

City of Quincy
Community Redevelopment Agency
Advisory Board Meeting
September 15, 2015

The meeting was called to order at 6:10 pm by Chair Demous.

Roll call

Present: Chair L. Demous, Vice Chair D. Jackson, Member Major Jackson, Member E. Taylor, Atty Brown (via telephone)

Approval of Agenda

Member D. Milton made a motion to approve the agenda to be used as a guideline for today's meeting, seconded by member E. Taylor. Motion passes unanimously.

Finance Report August 1 – 31

The Manager detailed the following expenses found in the finance report, beginning balance of \$367,000, 12 debits and interest paid, leaving a balance \$338,046:

Marvin Tribue – expenses related to Senior Energy Efficiency Housing Program

Regina Davis– reimbursement for travel Economic Development conference in Orlando

Barney Bishop – lobbyist; there will only be one additional charge for him

Gary Betton – transportation cost to pick up Bed Bath and Beyond which includes supplies given by Lowes for use by our citizens

Dawn McMillon – contract to do CRA website; which is complete and in test mode (still need bios from Member Tennell and D. Jackson)

Proposed budget revisions – Copy provided that was given to board meeting, changes include:

- board moved \$75K back to Tanyard Creek
- city administration support - \$20,000; fee the City will be charging to cover services provided by Finance Department
- beautification projects name change CRA Economic Development program reduced to \$140,000

Member D. Jackson inquired about attendance at the Redevelopment conference in Orlando. Manager confirmed that all are registered, will confirm dates and notify those attending.

CRA Manager Report

Senior Energy Efficiency Program (SEEP) – all contracts, 13, have been signed, work has begun on 3 projects; expected to be completed in a month and a half; inspections have begun on the next round. Please note that roofing is not included as well as energy efficient appliances. List of SEEP recipients will be emailed to all members.

PACE – Manager to meet with representative to discuss financing options energy efficient repairs; benefits include no credit rating guideline, assessed on property taxes, longer loan period and all residents eligible regardless of age

Office location – There was discussion from the CRA Board to relocate office to City Hall, for a cost savings. The Manager pointed out that previous cost while at City Hall included \$8,000 for IT services and \$4,000 for utilities, plus the new administrative support fee of \$20,000; this is

comparable to the cost at current location of \$12,000 all inclusive. She also pointed out the cost savings with the elimination of the administrative assistant position of \$30,000. The Advisory board would like a breakdown of how the City arrived at the \$20,000 administrative support fee.

Interlocal Agreement - Although the CRA pays for services provided by the City there is no reciprocation on services provided by the CRA as it relates to City projects (i.e. Tanyard Creek, RD Edwards bldg.) The Manager is also being asked to seek out grants for City departments.

Attorney's Report

Attorney Brown commented on the \$20,000 that the CRA is scheduled to pay the City for administrative services in the upcoming budget. These funds cover the cost of processing checks, reconciling the account and verifying that standard accounting practices are followed. Attorney Brown will requested breakdown of \$20,000 fee. There was also a mention of the oversight responsibility of the City, but not giving them approval/disapproval authority. The CRA Manager is responsible for making sure expenditures are in line with the direction given by the CRA Board.

Board Comments

Major Jackson

- Doesn't feel that the \$20K is reasonable, this amount could be used to hire someone and employ another citizen.
- Submitted his resignation from the Advisory Board to pursue other business ventures; agreed to stay until Mayor Elias identifies a replacement but no later than January 2016.

Earlene Taylor

- Asked for clarification as to how the fee was determined for services Mr. Tribue provides; per his contract, a portion covers inspection, write-ups, securing bids and ensures repairs are completed and final inspection
- Addressed her sincere thanks for Major Jackson's service

Doris Milton

- Asked if Manager was actively seeking grant dollars. An invasive species grant for Tanyard Creek was secured as well as a \$50,000 grant for completion of walkways, trails and signage at same location; focus this year was to work with Florida Communities Trust and DEP to finish out the management plan for Tanyard Creek to avoid penalties. The CRA is also the grant administrator for the grant dollars for RD Edwards building.
- Thank you Major Jackson for your service and for delaying your retirement until January

Chair Demous

- Economic Development Programs – name change from beautification to CRA Economic Development Programs so that funds could be used in both CRA Districts. Savings from the Tanyard Creek allocation from last year will be split \$75,000 back to Tanyard Creek for tennis courts and the balance to Economic Development programs, making that total \$140,000.
- Thanked Major Jackson for his years of service and the knowledge that he brought with him.

Other Business

Member Taylor asked when the next give-away is scheduled. It was agreed that guidelines for the giveaway and façade program be discussed at the next meeting, prior to scheduling.

Meeting Adjourned