
Call to Order

Chair Harris called the meeting to order at 4:00pm.

The Quincy Community Redevelopment Agency Regular Board met on Thursday, September 2, 2021 with following present at roll call: Member Bass-Prieto, Member Canidate, Member Sapp

Also in attendance:

Manager Nixon, Attorney Brown, Admin Pam Tribue

Review of the FY 2021-2022 Budget

The Manager presented the budget highlighting the following:

- Total budget is \$3,549,438.00
- TIF funds have increased by approximately 10%, which is a direct result of increased property values inside the district. Kudos to the board for their efforts.
- On the revenue side:
 - the \$89,028 under Use of Fund Balance is to finish the Monroe Street project
 - Hometown Revitalization proceeds are \$2,949,438
- Expenditures
 - There are two columns FY22 Draft Budget which is what was presented previously and the FY22 Final Budget which reflects figures provided by the Finance department.
 - The only substantial increase was Life and Health Insurance for the manger to \$11,374.
 - Line items for Telephone, Legal Ads and Recordings and Postage were increased to reflect increased costs associated with each.
 - The Energy Efficiency Program is under one umbrella for \$100K.
 - The Catalyst Projects line item also increased to \$301,600. Member Sapp asked if this line item included the Andy Gay Park, S. Monroe Street. Manager Nixon explained that the Hometown Revitalization Grant will cover all the load of the Andy Gay Park improvements and part of the Use of Funds balance will be used to finish the S. Monroe project.
 - Funds from the Hometown Revitalization Grant are reflected in the “Contractual Services” line item. The application was for \$3.6M but was approved for \$2.9M. The detail of what was actually approved is expected in the next couple of weeks.
 - The Housing Demolition line item is not being funded at this time. The City is being more aggressive in following up with Code Enforcement and possible demolition. They are also budgeting for this item. Discussion continued and Attorney Brown will look into whether the City representative can enter a home regarding code violations. The board suggested that the City track the process to get an estimate of how long the process is.
 - Chair Harris asked if Mr. Simmons will continue to work with the manager. The plan is to retain his services and hopefully work with the City to secure a full-time position for him as he has proven to be a valuable employee. \$15K is currently set aside for this position.
 - The \$4,000 for IT Support is there just in case IT services are needed.

- Member Bass-Prieto asked where the charges are for the City and the audit. Charges for the City are covered under Administrative Support Services for \$20K. As it relates to the audit, last year was different as the City had already selected an auditor. There were questions about the scope of work and the cost. The manager feels this should be included in the \$20K fee to the City.

Recommended Catalyst Programs

- The manager provided a list of projects and associated budget for each. The budget numbers are fluid and up to the board's discretion.
- Four items were presented but "Habitat for Humanity" could be a 5th option.
- For the Small Business Assistance Program it was mentioned to consider reimbursement for work already done.
- Neighborhood Signs is included to make it available to the other districts that haven't placed signs. The manager doesn't feel there is a need for lots of signs. Each member/commissioner can assist with the design of the signs in their district. Chair Harris wants to consider adding funds to allow for more esthetically pleasing signs. Because of the redistricting, the manager will provide new renderings with the boundaries.
- Based on comments from the board, the manager will look at the figures to accommodate an increase in budget to \$25,000 for Neighborhood Signs.

Member Bass-Prieto wants to expand the CRA to the business side of Highway 90. Attorney Brown was asked to find out what would need to be done for the expansion. She also inquired about the secure revolving line of credit as she was under the impression the CRA wanted to secure another one. Manager Nixon indicated that Attorney Brown has been in contact with Capital City Bank and First Commerce Bank. He received a response from Capital City Bank but finds it to be inadequate. He will continue negotiations with them and is waiting for response from First Commerce.

Manager Nixon thanked Attorney Brown for his hard work and mentioned that there has not been an increase in Attorney Brown's fee since August 2013. Attorney Brown indicated there probably won't be a rate change but will probably start charging for things like mileage, documents, copies, etc., all of which are allowable according to his contract. He will bring this back before the board. Member Sapp also thanked the attorney for the job he's doing.

Attorney Brown stated one of the things that needs to be done is to identify the catalyst projects and the corresponding numbers.

The list of catalyst projects was compiled from meetings with the CRA Regular and Advisory boards. It currently has four items but the manager has also considered working with Habitat for Humanity as the City has already given them a couple of lots. The goal is to have a balance of economic development for businesses and affordable housing for citizens.

Meeting adjourns at 4:45pm.

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Motion by Member Canidate to excuse Member Dowdell, seconded by Member Bass-Prieto, motion carries 4-0.

Approval of Agenda

Motion to approve the agenda as printed by Member Sapp, seconded by Member Canidate, motion carries 4-0.

Approval of Minutes

No minutes were provided.

QCRA Manager Presentation

Small Business Emergency Assistance Program – The board previously authorized the creation of a program for approximately \$35K. The program description and application were provided. The basic eligibility requirements were discussed:

- Member Bass-Prieto questioned that the business only had to be in business for the previous 6 months. Suggested something longer than a year.
- Chair Harris would like to see the program vetted by the Manager and a final list brought to the board based on the eligibility criteria. Based on this the board would give final approval.
- Attorney Brown suggests first come/first serve that meets the criteria (first qualified).
- Member Bass-Prieto asked if a lien would be placed on the property. Attorney Brown explained that because the business owner would get the grant not the property owner in some cases, it could be problematic to issue a lien. We could add a clause to hold them personally responsible if the business closes within a certain amount of time.
- No independent contractors would be eligible, brick and mortar businesses only.
- Under the eligibility requirements the board decided to change #8 to read: Applicant must provide listing of all grant funds received from the QCRA, City of Quincy or Gadsden County within the past **5 years**.

Motion by Member Canidate to approve the Small Business Emergency Assistance Program with the change noted "5 years), seconded by Member Sapp, motion carries 4-0.

QCRA Attorney Comments

Update on the loan from Capital City bank. They have given a preliminary approval but only for one year. He is not really pleased with the terms being offered, looking for multiple years at least three. They have agreed to make it a true revolving line of credit unlike the straight-line previously done. Also checking with First Commerce.

QCRA Board Member Comments

Member Bass-Prieto – None

Member Canidate – None

Member Sapp – None

Chair Harris – Shared with the Manager his excitement about the upcoming year and see some of their hard work blossom, see downtown flourish.

Motion by Member Sapp to adjourn the meeting, seconded by Member Bass-Prieto, motion carries 4-0.

Meeting adjourns at 5:00pm.