

CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY

BUDGET RESOLUTION NO. 2023-01

A RESOLUTION OF THE CITY OF QUINCY, COMMUNITY REDEVELOPMENT AGENCY ("QCRA") ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; MAKING FINDINGS; AUTHORIZING AMENDMENTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY'S (hereinafter "QCRA") Manager has submitted a budget for the QCRA's Fiscal Year beginning October 1, 2023, and ending September 30, 2024; and

WHEREAS, the budget includes the estimated expenditures necessary to carry out the functions of the QCRA for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024; and

WHEREAS, the budget includes the estimated revenues to be received by the QCRA during said period from all sources, including increment revenue, grants, and any amounts carried over from prior fiscal years; and

WHEREAS, the QCRA Board has carefully considered the proposed budget in a duly assembled, properly noticed, public meeting.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE CITY OF QUINCY COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1.01. The QCRA does hereby adopt, confirm, and approved the budget attached hereto as Exhibit "A" as the budget for the QCRA for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024.

SECTION 2.01 The governing board of the QCRA does hereby find that:

a.) The budget adopted in Section 1.01 has been prepared in accordance with generally accepted accounting principles; and

b.) The estimated revenues to be received by the QCRA during the Fiscal Year beginning October 1, 2023, and ending September 30, 2024, from all sources, including increment revenue, grants, funds from draws on lines of credit and loans, and any amounts carried over from prior fiscal years, equals the total appropriations for expenditures and reserves in the budget during the said period; and

c.) The budget, as such budget may be amended from time to time, will govern expenditures of the QCRA and no expenditures shall be made nor contracts for expenditures be entered into except in pursuance of budgeted appropriations and QCRA Plan;

d.) The budget is adopted in accordance with Section 189.016, Florida Statutes (2022).

SECTION 3.01. In order to effect an orderly year-end closeout of all financial books and records for the QCRA, the City of Quincy, Florida's Budget Director ("BD"), on behalf of and subject to the direction of the QCRA, is hereby authorized and directed, as needed, to increase the corresponding line item appropriations in the budget to the extent of those purchase orders which shall have been issued prior to September 30, 2023, but shall not have been filled prior to that date, and is authorized and directed to pay all such purchase orders upon receipt of the goods or services therein specified from the funds so appropriated. The BD is hereby further authorized and direct to increase the appropriate budget line items to include any unexpended balances as of the end of business on September 30, 2023 from state, federal or other grants and loans that were previously authorized by the QCRA, and to include any unexpended balances from the prior fiscal year's budget, as amended whether or not encumbered, outstanding in projects as of the end of business on September 30, 2023 and all such balances shall be appropriated to the corresponding accounts in the same funds in which they were outstanding as of September 30, 2023; and the BD shall be authorized to expend such appropriations for the purposes approved by the QCRA in connection with such state, federal or other grants, loans and projects. Corresponding changes in the anticipated revenue accounts are hereby authorized.

SECTION 4.01. The BD shall have the authority to transfer appropriations from one line item to another line item of the budget, upon approval of the QCRA Board, as conveyed by the QCRA Manager, so long as the total appropriations shall not be increased or decreased thereby. Transactions affecting total appropriations, other than those previously authorized by the QCRA shall require the prior approval of the QCRA Board which approval shall be documented pursuant to Florida law. Any such transactions are subject to any restrictive statutes or ordinances, including those authorizing the issuance of any outstanding loans or bonds.

SECTION 5.01. Any changes to the budget made by the BD to correct errors shall be approved by the QCRA Manager and reported to the QCRA Board on at least a quarterly basis. Any amendments to the budget shall be made in accordance with Section 189.016(6), Florida Statutes (2021).

Section 6.1. This resolution shall take effect immediately upon its adoption by the QCRA's governing board.

ADOPTED at a regular meeting of and by the City of Quincy, Florida Community Redevelopment Agency this 10 day of Oct. 2023.

CITY OF QUINCY COMMUNITY

REDEVELOPMENT AGENCY ("QCRA")

ATTEST:

By: Fredia Bass Prieto
FREDIA BASS-PRIETO, Board Chair

By: Janice Shackelford
JANICE SHACKELFORD,
City of Quincy, Florida Clerk, and
Designated Clerk for the QCRA

(SEAL)

Approved as to form and sufficiency:

Hubert R. Brown
Hubert R. Brown, Esq.
QCRA Attorney

Community Redevelopment Agency, continued

	2021	2022	2023	2023	2024
	Actual	Actual	Projected 09-30-2023	Budget	Budget
Authorized Positions (Full Time Equivalents):					
CRA Manager	1.00	1.00	1.00	1.00	1.00
CRA Coordinator			1.00	1.00	1.00
Administrator	0.50	0.50	0.50	0.50	0.50
Total Full Time Equivalent Employees	1.50	1.50	1.50	1.50	1.50

Community Redevelopment Agency Expenditures

G/L ACCOUNT	ACCOUNT TITLE	FY 2021 Actual	FY 2022 Actual	FY 2023 PROJECTED 09/30/2023	FY 2023 Budget	FY 2023-2024 Budget
002-250-552-10110	EXECUTIVE SALARIES & WAGES	\$65,982	\$54,574	\$3,038	\$0	\$0
002-250-552-10120	REGULAR SALARIES & WAGES	\$8,058	\$5,473	\$0	\$86,235	\$86,239
002-250-552-10140	OVERTIME		\$0	\$0		\$0
002-250-552-10210	FICA	\$4,763	\$3,941	\$6,597	\$6,597	\$6,597
002-250-552-10220	RETIREMENT CONTRIBUTIONS	\$7,915	\$6,245	\$10,348	\$10,348	\$10,348
002-250-552-10230	LIFE & HEALTH INSURANCE	\$13,085	\$9,590	\$13,970	\$13,970	\$14,389
002-250-552-30341	CONTRACTUAL SERVICES	\$11,800	\$6,550	\$6,000	\$6,000	\$6,180
002-250-552-30343	PROFESSIONAL SERVICES	\$31,148	\$29,292	\$1,260	\$38,200	\$39,342
002-250-552-30344	MOM AND POP BUSINESS GRANT PROGRAM		\$0	\$0		\$0
002-250-552-30345	MAINSTREET SUPPORT		\$0	\$0		\$0
002-250-552-30345	GADSDEN ARTS CENTER		\$0	\$0		\$0

Community Redevelopment Agency Expenditures

G/L ACCOUNT	ACCOUNT TITLE	FY 2021 Actual	FY 2022 Actual	FY 2023 PROJECTED 09/30/2023	FY 2023 Budget	FY 2023-2024 Budget
002-250-552-30390	CONTINGENCIES -	\$2,715	\$0	\$3,700	\$3,700	\$6,906
002-250-552-30402	TRAVEL EXPENSES		\$0	\$500	\$500	\$515
002-250-552-30403	GAS & DIESEL		\$0	\$250	\$250	\$258
002-250-552-30410	TELEPHONE		\$0	\$2,200	\$2,200	\$2,266
002-250-552-30420	SPECIAL EVENTS		\$0	\$0		\$0
002-250-552-30463	RENTAL		\$0	\$0		\$0
002-250-552-30490	BANK CHARGES	\$238	\$771	\$249	\$1,000	\$1,030
002-250-552-30491	OTHER OPERATING EXPENSES	\$1,507	\$1,931	\$5,000	\$5,000	\$5,150
002-250-552-30493	TRAINING		\$562	\$1,000	\$1,000	\$1,030
002-250-552-30494	SOFTWARE LICENSE		\$673	\$0		\$0
002-250-552-30500	LEGAL ADS & RECORDINGS		\$0	\$1,500	\$1,500	\$1,545
002-250-552-30511	OFFICE SUPPLIES		\$0	\$0		\$0
002-250-552-30512	POSTAGE		\$0	\$250	\$250	\$258
002-250-552-30521	OPERATING SUPPLIES	\$2,429	\$0	\$1,206	\$7,500	\$7,725
002-250-552-30390	CONTINGENCIES - BOARD APPROVED		\$0	\$0		\$0
002-250-552-31000	OTHER OPERATING EXPENSE-IT SU	\$4,000	\$4,000	\$5,000	\$5,000	\$5,000
002-250-552-32000	ADMINISTRATIVE SUPPORT SERVICES	\$20,012	\$20,000	\$20,000	\$20,000	\$20,000
002-250-552-60000	SENIOR ENERGY EFF PROGRAM	\$32,040	\$39,612	\$100,000	\$100,000	\$103,000
002-250-552-60010	BEAUTIFICATION PROJECTS		\$0	\$1,630	\$1,630	\$1,679
002-250-552-60020	AFORDABLE HOUSING PURCHASE &		\$0	\$0		\$0
002-250-552-60030	R D Edwards Building		\$0	\$0		\$0
002-250-552-60040	CRA CATALYST PROJECTS	\$293,546	\$186,251	\$307,826	\$566,625	\$712,880
002-250-552-60641	OFFICE FURNITURE & EQUIPMENT		\$0	\$1,000	\$1,000	\$1,030
002-250-572-63100	CAPITAL-IMPS OTB		\$0	\$0		\$0
002-250-552-70710	CRA LINE OF CREDIT PRINCIPAL	\$64,100	\$2,341	\$0		\$0
002-250-552-70711	CRA LINE OF CREDIT INTEREST	\$1,104	\$0	\$0		\$0
	TOTAL 250	\$564,443	\$371,806	\$492,525	\$878,505	\$1,033,366

Community Redevelopment Agency

	2021	2022	2023	2023	2024
	Actual	Actual	Projected 09-30-2023	Budget	Budget
<u>CRA Revenues</u>					
GRANT PROCEEDS		\$0	\$0	\$0	
CRA TIF FUNDS	\$296,215	\$348,490	\$454,461	\$412,132	\$603,770
TIF FUNDS REVENUE - TRIM	\$170,756	\$207,164	\$328,544	\$321,428	\$429,596
MISCELLANEOUS REVENUE	\$0	\$0			
INTEREST REVENUE	\$90	\$156	\$317		
USE OF LOAN PROCEEDS - LINE OF CREDIT	\$0	\$0			
USE OF FUND BALANCE	\$0	\$0			
TOTAL COMMUNITY REDEVELOPMENT AGENCY	\$467,060	\$555,810	\$783,322	\$878,405	\$1,033,366

CRA Expenditure Summary

	2021	2022		2023	2024
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Personnel	\$99,803	\$79,824	\$33,953	\$117,150	\$117,573
Operating	\$105,890	\$63,778	\$48,115	\$92,100	\$97,204
Capital Projects	\$293,546	\$225,863	\$410,456	\$669,255	\$818,588
Debt Service	\$65,204	\$2,341	\$0	\$0	\$0
Total	\$564,443	\$371,806	\$492,525	\$878,505	\$1,033,366

PROPOSED CRA CATALYST PROJECTS, 2023-2024

1	Energy Efficiency Program	Up to 10 Roof Replacements	\$ 100,000.00
2	Small Business Grants	Up to \$10k per grant	\$ 80,000.00
3	Public Works Capital Projects	GFA Retention, Valley Drive from BWRobts to GFand A	\$ 300,000.00
4	Building Acquisition	acquire Heileg Meyers building	\$ 152,880.00
5	Aid to Select Non profits	in lieu of City funding	\$ 80,000.00
Total			\$ 712,880.00