

The Quincy Community Redevelopment Agency Advisory Board met in session on Tuesday, October 23, 2018 with Interim CRA Manager Nixon presiding.

**Call to Order**

The meeting was called to order at 6:08 pm.

Manager Nixon discussed the unexpected departure of Regina Davis, his position as Interim manager and the need to fill open board positions starting with the Chair.

*Motion by Member Morris to appoint Member Hannigon as the CRA Advisory Chairperson, seconded by Member Bass-Prieto, motion carries 3-0.*

Chair Hannigon then asked for a roll call.

The following were **present**:

Board Member Bass-Prieto, Board Member Morris

**Also present:**

Interim CRA Manager Robert Nixon, Administrative Staff Pam Tribue, Consultant Marvin Tribue, Chamber Director David Gardner

Attorney Hubert Brown is unavailable and his partner Attorney Thomas Brown will be in attendance in his absence. He is running late but will be in attendance.

**Approval of Agenda**

*Motion by Member Bass-Prieto to approve the agenda as printed, seconded by Member Morris, motion carries 3-0.*

**Approval of Minutes**

*Motion by Member Morris to approve the September 4<sup>th</sup> and 18<sup>th</sup> minutes with corrections as necessary, seconded by Member Bass-Prieto, motion carries 3-0.*

**Discussion on CRA Advisory Board Vacancies**

Manager Nixon advised that Commissioner Harris needs to appoint someone from his district to replace member Earlene Taylor and the commission also needs to appoint an at-large member. The position of Vice-Chair will be addressed at the next advisory board meeting.

**Review of CRA Manager Job Description and Qualifications**

Manager Nixon provided the current job description and benefits package in addition to job descriptions from Ft. Lauderdale and Groveland.

**Attorney Thomas Brown enters.**

**ACTION ITEM: THE BOARD WILL PROVIDE RECOMMENDATIONS TO MANAGER NIXON BY THE END OF THE WEEK. ITEMS TO BE REVIEWED INCLUDE ACTUAL JOB DESCRIPTION, CHANGES TO REFERENCES TO CITY MANAGER VERSUS CRA BOARD AND BENEFITS. THE MANAGER WILL COMPILE AND FORWARD TO THE REGULAR BOARD.**

Member Bass-Prieto asked if the CRA Manager is allowed to administer grants for the City. Attorney T. Brown responded it is allowable as long as it fits within the CRA's mission.

**Follow-up discussion on recommendation for CRA Board Expansion**

During the joint meeting with the regular and advisory CRA boards, it was suggested by Member Morris that the make-up of the board be redone to include three City Commissioners who rotate, one County Commissioner and one citizen (perhaps a CRA Advisory member).

Member Morris further suggested that the citizen be the CRA Advisory board chair. During discussion the board recommended setting a length of terms.

*Motion by Member Morris to recommend to the CRA Regular board for the reconstitution of the CRA Board to consist of three City Commissioners that rotate, one County Commissioner (all serving two year terms) and the CRA Advisory Board Chairperson, seconded by Member Bass, motion carries 3-0.*

**ACTION ITEM: MANAGER NIXON WILL FORWARD THIS MOTION TO THE REGULAR CRA BOARD FOR CONSIDERATION AT THEIR NEXT MEETING.**

Chair Hannigon asked if the agenda could be changed and have the Manager's Updates be moved up and the Discussion of CRA grants discussed after attorney updates.

### **Interim CRA Manager Updates**

*Financial Update* – Manager Nixon provided a copy of CRA budget including the “Aid to Other Organizations” that was approved by the regular board. There was question/discussion as to the actual amount and the process that will be used to determine eligibility.

**ACTION ITEM: UPON RECEIPT OF BUDGET HANDBOOK FROM THE FINANCE DIRECTOR, MANAGER NIXON WILL MAKE AVAILABLE TO ADVISORY BOARD MEMBERS.**

*Kelly Lot Redevelopment* – This is complete, waiting on the final invoice from the County. A meeting will be set up with Joel Sampson, Dewberry Engineering and Commissioner Gay to discuss Phase I options. Draft drawings are complete with slanted parking and green space.

*Senior Roofing Program* – Consultant/Inspector Marvin Tribue advised that the first ten houses have been revisited to determine if there is additional damage as a result of the storm. Individual files are available with pictures and a checklist of findings. Property owners were reassured they will be taken care of although there may be a delay due to the storm.

Contracts have been signed and lien contracts will be signed prior to work beginning. There was discussion on what happens if a third party funding is available. Options included moving forward with roof replacement, allow the third party to do the repairs and redirect the funding to others waiting, help the homeowner with cost of deductible. **ACTION ITEM: THE MANAGER AND INSPECTOR WILL FOLLOW-UP WITH HOME OWNERS TO DETERMINE IF THEY ARE ELIGIBLE FOR THIRD PARTY REPAIR AND PROVIDE THE BOARD WITH A LIST SHOWING ORIGINAL REPAIR COST, COST AFTER STORM AND IF ALTERNATE FUNDING IS AVAILABLE (INSURANCE, FEMA, ETC).**

*South Adams Street Façade Program* – Everyone has signed the contract between the property owner and contractor. Two of the four property owners are willing to sign the lien contract. Mr. Patel and Mr. Faircloth do not want a lien at all. Attorney Brown suggests adding language that says “the contract is null and void if the board deems it unnecessary”. No decision has been made on how to move this project forward.

*Neighborhood Signs* – Commissioner Dowdell is the only commissioner that has pursued this program. Eye Catchers is delayed due to review of proposed sites and budget concerns if two signs are used at each site.

**ACTION ITEM: MANAGER NIXON WILL SEND BOARD PROOF OF SIGNS AND A MAP SHOWING THE DIFFERENT COMMUNITIES.**

*Proposed Quarterly Community Input Forums* – The manager recommends quarterly community meetings working in conjunction with other organizations to keep the community aware of what's going on and to get their input.

*Input on developing a Marketing Strategy*–In an effort to increase community awareness, the manager is suggesting the creation of a Marketing Strategy. This will include signage, newspaper articles and an updated website. The board suggested the creation of a Facebook page also.

**ACTION ITEM: THE MANAGER WILL PROVIDE AN UPDATE AT THE NEXT MEETING.**

*Chamber Foundation presentation* – Chamber Director David Gardner made a short presentation on behalf of the Gadsden County Chamber of Commerce Foundation, Inc. The Foundation has purchased the old Till Laundromat Building located on 321 West Crawford Street and are in the process of making renovations to promote community revitalization. The goal is to create a tax generating business. The Foundation is a 501(C)(3) entity so no taxes are being collected on the property at this point. The preliminary budget is \$47,000 and the Foundation is asking for \$35,000 from the CRA.

**ACTION ITEM: THE BOARD WILL GIVE THE PROPOSAL CONSIDERATION AT THE NEXT MEETING. ATTORNEY BROWN NEEDS TO ADVISE IF THE BOARD CAN MAKE A DONATION TO A 501(C)(3).**

*Storm Relief ideas for CRA District* – The mayor has asked if the CRA is an option to assist with storm relief. The manager has been contacted by Habitat for Humanity and will provide the information from three banks regarding a possible loan. Habitat requires \$65K to complete a house and the regular board is considering increasing the original loan amount to \$500K from the \$350K, this could possibly be used to assist in storm relief.

### **CRA Attorney Updates**

Attorney Brown had no additional comments but was available to answer any questions related to the contracts with property owner related to the S. Adams Street or Roofing Program.

### **Discussion on CRA Grant(s) Policy and Evaluation for Non-Profit Organizations**

Manager Nixon provided a draft of the review and selection process for guiding aid to non-profit organizations.

Member Bass-Prieto wants the organizations to provide quarterly reports, a budget and to identify what funds are going into the CRA District.

**ACTION ITEM: THE BOARD WILL REVIEW THE DRAFT PROVIDED AND FORWARD COMMENTS OF RECOMMENDATIONS TO MANAGER NIXON.**

### **Board Member Comments**

**Member Bass-Prieto** – Asked the manager to forward drawings of the Kelly Lot and provide an update on S. Adams as the process unfolds. Thanked Mr. Nixon for all of his hard work.

**Member Morris** – Asked that previous minutes be reviewed to look for comments on deliverables as it relates to non-profits receiving funding. Suggested creating a sub-committee to make the final decision.

**Chair Hannigon** – Thanked fellow board members for attending and their hard work and for entrusting her to serve as board chair. Congratulated Mr. Nixon on his appointment and for his efforts to smoothly move things forward. Pointed out there may be a need for a special call meeting prior to the regular board meeting to address outstanding items. Thanked the attorney also.

**ACTION ITEM: MANAGER WILL FORWARD ITEMS FROM TONIGHT TO THE BOARD MEMBERS NOT IN ATTENDANCE AS WELL AS THE FOLLOW-UP ITEMS.**

**Adjournment**–Motion to adjourn by Member Morris, seconded by Bass-Prieto, passes 3-0. Meeting adjourned at 8:00pm.

***The CRA Advisory Board will meet again November 20, 2018.***