



CITY OF
ST AUGUSTINE
EST. 1565

**CITY OF ST. AUGUSTINE CITY COMMISSION
COMMUNITY REDEVELOPMENT AGENCY BUDGET MEETING
THURSDAY, SEPTEMBER 14, 2023 - 4:30 PM
ALCAZAR ROOM**

1. CALL TO ORDER

◆ Roll Call

2. GENERAL PUBLIC COMMENTS

3. APPROVAL OF MINUTES

3.A. July 24, 2023

4. PUBLIC HEARINGS: RESOLUTIONS

4.A. Resolution 2023-32: Proposed budget for Historic Area Community Redevelopment Area for Fiscal Year 2023-24. (*J. Perkins, Neighborhood Services & CRA Administration Manager*)

4.B. Resolution 2023-33: Proposed budget for the Lincolnville Community Redevelopment Area for Fiscal Year 2023-24. (*J. Perkins, Neighborhood Services & CRA Administration Manager*)

5. ITEMS BY BOARD CHAIR AND COMMISSIONERS

6. ITEMS BY CITY STAFF

7. ADJOURN

NOTICES: In accordance with Florida Statute 286.0105: "if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 Services. ***The City of St. Augustine encourages anyone wishing to present the invocation at city commission meetings to contact the City Clerk's office, to be placed on the rotation list, and encourages people of all religious affiliations or of no religious affiliation to present a non-denominational invocation to inspire us in the work of the City Commission. 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
Regular Meeting
July 24, 2023

The Community Redevelopment Agency met in formal session Monday, July 24, 2023, at 3:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Chairwoman Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Chairwoman
Roxanne Horvath
Jim Springfield
Cynthia Garris

Absent: Barbara Blonder (excused)

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Jaime D. Perkins, Manager, Neighborhood Services and Community Redevelopment Agency Manager
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Todd Grant, Director, Public Works
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Jennifer Michaux, Police Chief
Colleen Kuhn, Recording Secretary

2. Approval of Prior Meeting Minutes (April 24, 2023).

MOTION

Commissioner Springfield **MOVED** to approve the April 24, 2023, Meeting Minutes. The motion was **SECONDED** by Mayor Sikes-Kline and **APPROVED BY UNANIMOUS VOICE VOTE.**

3. General Public Comments

The Board heard from the following members of the public:

- Mari Hayes
- Denise Declair
- Madeline Wise

- Gloria Lelaidier
- Gail Wisler
- Cash McVay
- James Hill
- Gail Eubanks
- Ken McClain
- Lauren Giber

Public comment was closed.

4. Hayling/Vickers Masterplan Presentation and Recommendation Parks and

- **Jeremy Marquis- Marquis, Latimer, + Halback**
- **Jaime D. Perkins**

Jaime D. Perkins, Manager, Office of Neighborhoods and Community Redevelopment Agency introduced Jeremy Marquis, Marquis, Latimer, + Halback.

Mr. Marquis presented the Hayling/Vickers Masterplan to the Board. He showed concept drawings and highlighted features including some changes since his last presentation. He noted the amount of green space the City controlled was significant. He shared feedback received from the Lincolnville Community Redevelopment Agency (LCRA) Board at their April 24, 2023, meeting.

Jeremy Calloway, Maverick Engineering, said the project would include low-impact development. He said they would work with the City's Public Works Department and focus on accessibility.

The Board and consultants discussed the following:

- Project phasing
 - Kayak launch
 - Bathrooms
 - Parking
 - Dog park
- Planting of trees; landscaping
- Sidewalks
- Historical markers
- Signage at entrance
- Drainage; biofiltration gardens

MOTION

Commissioner Horvath MOVED to approve the Master Plans and encouraged continued public input throughout the process. The motion was SECONDED by Commissioner Springfield Sikes-Kline and APPROVED BY UNANIMOUS VOICE VOTE.

5. LCRA Architectural Guidelines Presentation and Recommendation

- **Jeremy Marquis- Marquis, Latimer, + Halback**
- **Les Thomas, Les Thomas Architects**
- **R. Conner Dowling, Open City Architects**
- **Jaime D. Perkins**

Mr. Marquis said the presentation included the final version of the LCRA Architectural Guidelines. He discussed tree canopies and the use of street walls. He said they were mindful of the fact that this was a National Registry District.

Les Thomas, Les Thomas Architects, and Conner Dowling, Open City Architects, presented the Quick Reference brochure which included the front porch, roof pitch, siding, and windows as key architectural features.

The Board heard from the following members of the public:

- Leslie Keys
- Lauren Giber

Public comment was closed.

Ms. Perkins recommended the Board authorize the publication and marketing of the complete LCRA Architectural Guidelines document and the Quick Reference brochure.

Mayor Sikes-Kline advised that she had gone on a couple of architectural walks and encouraged continuing those walks.

MOTION

Commissioner Horvath MOVED to approve the Guidelines as written. The motion was SECONDED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

6. Dr. Martin Luther King Jr. Ave. Streetscape Project Boundary Extension Recommendation

- Jaime D. Perkins

Ms. Perkins presented information on the Streetscape Project and requested the boundaries be extended to Sparrow Street. She said she would not have final costs until surveying and mapping was completed. She said the LCRA Board was in favor of extending the boundaries.

Commissioner Horvath questioned if the six-foot sidewalks would impact trolley trains and asked to see a graphic.

MOTION

Commissioner Garris **MOVED** to approve the requested boundary extension. The motion was **SECONDED** by Commissioner Springfield and **APPROVED BY UNANIMOUS VOICE VOTE.**

7. LCRA Plan Amendment & Timeframe Extension Recommendation

- Jaime D. Perkins

Ms. Perkins requested a Plan Amendment and timeframe extension for the LCRA Plan. She said staff were proposing an extension of seven years beyond the current timeline which would take the Project to 2040 and line up with the City's Comprehensive Plan.

Mayor Sikes-Kline asked for more information and time to consider the request.

The Board agreed.

8. Historic Area CRA Plan Amendment Update

- Jaime D. Perkins

Ms. Perkins presented information on the Historic Area Community Redevelopment Area (HACRA) Plan amendment including

extensive revisions and the timeline for amendments and presentations to the City Commission.

**9. LCRA Fix-It-Up Program Update
Jaime D. Perkins**

Ms. Perkins presented an update on the Fix-It Up Program. She shared that the Subpar Housing Repair contract, through the St. Johns Housing partnership, was expiring on September 30th with no additional extensions. She asked the Board to approve the exclusion of the administrative element of the Contract and bring it inhouse, which justified hiring new staff for the CRA services. She said the Program had several new applicants.

MOTION

Mayor Sikes-Kline **MOVED** to approve the recommendation. The motion was **SECONDED** by Commissioner Springfield and **APPROVED BY UNANIMOUS VOICE VOTE.**

10. Items by City Staff

11. Items by Chair and Board Members

12. Adjournment

There being no further business, the meeting was adjourned at 4:36 P.M.¹

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

¹ Transcribed by Colleen Kuhn

RESOLUTION NO. 2023-32

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF ST. AUGUSTINE, FLORIDA ADOPTING A BUDGET FOR THE HISTORIC AREA COMMUNITY REDEVELOPMENT AREA FOR ITS OPERATIONS IN FISCAL YEAR 2023-2024.

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 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 Historic Area Community Redevelopment Area for Fiscal Year 2023-2024, 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 14th day of September, 2023.

Nancy Sikes-Kline
Board Chair- Mayor

ATTEST:

Darlene Galambos
City Clerk

Historic Area CRA (HACRA) Budget Summary

<u>Revenue</u>	Original Budget 2023	Final Budget 2023	Projected 2023	Budget Request 2024
Incremental Taxes	\$ 632,101	\$ 632,101	\$ 662,050	\$ 813,895
Interest Earnings	-	-	18,000	24,000
Total HACRA Fund Revenue	\$ 632,101	\$ 632,101	\$ 680,050	\$ 837,895
 <u>Expenses</u>				
Operations	-	-	29,821	80,127
Capital Outlay	-	-	-	448,337
Total HACRA Fund Expenses	\$ -	\$ -	\$ 29,821	\$ 528,464
 <u>Interfund Transfers In or Out</u>				
Transfer from General Fund	1,072,324	1,072,324	1,072,324	1,311,690
Carry Forward Transfer In	-	-	-	30,127
Total Interfund Transfers In	\$ 1,072,324	\$ 1,072,324	\$ 1,072,324	\$ 1,341,817
Debt Service Transfer to VIC	1,683,077	1,683,077	1,671,078	1,551,248
Administrative Transfer	21,348	21,348	21,348	100,000
Total Interfund Transfers Out	\$ 1,704,425	\$ 1,704,425	\$ 1,692,426	\$ 1,651,248
Total Fund (Deficit) or Excess	\$ -	\$ -	\$ 30,127	\$ -

HACRA CRA FY 2024 Proposed Budget and FY 2023 Carryforward

BUDGET ITEMS	FY 2023 Budget Combined with Carry Forward	FY 2023 Actual & Projected*	FY 2023 Projected Carryforward	FY 2024 Budget	FY 2024 Budget Combined with Carry Forward
Revenues					
Tax Increment Revenue St. Johns County	632,101	662,050		813,895	813,895
Tax Increment Revenue COSA transfer	1,072,324	1,072,324		1,311,690	1,311,690
Interest Earned	-	18,000		24,000	24,000
Carryforward Transfer In					30,127
Total Revenues	\$ 1,704,425	\$ 1,752,374	\$ -	\$ 2,149,585	\$ 2,179,712
Administrative Costs					
Administrative Transfer to General Fund	21,348	21,348	-	75,000	75,000
Administrative Transfer to LCRA				9,500	9,500
Total Administrative Costs	\$ 21,348	\$ 21,348	\$ -	\$ 84,500	\$ 84,500
Professional Services					
CRP Amendment		29,821			
Future Project Consulting	-	-	30,127	65,500	95,627
Total Professional Services	\$ -	\$ 29,821	\$ 30,127	\$ 65,500	\$ 95,627
Strategic Goals-Redevelopment					
Mobility Improvements			-	150,000	150,000
Parking Improvements	-			150,000	150,000
Open Space				48,337	48,337
Redevelopment				50,000	50,000
Resiliency				50,000	50,000
Total Capital Improvements-Infrastructure	\$ -	\$ -	\$ -	\$ 448,337	\$ 448,337
Debt Service-VIC/Garage					
Parking Garage Annual Payment	1,683,077	1,671,078	-	1,551,248	1,551,248
Total Debt Service	\$ 1,683,077	\$ 1,671,078	\$ -	\$ 1,551,248	\$ 1,551,248
TOTAL BUDGET	\$ 1,704,425	\$ 1,722,247	\$ 30,127	\$ 2,149,585	\$ 2,179,712
<i>Revenue and Expenditure Difference</i>	\$ -	\$ 30,127	\$ (30,127)	\$ -	\$ -

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

RESOLUTION NO. 2023-33

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 2023-2024.

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 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 2023-2024, 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 14th day of September, 2023.

Nancy Sikes-Kline
Board Chair- Mayor

ATTEST:

Darlene Galambos
City Clerk

Lincolnton CRA (LCRA) Budget Summary

Revenue	Original Budget 2023	Final Budget 2023	Projected 2023	Budget Request 2024
Incremental Taxes	626,721	626,721	626,721	720,051
Federal Grants	-	222,983	-	222,983
Interest	8,938	8,938	8,938	8,938
Total LCRA Fund Revenue	\$ 635,659	\$ 858,642	\$ 635,659	\$ 951,972
Expenses				
Personal Services	90,585	90,585	90,585	-
Operating Expenses	1,787,993	2,010,976	697,465	2,088,141
Capital Outlay	1,183,586	1,183,586	70,000	2,243,586
Total LCRA Fund Expenses	\$ 3,062,164	\$ 3,285,147	\$ 858,050	\$ 4,331,727
Interfund Transfers In or Out				
Transfer from General Fund	1,010,037	1,010,037	1,010,037	1,303,083
Carry Forward Transfers In	1,549,601	1,549,601	1,549,601	2,217,172
Other Transfers	4,000	4,000	9,358	9,500
Total Interfund Transfers In	\$ 2,563,638	\$ 2,563,638	\$ 2,568,996	\$ 3,529,755
Administrative Transfer	137,133	137,133	129,433	150,000
Total Interfund Transfers Out	\$ 137,133	\$ 137,133	\$ 129,433	\$ 150,000
Total Fund (Deficit) or Excess	\$ -	\$ -	\$ 2,217,172	\$ -

Lincolnvile CRA FY 2024 Proposed Budget and FY 2023 Carryforward

BUDGET ITEMS	FY 2023 Budget Combined with Carry Forward	FY 2023 Actual & Projected*	FY 2023 Projected Carryforward	FY 2024 Budget	FY 2024 Budget Combined with Carry Forward
Revenues					
Tax Increment Revenue St. Johns County	626,721	626,721		720,051	720,051
Tax Increment Revenue COSA transfer	1,010,037	1,010,037		1,303,083	1,303,083
AACH Federal Grant Revenue- Elks Lodge	222,983		222,983		222,983
Transfer from General Fund for Coordinator Position					-
Interest Earned	8,938	8,938		8,938	8,938
Administrative Transfer from HACRA for Audit, Website, etc	4,000	9,358		9,500	9,500
Carryforward Transfer In, Transfer from Previous Project Roll Up	1,549,601				2,217,172
Total Revenues	\$ 3,422,280	\$ 1,655,054	\$ 222,983	\$ 2,041,572	\$ 4,481,727
Administrative Costs: 53490 & 53515, 53505, 53470, 53410, 53400					
Professional Associations & Memberships	2,000	2,000	-	5,200	5,200
Administrative Transfer to General Fund	137,133	129,433	-	150,000	150,000
Travel, Training & Conferences	2,000	4,000	-	5,000	5,000
Website Creation and Maintenance Fees	500	1,654	-	10,000	10,000
Annual Reports, Publications, Printing	4,000	3,000	-	3,000	3,000
Miscellaneous Supplies, Phone Service, Other	2,000	2,000	-	2,872	2,872
Annual Audit	8,500	8,500	-	8,500	8,500
Total Administrative Costs	\$ 160,887	\$ 150,587	\$ -	\$ 184,572	\$ 184,572
Retain Long-Term Residents : 53340					
Fix-It-Up Program	181,456	75,000	106,456	200,000	306,456
Property Acquisition & Affordable Housing	319,367	25,000	294,367	200,000	494,367
Total Retain Residents Programs	\$ 500,823	\$ 100,000	\$ 400,823	\$ 400,000	\$ 800,823
Preserve Lincolnvile's Historic Character: 53310					
First Baptist Church Phase 2	520,088	520,088	-		-
Future Projects	-			327,000	327,000
Fountain of Youth Elks Lodge Rehab Grant Match	472,983	60,000	412,983		412,983
Greater St. Mary's Rehab Grant Match	250,000		250,000		250,000
St. Joseph Neighborhood Center	150,000		150,000		150,000
St Paul Emergency Structural Repair	150,000	60,000	90,000		90,000
Total Institutional Rehabilitation Program	\$ 1,543,071	\$ 580,088	\$ 902,983	\$ 327,000	\$ 1,229,983
Architeturual Overlay District	44,025	21,262	22,763		22,763
Total Historic Structure & Cultural Preservation Program	\$ 44,025	\$ 21,262	\$ 22,763	\$ -	\$ 22,763
Neighborhood Improvements Infrastructure/Beautification: 56630					
Hayling/Vickers Park Improvements	425,000	45,000	380,000	500,000	880,000
Weeden Park Development	120,000	25,000	95,000	15,000	110,000
M.L. King Design & Construction	553,586	-	553,586	600,000	1,153,586
Neighborhood Improvements Not Project Specific	85,000		85,000	15,000	100,000
Total Neighborhood Improvement Program	\$ 1,183,586	\$ 70,000	\$ 1,113,586	\$ 1,130,000	\$ 2,243,586
TOTAL BUDGET	\$ 3,432,392	\$ 921,937	\$ 2,440,155	\$ 2,041,572	\$ 4,481,727
Revenue and Expenditure Difference	\$ 10,112	\$ 733,117	\$ (2,217,172)	\$ -	\$ -

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