

Community Redevelopment Agency  
Regular Meeting Minutes  
Council Chambers  
May 26, 2021  
5:00 P.M.

Chair R. Henderson called the Community Redevelopment Agency meeting to order at 5:04 p.m.

Community Redevelopment Agency Board members in attendance: Reynolds Henderson, Joe Johnson, Cathy Mosley, and Susan Bakalo. Mayor Bob Campbell, City Clerk Maryanne Schrader, Planning Director Chris Wallace, and City Attorney Clay Adkinson were also in attendance. Board member Darius Paul was excused.

**2. Approval of Minutes** - Chair R. Henderson asked for a motion to approve the minutes.

**Motion** by Board Member J. Johnson and seconded by Board Member C. Mosley to approve the minutes of March 24, 2021. All ayes. Motion carried.

**3. CRA Budget**

Finance Director Debra Gibson stated that \$50,000 was placed in the budget last year by the city manager as an estimate. Revenue received was \$79,770.69 from receipt of ad valorem and \$35,750 for sale of property, which provides \$115,345.69 in cash. She mentioned the Board approved \$175 for the payment of annual fees to the State.

In response to Chair R. Henderson on the date the CRA receives the ad valorem, Finance Director Debra Gibson replied the city transfers the funds by December 31<sup>st</sup> each year. She added the County does not give the County portion of ad valorem to the city.

Discussion ensued on the percentage of the taxes from the County and whether the city should speak to the County now or wait for a specific project. City Attorney Clay Adkinson added it would have to be before October 1<sup>st</sup>, if you have a specific project. The Board also discussed the timing of approaching the County and whether the Board should have a plan first.

Finance Director Debra Gibson also advised that the CRA will have over \$100,000 this Fiscal year, so the CRA will need to have an audit done. The city auditor will provide her with a price by July, so we could budget it then, if they choose to go with the city auditor. City Attorney Clay Adkinson added that the Board would have to go out for an RFQ, if they do not piggyback with the city.

**Public comments** – Regarding the question of approaching the County on the ad valorem, Mayor Campbell said that the longer we wait to approach the County, they may be more reluctant to give the County portion. The revenue will increase considerably, so while the TIF is low, it may be a good time to ask.

#### **4. Ethics Training Payment – Darius Paul**

Secretary to the Mayor Cindy Permenter came forward to state the invoice for Mr. Paul is from last year. She went over the on-line options for free training for future training needs.

**Motion** by Board member J. Johnson and seconded by Board member S. Bakalo to pay the Ethics Training invoice in the amount of \$79 for Board member Darius Paul with the understanding that it is a one-time payment, as free training is available. All ayes. Motion carried.

#### **5. CRA Strategic Plan**

##### **a. Consultant – Councilmember Anthony Vallee**

Councilmember Anthony Vallée said Florida A & M is eager to explore working with us, however, he would like someone from the Board to take over, as he is on the Council.

He advised sending out the Request for Qualifications (RFQ) and send out the notice, as it is a paid position.

Chair R. Henderson asked if anyone wanted to be a liaison, and Councilmember Anthony Vallée said he would forward the RFQ to Florida A & M as a courtesy. He added said once there is an RFQ, we can no longer have conversation, however.

##### **b. CRA Director Job Description**

Chair R. Henderson said the sample job description from Pensacola was sent out in the packet and asked for feedback.

Discussion ensued on whether to hire a director or consultant first, whether it should be a full time or part time position, whether we had enough business to pay for a fulltime employee, whether to hire the consultant to start a plan, and then a director to work on the plan, and the salary needed.

Councilmember Anthony Vallée said the purpose of the RFQ is to start the conversation. He advised that without a master or strategic plan, the Board is limited to what can be done. He said the director would be hired after the consultant comes in. The consultant could give the salary range, the outline of the Strategic Plan, the Master Plan and Strategic Plan would be done, and the scope of work created for the hire of the director.

In reply to Councilmember Anthony Vallée, Planning Director C. Wallace said we are working on hiring a Planning Coordinator, so the consulting could be a component of that position's job duties. City Attorney Clay Adkinson suggested sending out the RFQ, and the respondents will provide the three deliverables.

**Motion** by Board member J. Johnson and seconded Board member S. Bakalo to approve sending out the Request for Qualifications for a Strategic Planning Consultant.

Chair R. Henderson mentioned the CRA goals that legal created. City Attorney Clay Adkinson stated the goals could be adopted with the option of changing them at any time. This would help with the strategy to assist the consultant.

The Board discussed that the goals were needed, as the consultant needs something in place to work from and could always be changed.

City Attorney Clay Adkinson said the intention of the goals to show progress. The CRA must do annual updates to the plan adding the city is not in a position to draft the Strategic Plan. The goals section could be updated, as needed. His vision for the consultant is to do a five-year plan with a rolling goals list.

City Attorney Clay Adkinson said he will get the RFQ out to staff.

Councilmember Anthony Vallée said some of the scope may be outside the comfort level of Council. The Council needs something narrow in focus suggesting five items. He added it could be treated as the talking points during the interview.

City Attorney Clay Adkinson said the issue is the plan has to be done on an annual basis, suggesting incorporating all or whatever the Board wanted to include and adding to strategic plan to be worked on as needed. He mentioned, for example, #4 could fall lower on the list, so basically the list is not prioritized.

Board member C. Mosely suggested removing the hire of a Director and keep the remaining items, which are: Create a Planning Assessment to quantitatively assess the severity and intensity of blight in the city and thereafter target most critical areas for remediation, develop and implement a Public Information Campaign to inform the citizenry on the CRA, demolition and removal of uninhabitable structures purchased or owned by the CRA, create a façade grant program for the Downtown DeFuniak Historic Commercial District, create a streetscapes improvement plans that includes historic alleyways, and provide resources to financially disadvantaged property owners for the purpose of blight remediation.

**Motion** by Board member C. Mosely and seconded Board member S. Bakalo to approve the list in non-ranking order. All ayes. Motion carried.

## **6. Code Enforcement Update**

### **1. Dumpster Discussion**

Code Enforcement Officer Chris Strawn stated the Emerald Coast Technical College cannot create the dumpster. He provided a photo of a 20-yard dumpster. He suggested the city can haul debris when needed, and it can be stored at Public Works.

Planning Director C. Wallace suggested the CRA could rent one and Board member J. Johnson said the County may consider waiving the tipping fee. Discussion ensued on whether to purchase the 20-yard at a cost of \$8,000 or get a bigger model.

City Attorney Clay Adkinson said he would contact a colleague regarding the possibility of getting one under a government contract.

Board member C. Mosely mentioned she had to leave. Chair R. Henderson adjourned the meeting at 5:51 p.m. and entered into a workshop, as there was no longer a quorum.

Discussion ensued on the size of the dumpster that was needed and whether the CRA should own one or rent one deciding it was better to own.

Planning Director C. Wallace mentioned Councilmember K. Crystal asked staff to come up with a policy to close on liens where the fines exceed the value of the property, determine how to get them off the books and bring the property to a level of use. He said the City could deed the properties to the CRA to sell them, as it will eliminate blight.

Board member C. Mosley returned at 6:00 p.m.

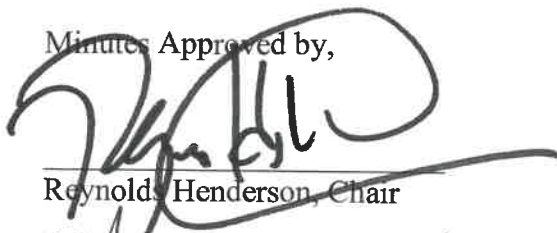
**7. Citizen Comments** – No one else came forward.

### **Adjournment**

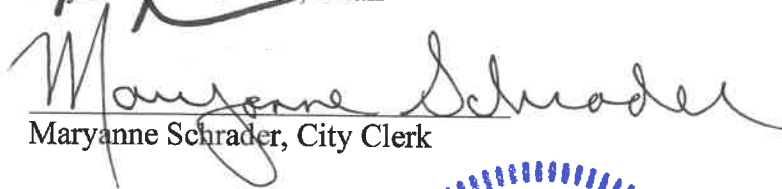
**Motion** by Board Member J. Johnson and seconded by Board Member S. Bakalo to adjourn. All ayes. Motion carried.

Chair R. Henderson adjourned the meeting at 6:02 p.m.

Minutes Approved by,



Reynolds Henderson, Chair



Maryanne Schrader, City Clerk

