

*APPROVAL*

*OF*

*MINUTES*

*(February 26, 2020)*

**The Opa-locka Community Redevelopment Agency**

**CRA BOARD MEETING MINUTES**

**February 26, 2020**

**5:00 P.M.**

**Sherbondy Village**

**215 Perviz Avenue**

**Opa-locka, Florida 33054**

**• CALL TO ORDER:**

Chairwoman Jannie Russell called the meeting to order at 5:05 p.m. on Wednesday, February 26, 2020 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 Sherelean Bass, Board Member Alvin Burke, Board Member Chris Davis, 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 CRA Board Clerk Kinshannta Hall.

**• INVOCATION:**

The invocation was delivered by Board Member Joseph Kelley.

**• PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

Board Member Pigatt moved to approve December 11, 2019 CRA reading minutes. Board Member Burke second. The reading minutes from December 11, 2019 CRA meeting were approved.

**\*Board Member Sherelean Bass enters the meeting at 5:10pm.**

There being no discussion, the motion passed by a 6-0.

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

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

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

**\*Board Member Chris Davis enters the meeting at 5:15pm**

**Board Member Pigatt:** I would like to make a motion to amend the agenda to move the director's report after the resolutions. Due to a lot of time that we have I wanted for us to handle the business of this board first before we go into the director's report. Board Member Burke second.

**Chairwoman Russell:** Board Member Pigatt do you want to clarify the reason?

**Board Member Pigatt:** We have been taking a lot of time discussing the director's report and we kind of rush through the resolutions. I want us to have enough time for both.

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

**RESOLUTION:**

**11. A RESOLUTION OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE ATTACHED MEMORANDUM OF UNDERSTANDING, EXHIBIT "A", BETWEEN THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY AND THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**Chairwoman Russell:** Can I get a motion?

**Board Member Kelley:** I'll move for discussion.

**Board Member Bass:** I second.

**Board Member Kelley:** What is the difference in the document that we just received versus our packages?

**Mr. Gay:** As we have gone through reading the Memorandum of Understanding the two areas that are highlighted relates to the history of the CRA. There were a couple of action items that were omitted from the "Where As" It dealt with the declaration of the CRA. It was an action item that Miami-Dade declared that the CRA was officially in operation. Those were the two things that were left out. We wanted to get some feedback from the board members from any other areas that you felt need more clarifications. We did receive some items from the Chair and we added them into this particular document. If there are any amendments that need to be made to this document we want that opportunity to take place now. If there are any concerns my staff and I are able to address them at this time.

**Board Member Kelley:** I need some clarity on "2.7 & 2.8" items. Does the Manager & Executive Director have discretion authority to provide other legal services? I need clarity on that and give me an example and also third party contract of vendors.

**Mr. Gay:** Item 2.7 speaks towards any other type of special services. There may be situations where we would need to look at opportunities for stenographer services to help speed up the process or provide additional staffing. Those were some of the things that was a part of our thinking as it relates to item "2.7". As for item "2.8" this item will be coming before you all soon. We are looking at opportunities to do a third party contracting with another entity through the CRA If there are other services that the CRA would like to partner with other agencies that would be an opportunity. This language is included in there to give you the latitude to do those type of things.

**Board Member Kelley:** I'm concerned with "2.7" given that authority for special services. I'm reluctant to give that authorization as a member not knowing specifically what that means. When it comes to third party contracts of vendors if you need to get another vendor or contract I assume that you would call a special meeting I don't see anything that will require having that kind of authority in place. If I'm understanding correctly to the Attorney on "2.7" if we were to approve this as such then it would be subject to the City approval wouldn't come back before the CRA?

**Attorney Weeks:** Pursuant to "2.7" the City Manager and the CRA manager would have that discretion and authority to provide other services on occasion not set forth in this agreement subject to the City agreeing to do so. If the City manager believes that services are required then it would be the City manager discretion to make those services available.

**Board Member Kelley:** Can you clarify that last clause. So he would have that right to authorize that on behalf of the City?

**Attorney Weeks:** Yes, the City manager would.

**Board Member Kelley:** To my colleagues, I don't see a need for that. I don't like the language the way it is worded. At the appropriate time, I would like to offer an amendment for some type of perimeters if that is necessary but I'll listen to my colleagues' thoughts.

**Board Member Tydus:** I don't have a problem with the intent but the way the Attorney explained it doesn't say that the City manager would have the final discretion. It says the City manager and CRA manager has the discretion and authority. It sounds to me like either the City manager or the CRA manager. It doesn't really say that the City manager has the final say.

**Attorney Weeks:** That's the intent per the discussion that we had. It has to be stuff that is budgeted. You could have some language that requires City Commission approval. Both of these paragraphs were intended to provide additional support if the CRA needs it. I'm referring to paragraph "2.7" & "2.8".

**Board Member Tydus:** I would prefer it to be more specific.

**Board Member Pigatt:** The way it is written is abstract. Is this a standard way that CRA's operate throughout Miami-Dade County in the state of Florida?

**Attorney Weeks:** This contract form is similar to many others. We took a lot of provisions from the City of Fort Lauderdale. We looked at other contracts also that lined up with the City of Fort Lauderdale so the answer is yes.

**Board Member Pigatt:** I'm just trying to figure this out. This is defining the relationship between the City of Opa-locka, City Manager and the CRA in which if there is something that the manager of the CRA within his personal expertise he can't do that he works with the City Manager of the City who has a list of professionals to do the things that he can't specifically do. Is that what this is referring too?

**Attorney Weeks:** Yes and this is the intent. Many of the things are already listed in the document. It's just language to give that flexibility.

**Board Member Pigatt:** We are going to decide upon everything and like the director and Attorney said it would make it more fluent to utilize the City services. I don't want to delay anything. I would like to leave it as it is and if it comes to a point when it gets out of hand we can always bring it back up and make amendments. This "Memorandum of Understanding" declares the City Manager as the executive director. Is that correct?

**Mr. Gay:** That was an action that was taken between the City and the CRA back in 2015-2016 so that relationship still stands. The City manager made an appointment for the director of the Planning & Community Development and his staff to function as the CRA director and staff. We've taken those responsibilities seriously. There is a compensation that is associated with that. There are conversations between the two but it is not necessarily that the City manager will have the final say so. If there was an issue we would bring that before the board.

**Board Member Pigatt:** Who evaluates the CRA manager?

**Mr. Gay:** The CRA Board.

**Board Member Pigatt:** How do we evaluate the CRA manager when the executive director is the City manager?

**Mr. Gay:** That is the relationship that stands at this time. This CRA board voted to have the City Manager to serve in that capacity. If you all choose to change that relationship we would have to modify the Memorandum of Understanding to reflect those changes. If you were to have your own separate CRA executive director and staff. You all have that option to do that.

**Attorney Weeks:** This is a standard practice for how cities operate. It's not unusual that the City manager would be the executive director. If you choose to do something today I would like to first look at the formation documents to make sure it doesn't conflict with the county.

**Board Member Pigatt:** On this board who do we talk to about our issues? Do we go to the City Manager?

**Attorney Weeks:** The City manager has appointed the CRA manager Mr. Gay to manage the CRA daily operations.

**Board Member Pigatt:** We've been moving in a new direction with the City and with that we have been evaluating everyone in the City. I'm trying to be clear of how this works with the CRA. Who is the one that makes the decision of hiring or firing the CRA manager?

**Attorney Weeks:** The City manager.

**Chairwoman Russell:** As a CRA board we will evaluate him.

**Board Member Kelley:** The CRA had to become independent. When you are talking about special services that has two people to make that decision that concerns me and that's why I raised that question. The CRA was created for a different purpose. If we are going to evaluate the manager as the overall head then he needs to be at these meetings as well. You're saying this board will do the evaluation of the manager based as the director?

**Attorney Weeks:** Correct. You would evaluate the manager as the executive director of the CRA.

**Board Member Kelley:** Would that be fair to Mr. Gay and the City Manager? He is the one that is sitting here at every meeting. I always envisioned that when we started collecting “TIFF” dollars that we would hire an executive director for the simple fact that’s a conflict. I know we are not there yet but I would strongly consider that this is put on the agenda for the next meeting because we have dollars.

**Attorney Weeks:** You’re right you are not there yet. I don’t know if you need it for the next agenda. When the work is not there and the funds are not generated I’m trying to be delicate about saying this. I’m just putting it out there based on what I know.

**Mr. Gay:** There are a lot of elements operating a CRA and having a staff in place. With this Memorandum of Understanding it’s to be reviewed and amended as needed annually. If the budget is there you may decide and go ahead and hire a CRA staff prior to 2015 if that is the decision of this board and then you would make amendments to this particular document.

**Board Member Kelley:** To the Attorney could you look to see what other CRA’s has done regarding “2.7” special services?

**Attorney Weeks:** This is almost the exact language. If you all want some cap we can do that and you all can vote on that.

**Chairwoman Russell:** If someone could put some language that says has a discretion of authority to provide services within the budget. If it is budgeted If it is budgeted they can do it if not they would have to come back before the board. That’s a simple add on.

**Attorney Weeks:** It would be within the budget of the City because the City is providing the services. We can add that language tonight if you all want to add that.

**Chairwoman Russell:** I need clarification then. It says the City manager and the manager of the CRA has the discretion of authority to provide other special services on occasions. Is that only speaking to the City special services? That’s not speaking to the CRA. The CRA has money that the City handles.

**Board Member Pigatt:** I’m okay with moving this as is. If something comes up we will handle it.

**Chairwoman Russell:** I do not like to wait until things come up and we handle it that has been the norm and that gets us in trouble. We keep saying that this CRA board voted on the City manager as the executive board director I would like to see those meeting minutes. I would prefer us to put it in writing.

**Board Member Bass:** I agree with you and I think we should go ahead and add the additional information and be done with it.

**Board Member Davis:** I would recommend us amend the item tonight.

**Chairwoman Russell:** Can I get a motion to amend the item.

**Board Member Kelley:** I move it.

**Board Member Davis:** I second.

**Chairwoman Russell:** Attorney can you read into the record the language you are adding.

**Attorney Weeks:** The language I propose will be the City manager and the manager of the CRA shall have the discretion and authority to provide other special services on occasion not set forth in this agreement subject to the limits of the budget for the CRA or the City. The second "2.8" would read at the request of the CRA manager the city may manage the third party contracts of vendors or contractors retained to implement construct or rehabilitate to complete projects under the plans subject to the limits of the budget approved for the CRA and City.

**\*Voting on the Amendment**

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

**\*Actual Vote on Item**

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

**Chairwoman Russell:** Before you go into the director report. I have to leave. There is an event tonight honoring Commissioner Jordan. If it is okay with the board, would it be okay to allow Board Member Kelley to chair the meeting and I leave?

**\*All CRA board members agreed.**

**Mr. Gay:** This board has not had a vice chair since you've became Chair. That may be an action item you want to consider in the future.

**Chairwoman Russell:** If it is the will of the board we can appoint a vice-chair.

**Board Member Pigatt:** I think that is something that we should just move upon. I will put the motion up to appoint Board Member Kelley as the vice chair of the CRA.

**Chairwoman Russell:** Can we do that?

**Attorney Weeks:** Normally we would see resolutions but I don't think it would be a problem.

**Board Member Pigatt:** I move it.

**Board Member Burke:** I second it.

**\*Voting of Board Member Kelley as Vice Chair**

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

**Attorney Weeks:** I'm going to bring a resolution back so we can have something for the records.

**Mr. Gay:** My report is going to be short. We did provide you all with a memo to give you an update of the CRA of where we are. When it comes to the auditor general reports there were 15 out of the 99 findings dealing with the CRA. We are in the process of crafting policies. We will be bringing that

information back before you all and this is a work in progress as it relates to the findings. As far as the façade improvement program we did a RFP process. It had a budgeted amount of \$100,000.00 dollars with an administrative fee \$20,000 dollars being a total of \$120,000.00 dollars. That was an amount that was selected by this board. Unfortunately we didn't receive any proposals for this process. We did hear that some of the potential bidders thought that the amount was too low. In order for us to increase that amount we need to increase the allocation overall. We are looking at two options. One option is that we increase the budget amount up to \$200, 000.00 dollars that way we would have an administrative fee of \$40,000 dollars which is 20 percent and we would put the RFP/RFQ back on the street. The second option is the Opa-locka CDC and they have a component of their program that offers low interest loans for business assistance and modifications for local businesses within the City of Opa-locka. We are looking at the opportunity to go back to the CDC to combine forces with the CRA and look at opportunities. If this is something that you all as a board would like to consider we will bring back the proper resolution at our next meeting. The other item is for the downtown masterplan. We received a great amount of interest. The amount that is allocated for this project is \$130,000.00 dollars. We had six applications submitted and they were reviewed and ranked by a review staff. This information is also within your package. We do have the top three companies that participated and they are listed in proper order. The next step will be to go through the selection process regarding the downtown masterplan. At the last CRA meeting you all voted and approved an allocation up to \$175,000.00 dollars to go towards historic city hall to get that project moving forward. In discussions with the Public Works director he had a conversation with a previous contractor who was working on this previous project. Hopefully this will be something to occur within the next 30-45 days. We are working with finance to place our allocation of funds. One of the request by the contractor was that the funds will be in a separate allocation for that project. The city will be contributing \$525,000.00 dollars towards the historic city hall project. We are looking at a total of \$700,000.00 dollars to move this project forward. We did include a bank statement within the report and the "TIFF" allocation has went up to \$861,000.00 dollars. We did receive an additional allocation from Miami-Dade County which came in at the end of December and they have been transferred into the TIFF account. We are looking at opportunities that was included in the CRA Masterplan. Within the CRA area there are two parks which are Sherbondy and Ingram Park. One goal is to look at a creation of a masterplan to look at how the parks can be better laid out or redeveloped. We would like to see if the CRA would like to look at creating a masterplan or redevelopment plan regarding parks and recreation. Within the findings it was determined that the CRA masterplan had not been updated and I concur with that. There are opportunities of expanding the CRA or adding more projects to occur. We need to look at bringing a consultant come onboard. As you all are aware the state legislature passed an item to sunset all CRA's by 2039. Our CRA is geared to sunset at 2033. As a part of that amendment we would look at extending the life of the CRA for an additional six years. We've had some discussions with a veteran group that are looking at opportunities to do job creations for veterans and development for affordable housing. We would like to have them come forth and do a presentation before the CRA board. We want to see how we can explore those opportunities. As it relates to the economic development specialist we need additional assistance and have an additional staff person to be partially funded by the CRA and partially funded by the City in order to look at the economic and creating a plan overall for the City. It has been a challenge for us to keep up with the minutes of the meeting. Ms. Hall has done a great job of trying to capture all discussions and thought processes but in order for her to do that it takes a lot of her time. Instead of the 10 percent she is devoting to the CRA she is devoting about 50 percent of her time. We looked at an opportunity to contract with a stenographer in the past. We want to reintroduce that opportunity. We don't necessarily need someone here physically to do the minutes we need someone we can send the recording through their business operation and have the minutes transcribed and sent back to us. There is a cost associated with that. We have updated information in your packages and we want to bring that before you all. We have two to three years of minutes that haven't

been transcribed. We have tried to catch up between the summer months. We have between “2016 and 2018” reading minutes which are about seven meetings that have not been transcribed and this is also one of the findings. (\*These are incomplete CRA reading minutes that were incomplete before Ms. Hall took on the position as the CRA Clerk.\*)

**Board Member Burke:** We had 15 findings on the CRA and nine of the findings were matters that could not be addressed. I see hear that six with the approval of the memorandum of understanding. So six of the finding were addressed with that?

**Mr. Gay:** Yes. The Memorandum of Understanding was crafted to look at particular findings.

**Board Member Burke:** So that completes what we need from the findings?

**Mr. Gay:** It addresses it but it doesn’t complete it. We are looking at establishing policies and some of those findings require policies.

**Board Member Burke:** Does the CRA needs a professional consultant?

**Mr. Gay:** At this time the CRA doesn’t need a consultant to work on policies and procedures.

**Board Member Bass:** For clarity, are you saying that six of the issues are being worked on or six of the issues are completed?

**Mr. Gay:** By you voting to approve the Memorandum of Understanding, we now have marching orders to address six of those fifteen concerns that were a part of the fifteen findings for the CRA.

**Board Member Bass:** So you’re telling us that none of them are completed?

**Mr. Gay:** Yes that’s correct. They are not totally completed.

**Board Member Davis:** I ask that we hold an open forum with the board members so we can provide proper input. We can put together a wish list and offer incentives as far as development goes within the City.

**Mr. Gay:** We are beginning to go through that process. The CRA is unique and it has other aspects. I’m looking at having a workshop on how a CRA can do business in late March or April.

**Board Member Davis:** Is that the proper setting to have that type of conversation?

**Mr. Gay:** I think it will be a good conversation in order for everyone to express their concerns.

**Attorney Weeks:** For the reading minutes you do not have to do verbatim minutes. I see that you all have verbatim minutes which may be taking a long time. Legally you could record the action items for the agenda and catch up to those six meetings that are remaining. This could be done quickly.

**Vice Chairman Kelley:** You don’t have to do verbatim minutes. I think that’s why he was looking for a piggyback. He basically saying that his staff is overwhelmed.

**Attorney Weeks:** They are probably overwhelmed of the way they are doing the minutes.

**Vice Chairman Kelley:** You mentioned the downtown masterplan. I’m confused you said you had six responses but the package has four responses. How many did you receive and evaluated?

**Mr. Gay:** We received four packages delivered to our office and we were later informed two packages were delivered a day ahead of time to the Clerk office. We were not aware as to those two additional packages; however we did evaluate all of the packages together as a part of the review committee. Unfortunately, the memo that you have within your package that was submitted on Friday does not reflect the additional evaluations that were done.

**Attorney Weeks:** It needs to be correct.

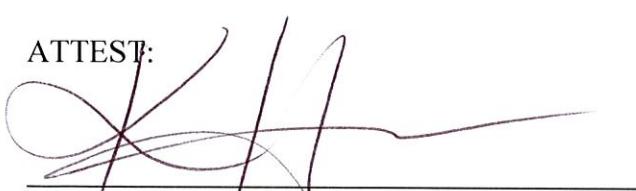
**Vice Chairman Kelley:** Who is a part of the review process for the downtown masterplan?

**Mr. Gay:** We asked certain directors that are involved with development and none of my staff participated in the review process.

**ADJOURNMENT:**

There being no further business to come before the Board, it was moved by board member burke and second by board member Davis to adjourn the meeting. The meeting was adjourned at 6:45pm.

ATTEST:

  
Kinshannta Hall  
Board Clerk

  
Jannie Russell

Chairperson