



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

**Thursday, September 8, 2022, 5:05PM
ALCAZAR ROOM**

A G E N D A

1. Call to Order
 - A. Roll Call
2. General Public Comment
3. Administrative Items
 - A. Approval of Minutes (August 18, 2022)
4. Agenda
 - A. Public Hearing- Consideration of Resolution 2022-32, proposed budget for the Lincolnville Community Redevelopment Area for Fiscal Year 2022-2023.
 - 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.
5. Items by Chair and Commissioners
6. Items by City Staff
7. 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
Special Meeting
August 18, 2022

The Community Redevelopment Agency met in formal session Thursday, August 18, 2022, at 8:15 A.M. in the Alcazar Room. The meeting was called to order by Chairman Tracy Upchurch, and the following were present:

Call to Order

1.A. Roll Call: Tracy Upchurch, Chairman
Nancy Sikes-Kline
Roxanne Horvath
Barbara Blonder

Absent: John Valdes (excused)

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
James Piggott, General Services Manager
Jaime D. Perkins, Community Redevelopment Agency Administrator
Colleen Kuhn, Recording Secretary

2. Administrative Items

2.A. Approval of July 11, 2022 Meeting Minutes

MOTION

Commissioner Sike-Kline MOVED to approve the July 11, 2022, Meeting Minutes. The motion was SECONDED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.

3. General Public Comment

Public comment was opened, and the Agency heard from the following:

Rick Spence
Gina Burrell
BJ Kalaidi

Public comment was closed.

4. LCRA: Institutional Rehabilitation Program Project Update and Recommendation

4.A. First Baptist Church Budget Increase

Jaime Perkins, Community Redevelopment Agency (CRA) Administrator reviewed Item 4.A. She said items 4.A. through 4.C. would be included in the Preliminary Budget discussion.

Ms. Perkins shared that after the initial approval of First Baptist's application, the construction industry experienced a significant increase in the cost of materials and labor which created a shortage in the construction budget for the second phase of the Project. She said she worked with stakeholders and contractors to refine the budget and modify the scope of work and there was still a shortage of \$120,000. She requested an additional \$120,000 in the FY

2023 budget to complete the project and maintain the CRA's commitment with First Baptist Church.

MOTION

Commissioner Horvath MOVED to approve the budget increase as requested. The motion was SECONDED by Commissioner Sikes-Kline.

AYES: Horvath, Sikes-Kline, Blonder, Upchurch

NAYES: None

MOTION APPROVED UNANIMOUSLY

4.B. St. Paul Parsonage and Church Inst. Rehab. Application Recommendation

Ms. Perkins reviewed past work on the church and said the Application requested structural repairs, plumbing, electrical rewiring, and woodwork repair caused by termites. She stated that termite abatement had been addressed in the previous project and the Application was unanimously approved by the Lincolnville Community Redevelopment Agency (LCRA) Steering Committee. She shared the project cost was at \$1,050,000 and the request was to approve \$150,000 in FY 2023 budget to repair one major item from the project list or accrue the money over 1-2 budget cycles.

Commissioner Horvath asked if there were any pressing items that should be addressed.

Ms. Perkins said the noted woodwork, historic preservation masonry, and some structural shifting stood out to her on the Application.

Ken McClain from St. Paul's Church stated there were structural issues, the brick façade was coming away from the building, and the woodwork needed repair to avoid shutting down the church.

Ms. Perkins stated that Jude Costa was the engineer for a prior roofing project and Kim

Smith was the architect. She said Sarah Ryan, Architect and Jude Costa, Engineer may be on this project.

Commissioner Horvath inquired about using the money for match purposes.

Ms. Perkins stated she had learned of, and was vetting a grant for African American churches, and the money could go toward the St. Paul project if qualified.

MOTION

Mayor Upchurch MOVED to approve \$150,000 for the project for one major item or carry over, and Ms. Perkin's would bring forward recommendations if there was a need to spend the monies sooner. The motion was SECONDED by Commissioner Horvath.

Commissioner Blonder inquired about application requirements for preventative treatment of termites.

Ms. Perkin's stated there was language about maintenance after the initial work was completed and St. Paul's was required to have ongoing termite treatment.

Commissioner Sikes-Kline mentioned including inspections in the agreements would be a good idea.

AYES: Upchurch, Horvath, Blonder, Sikes-Kline

NAYES: None

MOTION APPROVED UNANIMOUSLY

4.C. St. Joseph Neighborhood Center Inst. Rehab. Application Recommendation

Ms. Perkins reviewed the Application and noted the sisters of St. Joseph Basilica of St. Augustine owned the property. She said the Application included foundation, masonry, framing, roofing, installation of windows and doors, HVAC, mechanical components, electrical, plumbing and carpentry needs.

She noted the project could total \$1,900,000. She said the Application was reviewed by the LCRA Steering Committee and they questioned the buildings use, positive impact to Lincolnville, targeted demographic, additional funding, and current assets. She said there were no representatives from St. Joseph's at the LCRA meeting and the Committee had a 2/2 split vote on the Application. She said legal advised that she would need to make the decision on whether to bring to the Agency for recommendation. She added \$150,000 to the FY 2023 budget for St. Joseph's Neighborhood Center to complete one major piece of their project or allow the money to accrue for 1-2 budget cycles. She provided the LCRA with an explanation of her recommendation and assurance of the Applicant's responsiveness and possible reason for their absence at the LCRA meeting.

MOTION

Mayor Upchurch MOVED to approve the allocation of \$150,000 in FY 2023 for the project for one major item or carry over, and Ms. Perkin's would bring forward recommendations if there were a need to spend the monies sooner. The motion was SECONDED by Commissioner Sikes-Kline.

AYES: Upchurch, Sikes-Kline, Blonder, Horvath

NAYES: None

MOTION APPROVED UNANIMOUSLY

6. FY 2023 Preliminary Budget recommendation

Ms. Perkins reviewed the FY 2023 budget proposal and noted the following:

- \$400,000 increase in revenue for the Lincolnville community
- \$8,938 interest earnings
- \$4k from Historic Area Community Redevelopment Agency (HACRA) to cover administrative costs

- Administrative costs associated with Administrator role
- Annual audit shared between HACRA and LCRA
- \$100,000 for the Fix-It Up program and carry forward of \$66,000
- \$319,000 for Property Acquisition and Affordable Housing to hire a consultant to vet a new program and collect data to inform the possible development of an LLC to acquire property and transition it to affordable housing

Commissioner Blonder asked about the strategy for educating the community on the Fix-It Up program given the \$66,000 surplus and encouraged efforts to increase funding in the Property Acquisition program.

Ms. Perkins explained that she conducts door-to-door education in the Lincolnville area and had engaged organizations within Lincolnville to share information about the program and make referrals. She said she worked with St. John's Housing Partnership on marketing, included information on the City's website, and communicated program information at all LCRA Steering Committee meetings.

Mayor Upchurch said he was more supportive of one-time events than ongoing or annual assistance in the Fix-It Up program.

Commissioner Sikes-Kline requested additional recommendations based on the surplus in the program.

Ms. Perkins explained that when the program started the grants were for \$7,000, then increased to \$20,000, and now that amount was not sufficient to address health and safety repairs especially for older homes. She said she would propose a higher grant amount for the future and would bring additional recommendations to the Commission.

Commissioner Horvath asked if some older structures should be eligible to receive grants just based on their historical contribution. She gave an example of providing a grant for a property and the owner then sold and the property was demolished.

Ms. Perkins responded the program qualifications were based on income, but she could look at an amendment in the future.

Mayor Upchurch commented that would reduce the inventory of properties to utilize the funds. He said the historic value was important, but the foundational goal was to keep people in their homes and neighborhoods.

Commissioner Blonder suggested that historic value could be a part of the ranking process.

Ms. Perkins shared that some residents had expressed concern about the lien on their property when a grant was received and were distrustful. She stated she spends time reassuring residents and building trust with them.

Ms. Perkins reviewed the following projects for the FY 2023 budget:

- Phase II of First Baptist Church
- Fountain of Youth Elks Lodge match
- Greater St. Mary's match
- St. Joseph's Center
- St. Paul Parsonage
- Architectural Overlay
- Landscape Master Plan which included the Eddie Vickers Park mentioned during public comment
- Pocket Park improvements for Weeden Park with a tentative completion of 12/2022
- Sidewalk improvements
- MLK Streetscape Design

John Regan, City Manager updated the Commission on a water outage due to a lightning strike that had impacted 261 customers.

7. Items by Agency

(None)

8. Adjournment

There being no further business, the meeting was adjourned at 9:06 A.M.¹

Tracy Upchurch, Chairperson

Darlene Galambos, CITY CLERK



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: August 28, 2022

RE: Agenda Item for the September 8, 2022, 5:05 PM
Community Redevelopment Agency Special Budget Meeting;
Public Hearing- Consideration of Resolution 2022-32

The Community Redevelopment Agency Administrator has prepared the Lincolnville Community Redevelopment Area Fiscal Year 2023 budget to be considered for adoption.

Please note the following changes:

Fix It Up Program 2023 budget amount has been reduced to \$0, and funds have been reallocated to the Hayling and Vickers Park improvements. The carryforward amount for Fix -It-Up has been updated. Showing \$181,456 dollars available for spending in the upcoming budget year. The Hayling and Vickers Park improvements now has a budget of \$425,000 dollars, inclusive of new budget funds and carryforward.

After an additional review of the Munis system the carryforward shown for the Architectural Overlay line item was increased from \$9,665 dollars to \$21,262 dollars.

Recommendation | Action Item:

Following the reading of the resolution, staff recommends that the board approve and adopt the Fiscal Year 2023 LCRA budget inclusive of changes outlined in this memorandum.

City staff is asking the CRA Board to:

1. Make a motion approving and adopting the FY 2023 Lincolnville Community Redevelopment Area budget.

Jaime D. Perkins
CRA Administrator

cc: City Attorney & Department Directors

Attachments:
FY 2023 Budget
Resolution 2022-32

RESOLUTION NO. 2022-32

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF ST. AUGUSTINE, FLORIDA
ADOPTING A BUDGET FOR THE LINCOLNVILLE
COMMUNITY REDEVELOPMENT AREA FOR ITS
OPERATIONS IN FISCAL YEAR 2022-2023.**

WHEREAS, the St. Augustine Community Redevelopment Agency was created pursuant to Part III, Chapter 163, Florida Statutes; and

WHEREAS, the St. Augustine Community Redevelopment Agency is a dependent special district under Chapter 189, Florida Statutes, known as the Uniform Special District Accountability Act ("Special District Act"); and

WHEREAS, the Special District Act requires all special districts, including dependent special districts such as the St. Augustine Community Redevelopment Agency, to adopt a budget for each fiscal year by resolution; and

WHEREAS, the St. Augustine Community Redevelopment Agency is the Agency responsible for the Historic Area Transportation and Parking Community Redevelopment Area and the Lincolnville Community Redevelopment Area, and their respective funds; and

WHEREAS, the St. Augustine Community Redevelopment Agency desires to comply with the requirements of the Special District Act and takes this action in order to do so.

**NOW, THEREFORE, BE IT RESOLVED BY THE ST. AUGUSTINE
COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, THAT:**

Section I. The St. Augustine Community Redevelopment Agency has the authority to adopt this Resolution pursuant to the State of Florida Special District Act.

Section II. The Operating Budget for the Lincolnville Community Redevelopment Area for Fiscal Year 2022-2023 attached hereto and made a part hereof, as Exhibit "A," is hereby approved.

Section III. The City's staff is hereby directed to notify each affected taxing authority of the estimated incremental tax amount that should be included in their respective budgets.

ADOPTED at a duly noticed, special meeting by the St. Augustine Community Redevelopment Agency, Florida this 8th day of September, 2022.

Tracy Upchurch, Chair- Commissioner

ATTEST:

Darlene Galambos, City Clerk

Lincolnvile CRA (LCRA) Budget Summary

	Original Budget 2022	Final Budget 2022	Projected 2022	Budget Request 2023
Revenue				
Incremental Taxes	455,118	455,118	454,809	626,721
Interest	-	-	8,938	8,938
Total HACRA Fund Revenue	\$ 455,118	\$ 455,118	\$ 463,747	\$ 635,659
Expenses				
Operations	1,145,432	2,320,339	975,587	1,607,047
Total HACRA Fund Expenses	\$ 1,145,432	\$ 2,320,339	\$ 975,587	\$ 1,607,047
Interfund Transfers In or Out				
Transfer from General Fund	733,477	733,477	733,477	1,010,037
Transfer from Surplus Carryforward	3,385	1,131,744	3,385	9,358
Total Interfund Transfers In	\$ 736,862	\$ 1,865,221	\$ 736,862	\$ 1,019,395
Transfers for Infrastructure Projects	46,548	-	-	48,007
Total Interfund Transfers Out	\$ 46,548	\$ -	\$ -	\$ 48,007
Total Fund (Deficit) or Excess	\$ -	\$ -	\$ 225,022	\$ -

Lincolnton CRA FY 2023 Proposed Budget and FY 2022 Carryforward

BUDGET ITEMS	FY 2022 Budget Combined with Carry Forward	FY 2022 Actual & Projected*	FY 2022 Projected Carryforward	FY 2023 Budget	FY 2023 Budget Combined with Carry Forward
Revenues					
Tax Increment Revenue St. Johns County	455,118	454,809		626,721	626,721
Tax Increment Revenue COSA transfer	733,477	733,477		1,010,037	1,010,037
Interest Earned		8,938		8,938	8,938
Administrative Transfer from HACRA for Audit, Website, etc	3,385	3,385		9,358	9,358
Carryforward Transfer In, Transfer from Previous Project Roll Up	1,231,066			-	1,526,838
Total Revenues	\$ 2,423,046	\$ 1,200,609	\$ -	\$ 1,655,054	\$ 3,181,892
Administrative Costs: 53490 & 53515, 53505, 53470, 53410, 53400					
Professional Associations Memberships	1,200	3,830		2,000	2,000
Administrative Transfer to General Fund	46,548	46,548		46,548	46,548
FRA Travel, Training & Conferences	3,885	3,640		2,000	2,000
Website Creation and Maintenance Fees	3,521	2,075		500	500
Annual Reports, Publications, Printing	1,834	4,000		4,000	4,000
Miscellaneous Supplies, Phone Service, Other	12,004	4,937		2,000	2,000
Annual Audit	2,450	17,000		8,500	8,500
Total Administrative Costs	\$ 76,196	\$ 82,030	\$ -	\$ 65,548	\$ 65,548
Professional Services: 53490 & 51120					
CRA Administration: Salary & Benefits	82,885	76,961	-	90,585	90,585
Total Professional Services	\$ 82,885	\$ 76,961	\$ -	\$ 90,585	\$ 90,585
Total Admin. & Professional Services	\$ 159,081	\$ 158,991	\$ -	\$ 156,133	\$ 156,133
FY 2019 Goal #1 Retain Long-Term Residents : 53340					
Fix-It-Up Program	187,027	120,575	181,456	-	181,456
Property Acquisition & Affordable Housing	102,430	65,000	37,430	281,937	319,367
Total Retain Residents Programs	\$ 289,457	\$ 185,575	\$ 218,886	\$ 281,937	\$ 500,823
FY 2019 Goal #2 Preserve Lincolnton's Historic Character: 53310					
First Baptist Church Phase 1	374,540	374,540	-		-
First Baptist Church Phase 2	430,311	30,223	400,088	120,000	520,088
Future Projects	250,000		-		-
Fountain of Youth Elks Lodge Rehab Grant Match	-		250,000	-	250,000
Greater St. Mary's Rehab Grant Match	-		-	250,000	250,000
St. Joseph Neighborhood Center	-		-	150,000	150,000
St Paul Parsonage and Church Rehab	47,487	36,698	-	-	-
St Paul Parsonage and Church Rehab New Application			10,789	139,211	150,000
Total Institutional Rehabilitation Program	\$ 1,102,338	\$ 441,461	\$ 660,877	\$ 659,211	\$ 1,320,088
CLT Future Projects	81,077		-		-
Architeturall Overlay District	75,000	65,335	21,262		21,262
Total Historic Structure & Cultural Preservation Program	\$ 156,077	\$ 65,335	\$ 21,262	\$ -	\$ 21,262
Neighborhood Improvements Infrastructure/Beautification: 56630					
Implementation of Landscape Master Plan	402,649	-	-		-
Hayling/Vickers Park Improvements	-	59,135	225,000	200,000	425,000
~ Pocket Park Improvements	50,000	9,990	120,000	-	120,000
~ Tree Inventory & Planting	-	15,000	15,000		15,000
Neighborhood Sidewalks	-	-	20,000	50,000	70,000
M.L. King Design & Construction	263,444	40,100	245,813	307,773	553,586
Total Neighborhood Improvement Program	\$ 716,093	\$ 124,225	\$ 625,813	\$ 557,773	\$ 1,183,586
TOTAL BUDGET	\$ 2,423,046	\$ 975,587	\$ 1,526,838	\$ 1,655,054	\$ 3,181,892
Revenue and Expenditure Difference	\$ -	\$ 225,022	\$ (1,526,838)	\$ -	\$ -

*Please note "projected" amounts are estimated and subject to change based on additional money spent or unspent by the end of the fiscal year



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: August 28, 2022

RE: Agenda Item for the September 8, 2022, 5:05 PM
Community Redevelopment Agency Special Budget Meeting;
Public Hearing- Consideration of Resolution 2022-33

The Community Redevelopment Agency Administrator has reviewed the Historic Area Community Redevelopment Area Fiscal Year 2023 budget. The budget was prepared by Finance Director, Mark Simpson. We are requesting that the budget be considered for adoption.

Recommendation | Action Item:

Following the reading of the resolution, staff recommends that the board approve and adopt the Fiscal Year 2023 HACRA budget.

City staff is asking the CRA Board to:

1. Make a motion approving and adopting the FY 2023 Historic Area Community Redevelopment Area budget.

Jaime D. Perkins
CRA Administrator

cc: City Attorney & Department Directors

Attachments:
FY 2023 Budget
Resolution 2022-32

RESOLUTION NO. 2022-33

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF ST. AUGUSTINE, FLORIDA
ADOPTING A BUDGET FOR THE HISTORIC AREA
TRANSPORTATION AND PARKING COMMUNITY
REDEVELOPMENT AREA FOR ITS OPERATIONS IN
FISCAL YEAR 2022-2023.**

WHEREAS, the St. Augustine Community Redevelopment Agency was created pursuant to Part III, Chapter 163, Florida Statutes; and

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ADOPTED at a duly noticed, special meeting by the St. Augustine Community Redevelopment Agency, Florida this 8th day of September, 2022.

Tracy Upchurch, Chair- Commissioner

ATTEST:

Darlene Galambos, City Clerk

Historic Area CRA (HACRA) Budget Summary

	Original Budget 2022	Final Budget 2022	Projected 2022	Budget Request 2023
<u>Revenue</u>				
Incremental Taxes	\$ 528,460	\$ 528,460	\$ 528,458	\$ 632,101
Interest Earnings	-	-	3,192	-
Total HACRA Fund Revenue	\$ 528,460	\$ 528,460	\$ 531,650	\$ 632,101
<u>Expenses</u>				
Operations	-	74,000	74,000	-
Total HACRA Fund Expenses	\$ -	\$ 74,000	\$ 74,000	\$ -
<u>Interfund Transfers In or Out</u>				
Transfer from General Fund	851,678	851,678	851,678	1,072,324
Total Interfund Transfers In	\$ 851,678	\$ 851,678	\$ 851,678	\$ 1,072,324
Debt Service Transfer to VIC	1,380,138	1,306,138	1,309,328	1,683,077
Administrative Transfer	-	-	-	21,348
Total Interfund Transfers Out	\$ 1,380,138	\$ 1,306,138	\$ 1,309,328	\$ 1,704,425
Total Fund (Deficit) or Excess	\$ -	\$ -	\$ -	\$ -