
Call to Order

Chair Dowdell called the meeting to order at 5:05pm.

The Quincy Community Redevelopment Agency Special Meeting of the Regular Board met on Tuesday, September 22, 2022 with the following present at roll call: Member Bass-Prieto, Member Canidate, Member Sapp

Also in attendance:

Manager Nixon, Attorney Brown, Admin Pam Tribue

Motion by Member Sapp to excuse Member Harris until his arrival, seconded by Member Canidate, motion carries 4-0.

Approval of Agenda

Motion by Member Bass-Prieto to approve the agenda for the September 22nd special board meeting, seconded by Member Sapp, motion carries 4-0.

CRA Budget and Budget Resolution

Manager Nixon provided the budget for the CRA and noted the following:

- There was an increase in TIF funds to \$412,132
- The "Use of Funds" which is carry forward dollars from the previous year is \$144,846. By statute these funds have to be committed to specific project(s) in the coming year. In our case there are funds included that were not for the home repair program that can be carried forward to the next fiscal year.
- Under Authorized Positions:
 - CRA Manager (who will not be taking a salary, which will result in a salary savings)
 - Coordinator (newly approved position for a contract person to the day-to-day operations, funds from Manager's line item will be transferred to cover cost, Manager recommends a salary between \$45-55K)
 - Administrator (part-time position/currently held by Mr. Simmons)

Discussion:

Chair Dowdell asked when the Coordinator position was approved and if there was a job description available. Answer: The position was approved during the August 2nd meeting and a job description is being worked on by Human Resources. The CRA Manager would be responsible for hiring. It was questioned if this is appropriate that the new hire be hired by the Manager. Funds from the Manager's position would be transferred to the Regular Salary line item for the Coordinator and Administrative salaries.

Attorney Brown explained that statute allows the board to create positions and that the board is in order as long as the budget overall total does not change. The board is able to move funds within line items. Member Bass-Prieto would prefer to approve a budget with the changes being discussed to avoid the public getting the wrong idea. It would be approving a budget knowing that you intend to make changes. Member Sapp agreed she would like to see the changes on paper.

Member Bass-Prieto also pointed out that the total Full Time Equivalent Employees needs to be changed to 2.5.

Chair Dowdell recounted the intent is to add a Coordinator position without a job description and explained his concern about this. Manager Nixon reminded the board of the circumstances surrounding his position as CRA Manager. He has agreed to continue in this position but take no salary for the two years associated with completion of the Hometown Revitalization grant. This agreement is subject to review on an annual basis.

Attorney Brown feels there is not an issue with creating a position without a job description. The associated dollar amount can also be changed, the current range is \$45-55K but is also eligible to be changed. The board has the authority to delegate to the manager certain hiring responsibilities. Repeated there is not a legal issue with creating a new position. This anticipates a future need. Chair Dowdell repeated his desire to have a job description, qualifications and salary prior to adding it to the budget.

Motion by Member Bass-Prieto change the CRA 2022-23 budget by adding Coordinator to authorized positions, change CRA Director to CRA Manager, change full-time equivalents to 2.5 and move Executive Salary and Wages of \$71,235 to Regular Salary and Wages for a total of \$86,235, seconded by Member Sapp, motion carries 3-1 with Chair Dowdell voting no.

The Budget Resolution has also been provided by Attorney Brown for review, this has to be brought back to the board before the 30th with the changes discussed.

Funds for the Hometown Revitalization Grant will not show funded in the budget until they are able to draw down funds. The funds have been awarded but authorizations are pending. These funds will remain in the CRA grant budget. The revolving line of credit will be used for expenditures and be reimbursed by the funding agency, Department of Economic Opportunity. The Resolution will be adopted when the final budget is approved. Any questions regarding the Resolution should be forwarded to Attorney Brown.

Housing Repair Assistance Eligibility Requirements

The purpose of this program is to provide funding for the repair of homes in extreme disrepair or having significant defects which threaten to make it unfit for habitation. Applicants must meet the minimum standards of the eligibility/selection criteria and homes must be salvageable (have an adequate foundation and structural support, working plumbing and HVAC). The board reviewed the eligibility/selection criteria and recommended one change: Cannot have received Quincy CRA Energy Efficiency grant funds *within the past 5 years*.

Motion by Member Bass-Prieto to approve the eligibility criteria with the change as noted, seconded by Member Sapp, motion carries 4-0.

CRA Attorney Comments

Attorney Brown advised the board of the need to set a meeting for the final budget hearing. The board agreed to Tuesday, September 27, 2022 at 5:00pm.

Board Member Comments

Member Bass-Prieto – None

Member Candidate – None

Member Sapp – None

Chair Dowdell – None

Motion to adjourn by Member Candidate, seconded by Member Sapp, motion carries 4-0.

Meeting adjourns at 5:56pm.