
Virtual meeting via ZOOM. The meeting ID was provided to the public to allow them to participate.

Call to Order

Chair Dowdell called the meeting to order at 5:10pm.

The Quincy Community Redevelopment Agency Regular Board met in regular session on Tuesday, May 12, 2020 with following present at roll call: Member Bass-Prieto, Member McMillan, Member Sapp

Motion by Member Bass-Prieto to excuse Member Harris' absence, seconded by Member McMillan, motion carries 4-0.

Also in attendance:

Manager Nixon, Attorney Brown, City Manager Mclean, Finance Director Carty, Admin Pam Tribue

Approval of Minutes

Motion by Member Sapp to approve the minutes as printed, seconded by Member Bass-Prieto, motion carries 4-0.

Financial Report

Account Activity - According to the April 30, 2020 statement from Capital City Bank the beginning balance was \$377,556.88, there were no deposits, nine checks/debits in the amount of \$59,211.67, interest paid \$14.83, leaving a balance \$318,360.04. The manager went over the specifics of all checks and debits. Highlights included payment to Wells Fargo for three missed payments and payment to CW Roberts (previous payment in the same amount was issued to Dewberry Engineering in error and was refunded).

Audit Comments/Budget Amendment – Manager Nixon and Finance Director Carty discussed the findings from the 2018/19 Audit.

The CRA is well aware of the need to review and revise some of the practices the City has to comply with the new revisions to Florida Statue 163.387 Section 8 (3), as it relates to subsections 6 and 7. Due to class attendance in various seminars by the CRA Director and Finance Director and the CRA attorney's knowledge and guidance, there were several meetings held reviewing the requirements to determine the level of compliance.

The new law requires the Auditor to determine compliance starting October 1, 2019. The auditor took the new application of the law and applied it to where we are now and did find some improvement/expansion in what we are now doing.

Per the CRA staff and attorney's assessment:

- Section 6 was deemed compliant by CRA staff, as it relates to annual budget preparation and allocation, but for FY 2019/20, the CRA will also include submission of the budget to Gadsden County Board of County Commissioners.
- Section 7 was reviewed and it was determined that on the last day of the fiscal year 2018/19, any money which remained in the trust fund after the payment of expenses

pursuant to subsection 6 will be appropriated to specific redevelopment projects pursuant to the approved community redevelopment plan.

Otherwise we have already documented that we are in compliance. We do see where we can improve our website presentation of property values, by changing how we detail transactions, ensuring the budget included the term "Remaining Trust Funds Carryover". This is new but when the auditor completes the 2019/20 audit we will be deemed 100% compliant.

Manager Nixon sent out the final draft of the CRA budget amendments for review. In summary, the amount carried over from the 2018/19 budget is \$278,046 and we need to say specifically where that money will be allocated. They also looked at areas where we were not spending money. The auditors are also looking at this area, once it's budgeted are we spending it. The appropriation of funds for the carry-over of \$278,046 is recommended to be spent on the Catalysts Projects - \$246,546 and Senior Energy Efficiency Program - \$31,500. Additional budget amendments include the removal of \$100K for housing demolition, the addition of \$300K for small business grant program, reduction of \$68,500 for senior energy efficiency program and \$46K for catalysts projects.

Discussion:

Member Bass-Prieto inquired about removing housing demolition in its entirety, understands that getting the ok to move forward from the Magistrate and Code Enforcement has been almost impossible. Wondered if there are any funds available in the City's budget for demolition since this is such an important item. Removing this line item was removed because of the difficulty of identifying, processing and demolishing any homes.

Member Sapp expressed concern also at the removal of housing demolition. Manager Nixon explained that it has been very difficult to get through the process of identifying and demolishing homes. Dr. Piawah previously advised that it was an arduous process and an expensive legal process to acquire the properties and proceed with the demolition. He hasn't been able to spend the City's portion and therefore no assurance he would spend the CRA's portion. Because this became an issue during the audit examination, the recommendation is to reallocate the funds for the current fiscal year. Member Sapp is saddened by the harsh reality due to the overwhelming need, wishes there was a quick and legal process established to avoid the red tape.

Attorney Brown added that since the budget is actually increasing from \$620,915 to \$798,415, there would need to be a resolution.

Manager Nixon explained that although at the end of fiscal year 2018/19 the CRA Board did make an allocation for carryover funds in the neighborhood of \$278K, that did not transmit to the final approved budget. What was actually rolled over was \$29,646.

Member McMillan wants to see a better breakdown before he makes a decision. Believes this was in the original budget, double counting money.

Member Harris joins the meeting.

Manager Nixon suggested that he get back with the Finance Director to discuss the details and set up a special meeting to move forward with that amendment and be in compliance with the law. Thanked Dr. Carty for what she had put together based on the information she was provided.

Chair Dowdell expressed concern over the Small Business Grant Program line item. Asked if there is anything in writing as to how the money would be spent. Manager Nixon explained that this was going to be covered in his comments but mentioned that he worked with City staff and the Finance Department and looked at best practices in Leon County and tried to emulate the practices that are best for our community. Due to the massive shutdown of businesses and layoffs we want to find a way to keep our businesses going during this time. The rationale was that with this budget amendment we'd have access to funds that could be directed to that purpose if desired.

Manager Nixon pointed out that this amendment would accomplish 1. Designate rollover funds from prior year, 2. Address funds not being spent in other categories and 3. Allow us to do something in the district to promote economic development during this crisis.

Chair Dowdell suggests that we follow the Manager's recommendation of a special meeting to discuss this further. Member Sapp and Bass-Prieto agreed and dates/times were discussed. Agreed to Tuesday, May 19th at 5:00pm.

CRA Manager Updates

Franklin/Adams Street Phase 1 – Final Payment

Attached is the final payment application from Dewberry who has certified that the amounts are accurate and the work is complete. Asking that the board authorize the Board Chair to sign off on final payment. *Motion by Member McMillan to approve final payment of \$29,806 to C.W. Roberts Contracting, Inc., motion dies due to lack of second.*

Discussion: Member Sapp asked what amount had been allocated to CW Roberts? Total amount was \$139,860. All but the final payment of \$29,806 has been paid. Work is done, two previous payments have been issued. *Motion by Member Sapp to approve final payment to CW Roberts Contracting, seconded by Member McMillan, motion carries 5-0.*

Business Assistance Program Proposal – This item will be covered during the special meeting to be held on Tuesday, May 19, 2020.

CRA Attorney Comments – The auditor has an interpretation of the law but there was only minimal changes. He is asking for more details only. What we can spend under the statute has not changed.

Board Member Comments

Member McMillan – None

Member Harris – None

Member Bass-Prieto – None.

Member Sapp - None

Chair Dowdell – None

Motion to adjourn by Member Bass-Prieto, seconded by Member McMillan, motion carries 5-0.

Meeting adjourns at 5:55pm.