

**The Opa-locka Community Redevelopment Agency**

**CRA BOARD MEETING MINUTES**

**October 23, 2019**

**5:30 P.M.**

**Sherbondy Village**

**215 Perviz Avenue**

**Opa-locka, Florida 33054**

**• CALL TO ORDER:**

Chairwoman Jannie Russell called the meeting to order at 5:40 p.m. on Wednesday, October 23, 2019 in the Auditorium at Sherbondy Village located at 215 Perviz Avenue, Opa-locka, Florida.

**• ROLL CALL:**

The following members of the Opa-locka Community Redevelopment Agency were present: Chairwoman Jannie Russell, Board Member Chris Davis, Board Member Sherelean Bass, Board Member Alvin Burke, Board Member Joseph L. Kelley, Board Member Matthew Pigatt and Board Member Rose Tydus. Also present were Board Attorney Burnadette Norris Weeks, CRA Manager, Gregory Gay and Board Clerk Kinshannta Hall.

Board Member Joseph L. Kelley moved to approve the minutes from September 18, 2019 CRA meeting and Board Member Chris Davis second. The minutes were approved.

**• INVOCATION:**

The invocation was delivered by Board Member Joseph L. Kelley.

**• PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

**Chairwoman Russell:** Public comments is now open.

**Chairwoman Russell:** Pubic comments is now closed.

**Chairwoman Russell:** Knowing that you all have already been in a meeting and that you have a commission meeting after this meeting Do you all have any questions to ask the director so he don't have to go through the entire report.

\*Mr. Gay briefly summarizes the highlights within the report for all CRA Members. Once Mr. Gay finished a few questions and concerns were addressed.

**Board Member Pigatt:** I would like to know how much money we have in the CRA Budget and the status of the CRA audits.

**Mr. Gay:** I do not have the most recent bank statement at this time. We did provide you with a bank statement at the previous meeting which gave a balance of \$628,000.00 which is within the "TIFF" trust. As it relates to our budget itself regarding the CRA budget. The CRA budget for FY 2019-20 year the estimated value is \$498,465.90 within the trust reserve there is \$347,529.25 as far as our expenditure is concerned is \$150,000.00 from the CRA.

**Board Member Pigatt:** Does that money include the debt that is owed to the City?

**Mr. Gay:** We have not gotten a finalized number. As we been going through this audit process with audits for year 2015, 2016, and 2017 are completed. The audit for "2017" was signed off by the auditor who did the audits. The previous ones were not signed. We still have our 2018 and 2019 audits which needs to be completed. Once the entire audit process is completed we should have an actual number to what dollars are owed to each entity. We are anticipating that it will probably be a wash.

**Chairwoman Russell:** If you follow the audits that were done so far. We went through the documents at the last meeting. It looks favorable that the CRA doesn't owe the City any money.

**Board Member Pigatt:** Where are we exactly when it comes to money that we owe the City and what the City owe the CRA. My biggest concern is that we are making expenditures not knowing exactly how much money we have. I'm very concerned about that. I can't approve anything unless that is taken care of.

**Chairwoman Russell:** I just want to state that the documents that we have received from the state and if you look at those documents and look back over the years when the CRA received the "TIFF" and read the comments from the state a lot of the upfront money that the City gave was from the City side. It states that the CRA does not owe the City any money.

**Board Member Pigatt:** I would also like for the director to address the responses to the operational audits and where we are with that.

**Mr. Gay:** As it relates to the operational audits there were 14 findings that dealt specifically with the CRA. Some of those findings dealt with the creation of the CRA. Those are things that we are not able to go back and correct. At the end of the day the County is the entity that approves if the "CRA" exists or not. The County did approve the City of Opa-locka on December 4, 2012 to have a CRA. Our CRA plan and Inter local agreement was approved in October 2013 of that year. Those steps went forward so the CRA is in existence. We can't go backwards, we can only go forward. There were other items that were directed to the Executive director position. In 2013 the first executive director was hired and that was Mr. Daughtrey in March 2013. He was paid a salary from the City not the CRA. There is a document that is called a memorandum of understanding. We are currently drafting that document so we can bring that document before you all so you can vote on it. The Bi-laws for the CRA needs to be updated which was another item that was expressed as a finding. In most cases we need to look at the overall operation of the CRA. Now that it is generating TIFF dollars when you get to a certain point you may decide that you don't want to have City staff doing two jobs at the same time. You may want to have an executive director come back on board and have the CRA to pay for it. This is something we anticipate within the next 2-3 years.

**Board Member Kelley:** Have we as the CRA submitted the responses to regarding those findings that you laid out?

**Mr. Gay:** We did prepare a response, as it relates to the findings that we did receive. We are in the process of developing how we are going to move forward and addressing all of the findings. We anticipate to have that for you all within the next 30-45 days.

**Chairwoman Russell:** I've asked the Director and Attorney to look at the findings and bring them back on every agenda at least three at time. We need to address the "findings" that's why I ask for us not to have meetings on days that you all have Commission meetings so we can have time and go through the findings. There were answers that were given but I'm not sure if they were accepted by Tallahassee.

**Mr. Gay:** I would say out of the "14" findings probably "10" of them were valid. There were three that dealt with timelines that was beyond my time when I got here. We are preparing to give responses.

**Chairwoman Russell:** I think the findings before his time we should just submit a response and say something that we are working on the remainder. I don't won't us to drag this out for a long time.

**Board Member Kelley:** I would like to see all “14” findings for the entire CRA. We need to show that we are moving on these items. I want to raise another concern where are we with the Downtown Master Plan going forward?

**Mr. Gay:** We are in the position now to prepare a RFP. There is a sample in your package that you all can review. We would like to get the RFP through the month of December. We are hoping that the development of the Master Plan takes no more than 6-8 months.

### **Resolutions**

\* Based on the fact that there are some clarifications that need to be made Resolution “I1” was a “Deferred” item.

**I1. A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) TO AUTHORIZE AND EXECUTE AN AGREEMENT FOR THE FAÇADE IMPROVEMENT PROGRAM CONSULTANT MANAGEMENT SERVICES AGREEMENT WITH COMMUNITY REVITALIZATION AFFILIATES, INC.**

\* Based on the fact that there are some clarifications that need to be made Resolution “I2” was a “Deferred” item.

**I2. A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE OCRA FAÇADE IMPROVEMENT PROGRAM IN OCRA AREA AND TO AUTHORIZE A REQUEST FOR QUALIFICATION PROCESS TO SELECT A NOT FOR PROFIT TO OPERATE AND MANAGE THE PROGRAM.**

\*Board Member Kelley opened for discussion to have a workshop

\*As stated on the record, All Board Members agreed along with Board Member Kelley to have a workshop regarding the Downtown Master Plan. \* Based on the fact that there are some clarifications that need to be made Resolution “I3” was a “Deferred” item.

**I3. A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE CREATION OF A DOWNTOWN MASTER PLAN AND TO AUTHORIZE A REQUEST FOR QUALIFICATION PROCESS TO SELECT A CONSULTANT TO PERFORM THE REQUESTED SERVICES.**

**14. A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF OPA-LOCKA,  
FLORIDA AUTHORIZING A \$2,000.00 MONTHLY RETAINER TO BE PAID TO BURNADETTE  
NORRIS-WEEKS, P.A., FOR LEGAL SERVICES AND AN HOURLY RATE OF \$195.00 FOR SPECIAL  
SERVICES; PROVIDING FOR AN EFFECTIVE DATE**

**Chairwoman Russell:** Does anyone have any questions concerning the legal service contract?

**Board Member Davis:** I would like to know if this is a budgeted item. Do we have a line item to cover the retainer that may result as a legal service for the CRA?

**Mr. Gay:** Yes that is a line item that is within our budget that you all previously approved.

**Board Member Davis:** Is it consistent with what we anticipate on spending in this fiscal year?

**Mr. Gay:** Yes it is.

**Chairwoman Russell:** The rate of \$195.00 for special services can you clarify that.

**Attorney Norris-Weeks:** We hope to dive into the CRA and work closely with Mr. Gay. If there are complicated contracts that need to be negotiated and we are having serious meetings we want to be paid for that. I have Attorney Candice Cobb here with me this evening who will be working closely with me. She is an Attorney from my office and she will be doing some CRA things and diving in. We will get with Mr. Gay to get all documents that are necessary.

**Chairwoman Russell:** If no more questions “Roll-Call” please.

There being no discussion, the motion passed by a 7-0.

Sherelean Bass	Yes
Alvin Burke	Yes
Chris Davis	Yes
Joseph L. Kelley	Yes
Matthew Pigatt	Yes
Jannie Russell	Yes
Rose Tydus	Yes

**Board Member Pigatt:** Just for the record I think that "Wednesday nights" outside of Commission Meetings works for myself and for most of us. A Wednesday night that is not a Commission Meeting night.

**Chairwoman Russell:** I agree as well.

**Attorney Norris-Weeks:** I have a conflict on every other Wednesday night that is not a Commission Meeting night. If it was early that would be fine but if time is running into 7pm or starts at 7pm that is a conflict for me.

**Chairwoman Russell:** What about the Attorney that will be working close with you?

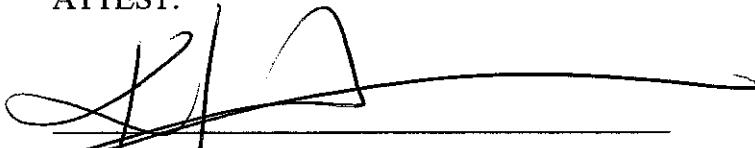
**Attorney Norris-Weeks:** Yes, Candice can attend and I will help prepare the items. Yes that is an option. I just wanted to let you all know.

**Board Member Kelley:** I'm in favor of having it two hours early. I have committed my off Wednesdays to my wife. I'm going to tell you now, I'm not going to make some of those off Wednesdays. I rather do the two hours before the meeting but if the majority of the board wants to go to alternate Wednesdays that's fine. I'm just putting it on the record.

**ADJOURNMENT:**

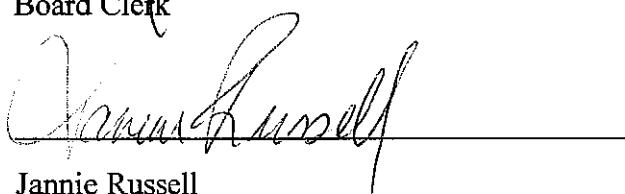
There being no further business to come before the Board, it was moved by board member Kelley and second by board member Burke to adjourn the meeting.

ATTEST:



Kinshannta Hall

Board Clerk



Jannie Russell

Chairperson