### **1. Roll Call:**

Tracy Upchurch, Chairman  
Nancy Sikes-Kline  
Roxanne Horvath  
John Valdes  
Barbara Blonder

Also Present: John Regan, City Manager

Meredith Breidenstein, Assistant City Manager  
David Birchim, Assistant City Manager  
Isabelle Lopez, City Attorney  
Darlene Galambos, City Clerk  
Mark Simpson, Finance Department Manager  
Ruben Franklin, Public Works Director  
Todd Grant, Utilities Manager  
Jennifer Michaux, Police Chief  
Colleen Kuhn, Recording Secretary

#### **2. General Public Comments**

The Agency heard from the following members of the public:

Rick Spence  
Gail Wisler

#### **3. Approval of Minutes (August 18, 2022)**

##### **MOTION**

**Commissioner Sikes-Kline MOVED to approve the August 18, 2022, Meeting Minutes. The motion was SECONDED by Commissioner Horvath and APPROVED BY UNANIMOUS VOICE VOTE**

#### **4. Agenda**

##### **4.A. Public Hearing: Consideration of Resolution 2022-32, proposed budget**

**for the Lincolnville Community Redevelopment Area for Fiscal Year 2022-2023.**

Ruben Franklin, Public Works Director said that based on input from the Agency and public, there were minor changes to the budget which included:

- \$100,000 reallocated from the Fix It Up Program to Hayling and Vicker's Park improvements
- Architectural overlay guidelines went from \$9600 to \$21,262

Mr. Franklin said there was additional carry forward from the Fix It Up Program and staff was discussing how to make the Program more effective.

Public Hearing was opened; however, there was no response.

Commissioner Sikes-Kline requested an update on the Kayak Launch Project.

Meredith Breidenstein, Assistant City Manager said the Kayak Launch Project was funded by grants and after hurricane Irma, the Port District allowed the City to use the funds for the Marina Fueling Station since it was an urgent need. She said she believed at that time, the Commission said not to move forward with the Kayak Launch Project since the City was still recovering from Irma.

John Regan, City Manager noted that projects were put on hold when Irma hit. He said the Project would be reactivated with the FY 2022-2023 budget and new grants would be sought.

Commissioner Horvath shared that a South Florida firm was using vending machines for the public to rent kayaks and paddle boards.

#### **MOTION**

**Mayor Upchurch MOVED to approve Resolution 2022-32. The motion was SECONDED by Commissioner Horvath.**

#### **VOTE ON MOTION:**

**AYES: Upchurch, Horvath, Blonder, Valdes, Sikes-Kline**

**NAYES: None**

**MOTION APPROVED UNANIMOUSLY**

**4.B. Public Hearing: Consideration of Resolution 2022-33, proposed budget for the Historic Area Transportation and Parking Community Redevelopment Area for Fiscal Year 2022-2023.**

Public Hearing was opened; however, there was no response.

#### **MOTION**

**Commissioner Sikes-Kline MOVED to approve Resolution 2022-33. The motion was SECONDED by Commissioner Valdes.**

#### **VOTE ON MOTION:**

**AYES: Sikes-Kline, Valdes, Horvath, Blonder, Upchurch**

**NAYES: None**

**MOTION APPROVED UNANIMOUSLY**

#### **5. Items by Chair and Board Members**

None

#### **6. Items by City Staff**

Mr. Franklin noted that staff was coordinating with the County to replace the basketball courts. He stated the Parks Master Plan would incorporate community feedback on kayak and dog Parks.

#### **7. Adjournment**

There being no further business, the meeting was adjourned at 5:21 P.M.<sup>1</sup>

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Tracy Upchurch, CHAIRMAN

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Darlene Galambos, CITY CLERK

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<sup>1</sup> Transcribed by Colleen Kuhn



**ST. AUGUSTINE**  
COMMUNITY REDEVELOPMENT AGENCY

CITY OF ST. AUGUSTINE, FLORIDA

**CITY OF ST. AUGUSTINE**

**MEMORANDUM**

TO: The Honorable Chair and Board Members  
City of St. Augustine Community Redevelopment Agency

DATE: January 10, 2023

RE: Agenda Item for January 23, 2023, Community Redevelopment Agency Meeting;  
Fix-It-Up Program Modification Recommendation

Attached please find the Lincolnville Community Redevelopment Area Fix-it-Up Grant Program Proposed Program Modification Recommendation Report.

During both the August 19, 2021, and the August 18, 2022 Community Redevelopment Agency (CRA) meetings, the Board of the Community Redevelopment Agency asked that CRA staff review opportunities to modify the current Fix-it-Up grant program to ensure its vitality and the continued stabilization of the Lincolnville Community. After extensive research, consulting with industry professionals and a thorough review of the current program's data this report was completed to offer a proposed option for modifying the program.

**Recommendation:**

The stabilization of long-term residents in Lincolnville has been a principal priority of the Community Redevelopment Agency and Area. Throughout the years many residents have benefited from the health and safety repairs offered through the grant program. With the increased cost of construction materials and labor, it is important that our grant program continue to evolve with the needs of the community and economic trends. It is staff's recommendation that the grant award be increased from \$20,000 to \$50,000 for qualified applicants occupying a home within the Lincolnville CRA.

City staff is asking the CRA Board to:

1. Make a motion to formally authorize the modification of the Fix-It-Up Grant Program. Amending the maximum award amount to \$50,000 per home to be effective immediately.



Jaime D. Perkins  
CRA Manager

cc: City Attorney & Department Directors

Attachments:  
Proposed Program Modification Recommendation Report



## Lincolnvile Community Redevelopment Area

### Fix-it-Up Grant Program

# Proposed Program Modification Recommendation Report



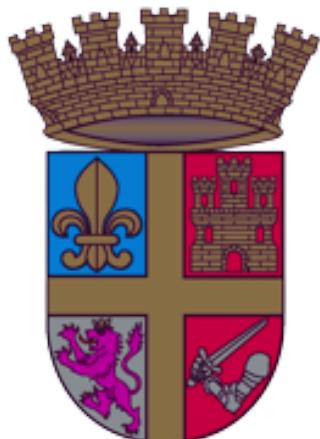
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# Acknowledgments

## Community Redevelopment Agency Board

Mayor Nancy Sikes-Kline

Vice Mayor Roxanne Horvath

Commissioner Barbara Blonder

Commissioner Cynthia Garris

Commissioner Jim Springfield

## Lincolnville Community Redevelopment Area Steering Committee

James St. George, Chairperson

Mari Hayes, Co-Chairperson

Dee Thomas

Madeline Wise

Dalonja Duncan

## City Manager

John P. Regan, P.E.

## Public Works Director

Reuben C. Franklin JR., P.E.

## Community Redevelopment Agency Manager

Jaime D. Perkins, MPA, PMP





# Introduction

During the August 19, 2021 and August 18, 2022 St. Augustine Community Redevelopment Agency (CRA) meetings the CRA board requested that Jaime D. Perkins, CRA Manager, review opportunities to modify the current Fix-it-Up Grant Program Guidelines in an effort to continue to assist qualified Lincolnville residents with health and safety repairs of their homes. The board also suggested Ms. Perkins specifically address factors related to increasing the grant amount and providing additional preference to historic structures.

Ms. Perkins consulted with the St. Johns Housing Partnership and with city staff to vet ideas, as well as current and futuristic challenges in an attempt to determine what the best recommendation would be for the direction of the Fix-it-Up Grant Program. After a thorough review of data related to construction industry inflation, engaging with residents, previous award recipients, and bringing the idea to modify the grant program to the Lincolnville Community Redevelopment Area (LCRA) Steering Committee, Ms. Perkins began the modification recommendation report.

This report will provide a summary of the current Fix-it-Up Grant Program, justification for modifying elements of the current program, and the proposed updated guidelines.

This report, inclusive of the proposed updated guidelines herein, will be reviewed by executive city staff and will be recommended for the approval of the LCRA Steering Committee and St. Augustine CRA Board.



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# Program Summary

The Fix-it-Up Grant Program was merged with a previously authorized emergency assistance program and established in 2013 with the implementation of the Lincolnville Community Redevelopment Area (LCRA) Plan. The program was later revised with the adoption of the LCRA Plan Amendment in 2017. The program provides income-qualified, owner-occupied households with grant funding to complete essential health and safety repairs. The goal of the program is to provide assistance to residents that may have more obligations than resources. The program is also designed to benefit long-term residents living in the Lincolnville Community who may be experiencing challenges related to the increase of property taxes which may be directly related to the significant presence of urban renewal or demographic changes.

When the program was initially established, it offered income-qualified residents a grant award in the amount of \$7,000. In 2017 the grant amount was increased to \$20,000, allowing residents who have previously matriculated through the program receiving the original grant amount to reapply and receive the remaining balance of grant funding to complete additional repairs to their home. Of the 55 approved and awarded applicants, 14 of those applicants reapplied for the additional award amount and were approved, having additional home repairs completed. The initial \$7,000 grant award did not require a lien to be placed on the home; however, the additional grant award did require a lien. Many residents were skeptical of having a lien added to their property, causing them to decline the additional award opportunity.

Since its conception, the Fix-it-Up Program has been administered by St. Johns Housing Partnership (SJHP). SJHP determines program eligibility based on guidelines established by the Department of Housing and Urban Development (HUD). SJHP also completes all of the construction elements of the program. CRA Staff is required to complete a pre and post project inspection.



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# Program Data

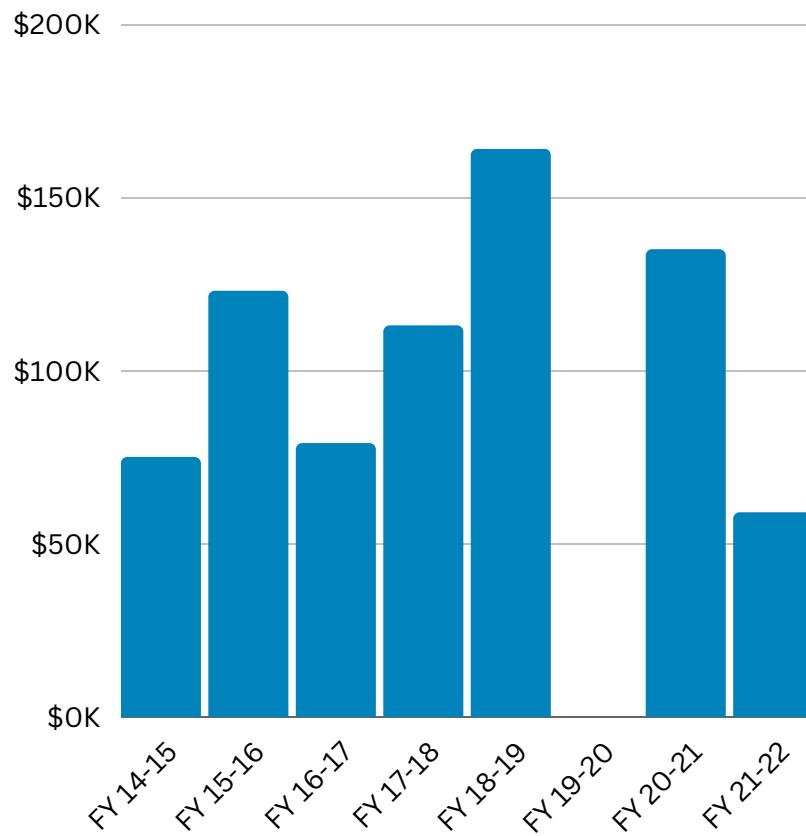
Since 2013, the Lincolnville Community Redevelopment Area has invested a total of \$760,955 into residential properties assisting a total of 55 property owners. On average, that is about \$14,000 per household. Of the 55 award recipients, 14 of those recipients matriculated through the program for a second time receiving the additional balance of the grant award; providing them with a total award amount of \$20,000.

The allocation of funds, and the expenditures for the year tend to fluctuate annually. The annual budget for the program is typically determined by the expenditures from the prior Fiscal Year. Fiscal Year (FY) 2019 was the highest award year, with the CRA investing upward of \$164,000 into residential properties in the Lincolnville Community.

Grant awards have covered repairs including but not limited to, roofing replacements and repair, plumbing, electrical upgrades, façade treatments, painting, rough carpentry, and masonry work. The Fix-it-Up Grant Program serves as a brick and mortar, health and safety repair program.

The current LCRA FY 2023 budget has just over \$180,000 earmarked for the grant program. This budget amount is inclusive of carryforward funds, as no new budget monies were allocated toward the grant program.

## Fix-it-Up Annual Spending



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# Modification Justification

The Lincolnville Community Redevelopment Area (LCRA) Plan Amendment adopted in June 2017 defined several grants and programs recommended to be established through the CRA and administered by staff. The Plan Amendment clearly states that changes to any grant or program identified in the amendment could be modified without triggering an amendment to the overall plan.

## LINCOLNVILLE REDEVELOPMENT PLAN AMENDMENT

### APPENDIX B: LINCOLNVILLE REHABILITATION PROGRAMS

It is the intent of this section (appendix) to provide examples and overall summary of types of grants/programs that the LCRA could use to implement the overall Redevelopment Plan and its Amendment. While the Amendment defines certain grants/program, it is not the intent of the Redevelopment Plan or its Amendment to provide the specifics of each plan as they will likely change throughout the life of the CRA. Changes to any of the grants/programs should not warrant an amendment to the Plan and the grants/programs can be administered by staff or committee.

#### New Fix-it-Up Grant

The new Fix-it-Up grant program combines the older Fix-it-up grant<sup>5</sup> and the Emergency Assistance Program<sup>6</sup>. The new program will provide up to \$20,000 to home-owners that qualify for repair services<sup>7</sup>. Eligibility review and construction services are provided by the St. Johns County Housing Partnership, Inc<sup>8</sup>. LCRA staff should review the scope of work, proposed materials<sup>9</sup>, and sign off on the final repair work. The program should be administratively approved by staff.

The intent of the grant/program is remediation of dilapidated structures as well as to retain long-term residents and allow seniors the ability to age in place.

#### Grant Basics

The New Fix-it-Up Grant Program is awarded in amounts of up to \$20,000 per home. The home must be within the boundaries of the Lincolnville CRA. Applicants will have to meet all eligibility requirements administered by St. Johns Housing Partnership, Inc. (or equally qualified organization). Eligible properties must be a single-family home that is owner occupied, and Shotgun Style dwellings or those contributing to the historic character of Lincolnville are given priority. No regular payments would be required; however, a ten (10) year lien will be placed against the property and when the homeowner sells, refinances, transfers title, or the property is no longer owner occupied, the full loan amount must be repaid. Previous grant recipients may reapply to the Fix-It-Up Program if there are funds remaining in the \$20,000 cap for their property. They must resubmit and qualify under current program guidelines.

<sup>5</sup> The old Fix-It-Up program was for a grant of up to \$7,000 for minor repairs such as painting, windows, screens, smoke alarms, handicapped grab bars, ramps, toilets, etc.

<sup>6</sup> The old Emergency Assistance Program was not to exceed \$10,000 it was to be used for extreme emergency repairs such as electrical, heating, and plumbing or other code violations which may cause the property to be extremely unsafe or unhealthy.

<sup>7</sup> These requirements are consistent with the income limits set forth by the US Department for Housing and Urban Development (HUD)

<sup>8</sup> Or equally qualified organization

<sup>9</sup> Exterior replacements will be "like-for-like" materials to preserve historic integrity.

The original grant program provided an award amount of \$7,000. The urgent increase of the award amount highlights the need for additional funding and the need to ensure that the award is aligned with the everchanging economy.

A worldwide inflation began in mid-2021 with many countries seeing their highest inflation rates in decades. The City of St. Augustine was not exempt from this inflation surge. The inflation has been attributed to various causes with the primary source being deemed as pandemic-related economic dislocation. Increased consumer demand and supply shortages, particularly in the construction industry, have contributed to rising cost of materials and labor rates.



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# Modification Justification

Mortenson Construction is a family-owned construction company headquartered in Minneapolis, Minnesota. Aside from providing planning, program management, preconstruction and general contracting services, the company also publishes annual and quarterly data related to cost trends within the construction industry.

National cost trends reflect a steady increase from 2009 through 2019, with significant increases starting in 2020 through the date this report was prepared. Cost trends correlate with the inflation surge said to be related to pandemic-related economic dislocation.

The cost of materials continue to surge which further perpetuates the rising cost within the construction industry. More recent data has shown that in the third quarter of 2022 construction inflation costs have slowed and prices have begun to level off, but the recent leveling has not initiated a counter response to the initial surge. Additionally, the surge has negatively impacted other elements of the construction industry; product lead time, material shortages, and shipping cost continue to be a cause for concern.

Taking into consideration the data presented, increasing the current grant award is imperative to continue providing health and safety repairs to qualified Lincolnville residents. The current \$20,000 award would be insignificant based on cost and relative challenges within the construction industry.

## Minneapolis Construction Cost Index

(JANUARY 2009 = 100)



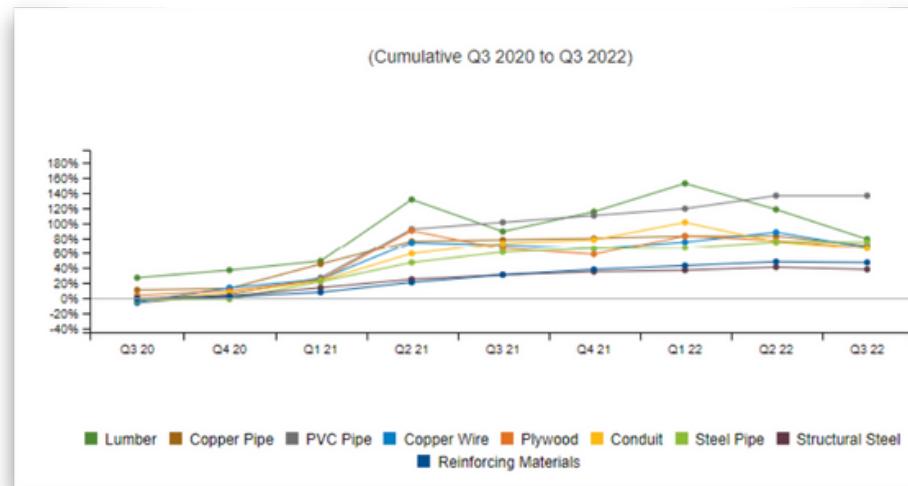
## Denver Construction Cost Index

(JANUARY 2009 = 100)



## Material Price Changes

(Cumulative Q3 2020 to Q3 2022)





# Grant Program Update

The stabilization of long-term residents in Lincolnvile has been a principal priority of the redevelopment area. In the 2017 Plan Amendment, focus groups highlighted the need for the Community Redevelopment Agency (CRA) to continue to assist residents in the retention of their homes in the Lincolnvile Community. The Fix-it-Up Program is one way that these ideas are realized. It is important that the grant program continue to evolve with economic trends and the vastly changing community.

## Updated Fix-it-Up Grant Program

The new Fix-it-Up Grant Program will be combined with the prior grant program, previously established in 2017. The new program will provide a grant award up to \$50,000 to home-owners that qualify for repair services. Eligibility review and construction services will be provided by the St. Johns Housing Partnership (SJHP), Inc. or an equally qualified organization. CRA staff will review the scope of work, inspect the potential project site prior to and following the completion of repair work, review and approve proposed materials, and sign off on final repair work. This program will be administratively approved by CRA staff. The intent of the grant program is the remediation of dilapidated structures as well as to retain long-term residents and allow those residents the ability to age in place.

## Grant Basics

- Up to \$50,000 grant award per home.
- Home must be within the Lincolnvile Community Redevelopment Area.
- Applicant must meet all requirements administered by SJHP or equally qualified organization.
- Eligible properties must be single-family, owner-occupied.
- Dwellings contributing to the historic character of Lincolnvile will be given priority.
- Previous grant recipients may reapply for the grant program to obtain any funds remaining in the \$50,000 cap for their property. Remaining funds available will be determined by CRA staff.
- Award recipient is not required to make payments toward the grant award, however a ten (10) year lien will be placed on the property and if the homeowner sells, refinances, or transfers the title, the *amortized* grant amount will be required to be repaid in full. Prior award recipient's lien will run concurrently with active lien. If lien is no longer active for any reason, a new ten (10) year lien will be established.
- Amortized amount due will be calculated by CRA Staff.
- All Applicants must (re)submit and qualify under current program guidelines.





# Conclusion

The modification of this program will allow for the CRA to continue to invest in the stabilization of homeownership in the Lincolnville Community. It is also believed that if residents were awarded additional funding the skepticism for a lien placement could be minimized. The increased grant award would allow residents to leverage their funds for other homeowner obligations and to comfortably reside in the Lincolnville Community.

It is understood that any information or Fix-it-Up Grant Program guideline not addressed or modified in this report will defer to the grant policy previously approved by the St. Augustine Community Redevelopment Agency and outlined in the LCRA Plan Amendment adopted June 2017. Following the approval of this program modification by the CRA board, the recommended modifications will be effective immediately and approved applicants may begin matriculating through the Fix-it-Up Grant Program utilizing the updated guidelines and grant basics.

Architectural integrity will continue to be prioritized within the modified grant program. Façade treatments, historic preservation, health and safety repairs will be prioritized. Eligible repairs may vary and will be determined administratively through CRA staff. Please refer to the Lincolnville Redevelopment Plan Amendment for the non-inclusive list of eligible repairs.



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# References

Photo Credits: City of St. Augustine (COSA), City of St. Augustine Community Redevelopment Agency (CRA)

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Perkins, J. D. (2021). (rep.). Community Redevelopment Agency Annual Report. Retrieved December 27, 2022, from <https://www.citystaugcra.com/>.

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