



REGULAR BOARD MEETING

City Commission Chambers

November 7, 2023

5:00pm

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Financial Update
- VI. CRA Manager Project Updates/Requests
 - a. Public Works Improvement Completion
 - b. Non-profit Funding-Round 1
 - c. Energy Efficiency Program
- VII. Special Presentation
 - a. Big Bend Community Development Corporation
- VIII. CRA Attorney Comments
- IX. CRA Board Member Comments
- X. Adjournment

Call to Order

Chair Bass-Prieto called the meeting to order at 5:04pm.

The Quincy Community Redevelopment Agency Meeting of the Regular Board met on Tuesday, October 10, 2023, with the following present at roll call: Member Nash, Member Wood

Also in attendance:

Manager Nixon, Attorney Brown, Admin Pam Tribue

Approval of Agenda

Motion by Member Wood to approve the agenda for the October 10, 2023 board meeting, seconded by Member Nash, motion carries 3-0.

Approval of Minutes

Motion by Member Nash to approve the minutes of the August 8, 2023 meeting, seconded by Member Wood, motion carries 3-0.

Financial Report

As of the September 29, 2023 statement there was a beginning balance of \$864,894.86. There were no deposits/credits, six checks/debits \$2,166.67, service charge for \$0.00, interest paid in the amount of \$0.00, leaving an ending balance of \$862,728.19.

Manager Nixon provided details of checks/debits. Discussion regarding \$7,000 charge for audit services. The board questioned whether this should be included in the monthly fee paid to the City per the interlocal agreement; currently they do a separate audit and this was also charge last year. The manager discussed the probability of putting the audit out for bid the coming year.

Motion by Member Wood to approve the financial report, seconded by Member Nash, motion carries 3-0.

CRA Manager Report

- a. 2023-24 Budget – Manager Nixon did an overview of the budget.

Meeting in recess for 5 minutes as requested by Attorney Brown as he needed to have a brief discussion with Manager Nixon.

Meeting reconvenes.

Member Harris joins the meeting.

Manager Nixon continues the discussion of the budget including Proposed CRA Catalyst Projects.

- Energy Efficiency Program - \$100,000 – Does not have to be limited to roofs; Member Harris would like to expand beyond roofs. The board will decide the details when the Manager brings the program back for review. Member Nash agreed to expanding to possible including stairs, insulation, windows, doors, etc. The Manager assured the board that his office makes every effort to assist the citizens including referral to other agencies as well. Chair Bass-Prieto pointed out that roofs are the caretakers of the home.
- Small Business Grants - \$80,000
- Public Works Capital Projects - \$300,000 – GFA retention, Valley Drive from BWRoberts and GF&A Drive

- Building Acquisition - \$152,880 -acquire the Helig Meyers building. Member Nash asked several questions regarding this acquisition (environmental studies, etc)
- Aide to select non-profits - \$80,000 – in lieu of City funding; this is a one year expenditure based on specific request from the City Manager and Board

Attorney Brown explained the final budget needed to be approved and the Budget Resolution signed by the Chair.

Motion by Member Harris to approve ratification of the Budget Resolution #2023-01 previously approved budget and authorize the board chair to sign, seconded by Member Nash, motion carries 4-0.

- b. Hometown Revitalization Grant update – The lender provided a Quarterly Progress Report detailing activity from July 1 – September 30, 2023. It was noted that City staffers completed the required HUD Fraud training and were having the bi-weekly meetings with agency staff. The deficiency in an advertisement for grant administration and engineering firm has been corrected. It is expected that during the next quarter a grant administrator and engineering consultant will be retained.

Manager Nixon noted a name change of the grant funding agency from Florida Department of Economic opportunity to Florida Commerce and that as the project moves forward the board will be asked to revisit the discussion regarding the esthetics. The grant is cost reimbursable. Member Harris asked about the environmental hold at the Andy Gay Park. The manager explained the wells have not shown any contamination and it is expected they should close their inquiry by the end of the fiscal year.

- c. Small Business Requests for Assistance – Several businesses have reached out for assistance. Member Harris suggested that the board establish guidelines for what type of assistance is available to businesses. Chair Bass-Prieto asked staff to prepare a draft for board review/modification.
- d. Energy Efficiency or Home Repair Program – Manager Nixon has received several requests for roof replacement and home improvement (some applied previously but were not funded).

Attorney Comments

- Attorney Brown mentioned that some of the previous liens placed on homes/businesses are expiring and will need to be released. He will take care of this as they come up.

Member Nash – None

Member Wood – None

Member Harris - None

Chair Bass-Prieto – None

Motion to adjourn by Member Harris, seconded by Member Nash, motion carries 4-0.

Meeting adjourns at 5:55pm.