CRA Regular Board Special Meeting
Quincy City Hall September 9, 2025
404 W. Jefferson St. - Quincy, Florida 5:00 pm

Call to Order
Vice-Chair Stephens called the meeting to order at 5:16 pm.

The Quincy Community Redevelopment Agency Regular Board met on Tuesday, September 9, 2025, with the following other members present at roll call: Member Dr. Wood, Member Knight, and Member Harris

Motion by Member Knight to excuse Chairperson Dr. Nash until her arrival, seconded by Member Harris, motion carried 4-0.

Also in attendance:
Manager Forehand, Attorney Brown and Transcriptionist Pam Tribue

Approval of Agenda
Motion by Member Harris to approve the agenda, seconded by Member Knight, motion carried 4-0.

Manager's Report
2025-2026 Proposed Budget
Manager Forehand stated that the board approved the revenue side of the budget. She had the following comments this section of the budget, wants clarification on the fund balance issue and the expenditures summary. She and the Finance Director made some changes today including the actual for expenditures. She explained the fund balance is income minus expenses minus accounts payable. Most times you don't get a fund balance until after the audit is done. The fund balance from the 2023 audit was $840K, operating expenses for the past twelve months as of September 30, 2024 – fund balance would have been $591,430. Those two combined would be the fund balance shown on your 2024/25 budget. It does not change what is being proposed.

Chairperson Dr. Nash joins the meeting.

There was an extensive discussion on the budget particularly on the true fund balance and how it is determined. Member Dr. Wood feels that this number is low, considering there is currently $2.5M in the bank.

Member Harris stated that the CRA pays to have financial services through the City of Quincy, he would like someone in the room to answer questions and provide clarification. He asked if Finance Director Daniels is in the building that she join the meeting. The discussion on fund balance continued and it was noted that there was a difference in the City's budget and the CRA Manager's budget. It was agreed that both budgets should mirror one another.

With the arrival of Ms. Daniels, she provided some insight into the changes to the budget. She and Ms. Forehand met and went over a couple of things that were discussed last night. I was also made aware that the coordinator's position should have been at part-time and the administrative assistant at full-time. There was also discussion that the admin assistant would be reduced to $17/hour and 20 hrs. per week, so that change was made. The bottom line has not changed, although some line items were changed to reflect Ms. Forehand's insight into what she may need. The balancing number is the catalyst projects.

Member Harris asked which document they should be looking at in order to move forward. Ms. Daniels noted there were some changes made not reflected in the budget they were reviewing and asked for a minute to retrieve the most recent copy from her office.

Member Stephens stated the CRA has at least $840,000 roll-over from2023 and the City's budget is in a "pickle". He asked Attorney Brown to give thought to the idea of taking $250,000 of the CRA budget and return that to the City from TIF funds. We would also have to return $345,000 to the County, for a total of $595,000. Is it acceptable to return a portion of TIF fund? Attorney Brown stated that according to Statute 163.387, which deals with what remains at the end of the year, if you are going to return it and not going to designate to a specific project then the entire amount that remains has to go back to the taxing authority in the same percent that it was received.

Attorney Brown also wanted to point out something that happened last year and he thinks we are going to make the same error again. Right now it's showing in catalyst projects $840,000, normally the rollover amount, which is including expected TIF funds. New funding does not have to be designated to a project; it can be put anywhere you want. He suggests not designating it to a specific project because you would be limiting it and you can't just move it around. His understanding is that the CRA does not have $2.6M to rollover. Then the expected TIF funds for 2025/26 is $1,418,300, that amount of money does not have to be designated and he advises not to designate it as that would tie their hands as to where you can spend the money. If not designated it gives the board latitude to change what programs you want to fund. According to the statute, you can amend the budget as long as you don't change the total budget.

Member Dr. Wood asked about the old money, what would the rollover be from this year? Attorney Brown clarified that the $1,731,600

Motion by Member Harris to accept the budget as is with a return to a half-time administrative assistant and not coordinator, and the difference in funding be returned to the catalyst projects line item, dies due to lack of a second.

Finance Director Daniels stated for clarification that the new year's TIFs have to be appropriated to specific projects. Attorney Brown corrected her saying it's the opposite, new year TIF funds should not be included in catalyst projects (*appropriated funds*). Statute 163.387 states that any money remaining at the end of the year has to be either returned to the taxing authority, designated to specific projects. Anticipated TIF funds won't be received until January 2026 and don't have to be included in catalyst projects.

Ms. Daniels states that currently after personnel and operating expenses there is $2.6M which includes next year's TIFs and what's brought over from the prior year. Attorney Brown recommends taking out next year's TIF and whatever is left is appropriated for a specific project (***including contingency***) or returned to the taxing authority, some of which is already appropriated and can't change including Community Policing ($30K for cameras), Housing and Infrastructure.

Motion by Member Harris to approve the CRA budget using last year's personnel structure of one full-time Manager and a half-time Administrative Assistant, any difference in the amount will be returned to original source, all new revenues will be placed in the contingency line item to be determined by this board (aside from what has already been budgeted/appropriated), dies due to lack of second.

More discussion…
Ms. Daniels stated there are funds appropriated $1,731,600 for catalysts projects in 2024/25 fiscal year. We are projecting that $277,853 of those funds is going to be spent, leaving $1,453,746

being brought in as fund balance (catalyst projects) already designated and everything else will go into infrastructure and housing equally. The new TIF funds for 2025/26, expected to be $1,400,000 will be used as follows, continue the current personnel structure, as well as the other operating line items including $3,500 in capital for furniture, anything leftover goes into contingency.

Motion by Member Harris to approve the 2025/26 CRA budget using last year's personnel structure of one full-time Manager and a half-time Administrative Assistant, any leftover funds will be brought in a fund balance (to be applied to already existing catalyst projects) and the balance split equally into the infrastructure and housing line items. New TIF funds (expected to be $1.4M) will be used for personnel and (continuing the current personnel structure), and other operating expenditures with overage placed in contingency, seconded by Member Knight,

Manager Forehand stated for the record her objection to the motion and to all the people who said let's put that in next year's budget, let's deal with that next year and are now taking it back as it relates to the staffing.

Poll
Member Dr. Wood – yes
Member Knight – yes
Member Harris – yes
Member Stephens – yes
Chairperson Dr. Nash – no

Motion carried 4-1.

Chairperson Dr. Nash pointed out the time of 6:46 pm and the need to start the regular Commission meeting. Seeking a motion to table next agenda item "Old Small Business Assistance Program" until the next meeting. It was suggested to add to the special meeting already scheduled for Thursday, September 11, 2025. Attorney Brown indicated he and his partner would be unavailable on Thursday as they prepare for trial, he could ask City Attorney Roberts to fill in for him if he is available and the board agrees. Chairperson Dr. Nash also indicated she was unavailable. Member Harris asked Attorney Brown for his opinion seeing that he would not be in attendance on Thursday and he was unsure how familiar Attorney Roberts would be, Considering that the board voted to use the same program outline, will changing the dates still qualify using the same criteria or will it be considered a new program? Attorney Brown responded that because there are no funds left in the old program, it would be a new program. Member Harris asked if the same thing applied to the housing program that will be discussed on Thursday?

Member Knight if changes need to be made to the documents, would this make it a new program. Attorney Brown stated that this is a new program but the board decided to use the previous criteria. Any changes would have to be made by someone on the prevailing side of the vote.

Attorney Brown encouraged the board to come up with some additional projects for the 2025/25 fiscal year.

Motion to adjourn by Member Stephens, seconded by Member Knight, motion carried 5-0.

Adjournment 6:55 pm