

The Opa-locka Community Redevelopment Agency

CRA BOARD MEETING MINUTES

March 28, 2018

6:00 P.M.

Helen Miller Center

2331 NW 143rd Street

Opa-locka, Florida 33054

• CALL TO ORDER:

Chairwoman Jannie Russell called the meeting to order at 6:05 p.m. on Wednesday, March 28, 2018 in the Auditorium at Helen Miller, 2331 NW 143rd Street, Opa-locka, Florida.

• ROLL CALL:

The following members of the Opa-locka Community Redevelopment Agency were present: Chairwoman Jannie Russell, Board Member John Riley, Joseph L. Kelley, and Board Member Timothy Holmes. Also present were Board Attorney Vincent Brown, CRA Manager, Gregory Gay and Board Clerk Kinshannta Hall. Board Member Matthew Pigatt, Board Member Myra L. Taylor, and Board Member Rose Tydus were absence.

• INVOCATION:

The invocation was delivered by Chairwoman Jannie Russell.

• PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

• EXECUTIVE DIRECTOR'S REPORT:

Mr. Gay: There is a memo within your package which gives a status report of the CRA. One is an action item for this evening looking at the annual report from 2016-2017 fiscal year. There is also some summary information. In terms of the Tiff trust fund the finance

department is just about to the finish line. The account hasn't been fully established as of yet. As it relates to the audit we just went through a major questionnaire memorandum from the audit general office and that was completed last night. We submitted a draft to the city mgt for his review. We will be forwarding you all those questions and we responded to them accurately as we could. Two other items the Downtown Opa-locka Development Forum we were anticipating to have it this Friday but due to Good Friday we decided to move it back to April 12th which is a Thursday. In terms of some legislative items some of you may be aware of sun setting of the CRA's. I'm happy to report that it was not voted by the senate of the house. Those items haven't moved forward. We live to do business another day with the City of Opa-locka CRA. If there are any questions or concerns I can take them at this time.

Chairwoman Russell: Do any board members have any questions?

Member Kelley: Did I hear you say the Tiff account is not fully established?

Mr. Gay: Let me be more specific, the "Tiff" it is established the account is not established to hold the funding for the "Tiff".

Member Kelley: Why is it taking so long? Or is this a finance question? That has been known from day one. Where is the line item?

Mr. Gay: It is being held within the finance department. They are taking the initiative to establish the account. We do have the budget director and ACM if they want to add additional information.

Member Kelley: That should have been done. We have your memo dealing with the borrowing amount etc. Did those number change?

Mr. Gay: Those numbers are estimates. The audit process will give us the actual number which will be provided late spring or this summer.

Member Kelley: My last question, in the last meeting you spoke on the facade improvement anything new on that?

Mr. Gay: There is nothing new with that. We are working on that information. We wanted to provide information with service providers. We are also looking at having two forms of applications. So we are still evaluating that.

Chairwoman Russell: Are there any more questions board members?

Chairwoman Russell: I would like to echo Vice Mayor Kelley concerns. I was led to believe that the "Tiff" account had been established. Is there anything from this board that is needed to push this forward? The facade program will they becoming before the board before you make your final decision

Mr. Gay: Yes they will.

Member Riley: I would like to suggest that we get a name of a bank and the board pass a resolution.

Attorney Brown: Once they identify the bank then it will come back before the board for approval.

Member Riley: One more question, Madam Clerk I understand that you provided a hard copy of the agenda. Can you email the agendas as well?

Clerk Hall: Yes, it has been established going forward.

Chairwoman Russell: What bank do the city do business with now?

Attorney: The city does business with several banks but the primary bank is City National.

Chairwoman Russell: We will move on to the discussion items and the stenographer contract and meeting minutes.

Member Kelley: I didn't discuss them because we can discuss them as resolutions.

Chairwoman Russell: Rather than to discuss them we can go ahead and read them into the report.

Mr. Gay: Before we go forth there is one item. Item "5A" looking at the piggy back contract. It was determined at a meeting this afternoon that we may be able to resolve this through an internal process. We can have the meeting from the previous two years updated and done through City staff who has already been identified. We don't have to go through a process of hiring a stenographer at this time.

Member Riley: So in other words would you like to defer or withdraw that item from the agenda?

Mr. Gay: I would like to withdraw the item from the agenda.

Member Kelley: I don't have a problem with withdrawing it. I want to know what transpired in that meeting because we have been going back and forth about this. I would like to know who the person is and how it will impact what they are already doing. Before we go forth I would like to get something in writing from the Executive Director on how they came to this conclusion. I don't know if I want to take it off. I think we should defer the item.

Chairwoman Russell: I concur.

Member Riley: I concur to table it since we don't know a set date to defer the item and we can go from there. I move that we table the item.

Chairwoman Russell: It hasn't been read into the record yet.

Member Riley: It doesn't have to be read into the record because we are tabling the item since it's on the table.

Attorney Brown: The item can be withdrawn, deferred, or tabled. The bottom line is that it can be. The Executive Director can always bring the item back at a later date. It's not like an ordinance. The Executive Director can always bring it back whether you withdraw, defer, or table the item it doesn't matter at this point how you handle it.

Member Kelley: Before a final decision is made I just want a clear understanding of how did they come to that decision.

Attorney Brown: The best method is to defer it. By the next meeting the report you requested will be available.

Member Kelley: I move that we defer item "6a" until the next CRA board meeting with the understanding that the Executive Director will provide the report. Board Member Riley second the motion.

Chairwoman Russell: All in favor. I'm sorry call the roll call.

There being no discussion, the motion passed by a 4-0.

Timothy Holmes	-	Yes
Joseph Kelley	-	Yes
John Riley	-	Yes
Jannie Russell	-	Yes

Chairwoman Russell: Before we get off this item. We have months of minutes and I don't know you are going to send your report to the county without any minutes. This annual report we are voting on today is it going to the county without any minutes?

Mr. Gay: We have recently over the last year been submitting to the regarding the CRA and all reports have been approved without CRA minutes. In relation to the report we are intending to submit we are looking to submit a report with an understanding once all of the minutes are comprised.

Chairwoman Russell: I understand that we have done that in the past but it doesn't look good. The County Commission is not getting any minutes as to what is going on with the CRA. If they don't have any minutes to go by it doesn't look good for our board. I would like to know what you have in place that is going to work.

Mr. Gay: I'm just finding out this information as late as an hour ago as how the minutes will be brought up to date. We do have to work out the details and as soon as this is determined I will be sending a memo out to all board members.

Chairwoman Russell: That is not satisfactory to me but we will move on. Next is resolution "6b".

Mr. Gay: In relationship to resolution "6b" there is an error. It's supposed to be the approval of the CRA annual report 2016-2017 not 2018 that is here.

Attorney Brown: A Resolution Of The Chairman And Board Member Of The Opa-locka Community Redevelopment Agency (CRA) Annual Report For 2016-2017; Providing For Incorporation of Recitals; Providing For An Effective Date;

Chairwoman Russell: Move it. He read into the record the corrections.

Member Holmes: I second.

Chairwoman Russell: Someone needs to move it.

Member Riley: I will move it.

Member Holmes: I second.

There being no discussion, the motion passed by a 4-0.

Timothy Holmes	-	Yes
Joseph Kelley	-	Yes
John Riley	-	Yes
Jannie Russell	-	Yes

- **PUBLIC INPUT:**

(Agenda items only)

Chairwoman Russell opened the floor for public input. There being no persons to speak, public input was closed.

Chairwoman Russell: Do the board have any new business? One thing I would like to consider that we do not have a vice chair on the board just in case if I'm not able to attend a meeting. Mr. Attorney are you able to assist with that?

Attorney Brown: I didn't bring my by-laws. I would have to get with you on how that process works.

Chairwoman Russell: Any other new business?

Mr. Gay: Before you adjourn, I would like to announce that we have been working close with the finance department and the budget director. We are looking to bring forward to you a five year plan regarding the CRA. We will be providing more information at the next meeting. The CRA budget needs to be looked at as well.

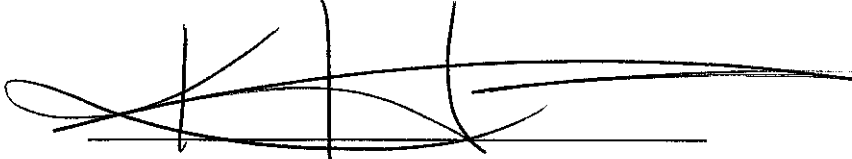
- **ADJOURNMENT:**

Member Riley: I move to adjourn.

Member Holmes: I second.

Chairwoman Russell: The meeting is adjourned.

ATTEST:

A large, stylized handwritten signature in black ink, appearing to be 'Kinshannta Hall', written over a horizontal line.

Kinshannta Hall

CRA Board Clerk

A handwritten signature in black ink, appearing to be 'Jannie Russell', written over a horizontal line.

Jannie Russell

Chairwoman