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**Call to Order**

Chair Dowdell called the meeting to order at 5:00pm.

The Quincy Community Redevelopment Agency Special Meeting of the Regular Board met on Tuesday, September 29, 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

**Approval of Agenda**

*Motion by Member Bass-Prieto to approve the agenda for the September 29<sup>th</sup> special board meeting, seconded by Member Sapp, motion carries 4-0.*

Member Harris joins the meeting.

Manager Nixon provided the 2022-2023 Proposed Operating Budget (which changes from the previous meeting) and Budget Resolution No. 2022-01.

**CRA Budget and Budget Resolution**

Discussion:

Chair Dowdell repeated his concerns from last meeting, and preferred it stayed as it was prior to making changes. Would like to return to 1.5 Total Full-time Equivalent Employees, having the CRA Manager at 1.0 and the Administrator at .5.

Considering the comments made by the Chair, Manager Nixon suggested leaving the CRA Manager at 1.5 and changing the Administrator's position to full-time.

Member Harris apologized for his absence from the last meeting but had some questions regarding the changes that were made to the budget. Asked a dollar amount for the Coordinator position. The Manager explained that upon further thought he is suggesting the promotion of the now current Administrator to the full-time position of Coordinator with a salary of \$45,000.

Member Harris would like to see Executive salary and wages remain for the Manager and adding salary for the Coordinator, this way we could see the salary savings of the Manager working at no salary for at least the next year. This would also have the fund available if the board for whatever reason decided to hire a manager. Would not like to see all the funds in the Regular Salary and Wages line item. Repeated his previous comment that \$45,000 was too much for a Coordinator considering the board would have a full-time Manager (in this case Mr. Nixon who is serving in that capacity but unpaid).

Member Sapp doesn't have a problem with zeroing out the Executive Salary line item because as mentioned this would only be for this year. It is her understanding that when the City Manager agreed to serve in both capacities that a Coordinator would be hired for the day to day operations. The budget is a working document allowing for adjustments when/if needed.

Member Bass-Prieto stated her issue is that we have an Executive Director here and money in the budget to pay him but we're not paying him. Secondly when considering the salary for the

Coordinator feel we should think about that Mr. Nixon will be primarily running the City and the Coordinator will be doing the day-to-day previously done by the Manager. Reminded the board that the budget can be amended at any point. Feels that while Mr. Nixon is serving without pay that the line item be zeroed out. If for some reason a CRA Manager is hired (with pay) then funds can be transferred to cover it. Feels that with the big grant coming up there may be a need for additional staff.

Member Candidate asked why we are not able to advertise for a CRA Manager now. Mr. Nixon explained that he and the Board had agreed that he would continue to serve as the CRA Manager without pay for the duration of the Hometown Revitalization Grant, understanding this would be looked at on a yearly basis. The grant is for two years but next budget year the board can decide if they want to continue with the same terms.

Member Sapp mentioned her knowledge of grants and how much work is attached to them. Feels this is a lot being taken on by Manager Nixon and that he will need help.

Member Harris injected that his concern stems from what she mentioned. This undertaking is new for everyone. Not implying that the Manager can't do the job (both jobs) but doesn't want to lock the board into a situation where there is a need to hire (and pay) a full time Manager and the line has been zeroed out. Asked what the process is for amending the budget? Attorney Brown stated as long as funds are being moved around within the budget and without increasing the overall budget it can be done with a vote. Member Harris' understanding that the Manager would still be responsible for major responsibilities and that the Coordinator would simply handle the day-to-day interactions, the comings and goings of individuals, making the \$45K salary a little high.

Attorney Brown clarified that the items mentioned by Member Sapp related to the deliverables and reporting of the grant would be handled by the Compliance Officer. The Coordinator would handle the day-to-day items outside of the grant. Member Harris felt this further reduced the responsibilities of the Coordinator and once again questioned the suggested salary.

Manager Nixon explained that although a job description is being worked on with Human Resources he sees the following as what the Coordinator would be responsible for:

- Engaging with the community and citizens
- Administering the other CRA programs
- Processing applications and working with contractors.

The Manager has been handling all of the tasks, trainings and reporting tasks related to the grant and the Compliance Officer will be brought on when funds are able to be pull down funds. He will check and advise the board of the salary that has been agreed upon for this position, all of which will be reimbursed by DEO.

Member Harris said there are still a lot of unanswered questions. Would like to see in writing what the Coordinator will be responsible for. Feels this needs more discussion.

Attorney Brown reminded the board that positions can be created without a job description. It may be done in anticipation of a need that might be six-month out, the budget does not establish the position or the salary. The board will approve the job description and the salary whether that is more or less than what the board previously discussed. He further explained that one of his tasks when hired ten years ago was to look at the CRA Manager's contract. In the past the Manager had been allowed to make the determination on salaries, he provided an opinion supported by statute that the board should be responsible for this. That is the difference between the City Manager's contract and the boards contract with this CRA Manager. Currently the Manager does not determine who to hire, the board does, or you can delegate that responsibility to him.

Member Harris asked is there was anything in writing regarding the current agreement with the CRA Manager as it relates to salary terms? The attorney answered no but that there was a verbal agreement that is enforceable. Harris would like to have a signed agreement with the manager and job description with appropriate salaries before moving forward.

In an effort to move things forward and approve the budget, Manager Nixon suggested approving the budget and convene another meeting so that he can provide the information they are requesting.

Unsure he was in order as the budget was approved at the previous meeting, but if he was in order Member Harris would offer a motion to go back to the original structure of the CRA until the board could solidify the new arrangement they are considering. Attorney Brown indicated that we had to post our proposed final budget as least 14 days before the final adoption, it doesn't say that you can't do that (referring to changing back to the original structure). As far as the verbal contract with the Manager, it is enough because we have minutes that show what he has agreed to and that is enforceable. This was agreed to in the CRA meeting and confirmed/repeated in the last CRA meeting. Regarding what it takes to change the budget, under 189.016, Reports, Budgets and Audits. Subsection 6A says "The governing body of each special district at any time within the fiscal year or within 60 following the end of the fiscal year may amend the budget. Appropriations for expenditures within a fund may be increased or decreased by motion." The only requirement is that by 12:01pm tomorrow that we must have an adopted budget and it is so easy to change it. He recommends that since the board has already voted on it that we go ahead and accept it. Stressed that a budget item where you establishing amounts, you are not setting descriptions, that is for later. He reviewed that CRA Manager's contract and there is nothing that gives him permission to hire anyone. When Mr. Simmons was hired, it was approved by the board.

*Motion by Member Sapp to accept the second reading of the CRA budget that was voted on at the last meeting, seconded by Member Bass-Prieto, motion fails 2-3 with Members Dowdell, Harris and Candidate voting no.*

*Motion by Chair Dowdell to go back to the first 2022-23 budget, seconded by Member Harris, motion carries 3-2 with Members Sapp and Bass-Prieto voting no.*

*Motion by Member Harris authorizing the Chair to sign City of Quincy Community Redevelopment Agency Budget Resolution No. 2022-01 (with attachment of budget attached), seconded by Chair Dowdell, motion carries 3-2 with Members Bass-Prieto and Sapp voting no.*

#### **CRA Attorney Comments**

None

#### **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 5-0.*

**Meeting adjourns at 6:09pm.**