

*APPROVAL*

*OF*

*MINUTES*

*(May 27, 2020)*

**The Opa-locka Community Redevelopment Agency**

**CRA Clerk's Summary Minutes**

**Virtual CRA Meeting**

**Wednesday, May 27, 2020**  
**5:00 P.M.**

**• CALL TO ORDER:**

Chairwoman Jannie Russell called the Virtual Community Redevelopment Agency Meeting to order at 5:07 p.m. on Wednesday, May 27, 2020.

Pursuant to Executive Order No. 20-69, issued by the office of the Governor Ron DeSantis On March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

An opportunity was given to the public to email the CRA Clerk prior to the CRA Meeting with any questions/comments/concerns on items we will hear on this evening's CRA agenda. This meeting is being streamed live at <https://www.youtube.com/user/CityofOpalocka>.

Since this is a virtual meeting as authorized by the Governor of the state of Florida, again, Members of the public wishing to address the CRA have been offered the opportunity to do so. Public comments will be included as part of the public record for this virtual meeting and will be considered by the CRA prior to any action taken.

**• ROLL CALL:**

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

Board Member Rose Tydus was absence.

**• INVOCATION:**

The invocation was delivered by Vice Chairman Joseph Kelley.

**• PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

**Chairwoman Russell:** Are there comments or concerns from the Public? Are there any add-ons for this meeting?

**CRA Clerk Hall:** I haven't received any comments, phone calls, or emails from the Public and there are no add-ons either.

Vice Chairman Kelley moved to approve February 26, 2020 CRA reading minutes. Board Member Bass second. The reading minutes from February 26, 2020 CRA meeting were approved.

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

Sherelean Bass	Yes
Chris Davis	Yes
Joseph L. Kelley	Yes
Jannie Russell	Yes

Vice Chairman Kelley moved to approve April 22, 2020 CRA reading minutes. Board Member Davis second. The reading minutes from April 22, 2020 CRA meeting were approved.

**Chairwoman Russell:** On page "3" where it says Chairwoman Russell did not participate in the voting process of this item due to being affiliated with the Opa-locka CDC that needs to be changed to "there may be a possibility of conflict." Unless that's the wording the Attorney feels that is appropriate.

**Attorney Weeks:** Chairwoman Russell the wording that you are using is fine.

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

Sherelean Bass	Yes
Chris Davis	Yes
Joseph L. Kelley	Yes
Jannie Russell	Yes

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

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

## **RESOLUTIONS:**

### **H1. A RESOLUTION OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE CREATION OF A DOWNTOWN MASTER PLAN AND AUTHORIZING THE SELECTION OF STANTEC, INC. TO PERFORM THE REQUESTED SERVICES PURSUANT TO RFQ NO: 2020-0210-0200; PROVIDING FOR AN EFFECTIVE DATE.**

Vice Chairman Kelley moved the item and Board member Davis second.

**\*Board Member Burke joins the meeting at 5:25pm.**

**Vice Chairman Kelley:** How many bids/proposals did we get for this?

**Mr. Delaine:** We had six applicants for this project. They all met the criteria and we had a selection process. ***\* (Low Volume) Could Not Understand Rest of Answer***

***\*(Mr. Gay responded for Mr. Delaine to answer the question.)***

**Mr. Gay:** There were six applicants that made there submissions. We had a review committee to make sure they all met the minimum requirements. All information was provided to the City Clerk and all board members as well to the Public that we provided via website.

**Vice Chairman Kelley:** What was the timeframe and fee charge range?

**Mr. Gay:** The amount allocated for this project was \$130,000.00 dollars up to that amount. We were looking to have this project completed within a 6-9 months period.

**Chairwoman Russell:** Any other questions board members?

**Chairwoman Russell:** I have a question to the director, I saw on some of the applicants they had ranges. They didn't give one bid total. What does that mean?

**Mr. Gay:** Some of the applicants provided a budget. It gave us an insight of how they would approach the project. If there were benchmarks we would know if they would be able to accomplish that.

**Chairwoman Russell:** Attorney at the last meeting we were given an agency to vote on. On this resolution are we voting on that particular company or are giving a suggestion of a company that we want to give?

**Attorney Weeks:** Staff has done a process and they have put it out for a bid. This is to approve the company Stantec that is mentioned in the resolution.

**Board Member Burke:** Is this the same company as the last time before?

**Mr. Gay:** Yes, because we have already advertised this company as being the recommended company. We had to re advertise as the same submission without any changes.

**Board Member Burke:** I thought we said we wanted “2-3” to make a choice. If I’m not mistaken those were the instructions at the last meeting to bring them back before the board.

**Mr. Gay:** As I understood we were instructed to provide you with all of the submissions that were received. Our recommendation were based on an evaluation of a committee. Our recommendation will stand as it is. As the CRA board had an opportunity to do is look at the information we evaluated. Yet and still we have done our evaluation. As within the documentation we have provided to you all there was a scoring sheet along with the second and third company.

**Board Member Burke:** Is this the same panel you used the last time?

**Mr. Gay:** We did not do another reevaluation. We only did one evaluation.

**Board Member Davis:** I think if we had any problems with the procurements we should’ve brought this up at the last meeting. As a board we have the ability to go with the recommendation or make another decision. If any of my colleagues have any problems with this just don’t support the recommendation. We either accept it or we don’t. I do here the concerns of my colleagues I just thought I should point that out.

**\*Board Member Pigatt joins the meeting at 5: 37pm.**

**Board Member Pigatt:** After reviewing all back up documents I think Stantec looks pretty good for the fit that we need in the City of Opa-locka.

**Chairwoman Russell:** I express the same concerns as Board Member Burke has because I was reading back through the minutes to see the discussion because we had a lengthy discussion on this item. I thought we were bringing it back as well. The company you chose does seems like they fit the criteria but some of the discussion should have been in the minutes because that would of answered board member Burke question as to whether or not of bringing them back for us to make a choice. But we are here now so we either vote it up or down.

There being no discussion, the motion passed by a 5-1 vote.

Sherelean Bass	Yes
Alvin Burke	No
Chris Davis	Yes
Joseph L. Kelley	Yes
Matthew Pigatt	Yes
Jannie Russell	Yes

**H2. A RESOLUTION OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY APPROVING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY ANNUAL REPORT FOR 2019; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**

Board member Burke moved the item and Board member Davis second.

**Chairwoman Russell:** Any questions or concerns board members?

**Board Member Davis:** Does this include the audited financials? Would that information be included?

**Mr. Gay:** Some of that information was provided. This is a report that is required to submit to Miami-Dade County every year. The first 6-7 pages is identical information that was already provided to you. We included the organizational chart and we also included our annual budget. As you all are aware we are in the process of doing a reconciliation between the CRA and the City of Opa-locka. There is a memorandum to the County relating to the CRA finances and how they are being addressed. We also included all of the budget information from 2017-2020 as part of the auditing information that needed to be submitted. We are about 75 percent complete with the audits.

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

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

**H3. A RESOLUTION OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY APPROVING A BUDGET AMENDMENT TO INCREASE THE OCRA STAFF SALARY PERCENTAGE SPLIT FROM A 10% TO A 30% CONTRIBUTION AND NOT EXCEED 20% OF THE TIF TRUST ALLOCATION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**

**(First Motion)**

\*Vice Chairman Kelley made a motion and board member Burke second for discussion.

**Board Member Burke:** Is staff asking for a raise at this time?

**Mr. Gay:** This is not considered to be a raise for staff. As a part of this pandemic there are some administrations that are taking place. Each department was asked to what changes could be made as it relates to the City budget. Since I'm responsible for two areas we are doing more work relating to the CRA activities. We are still doing the same amount of work for Planning and Community Development. We recommend that we would have an adjustment. This is not an increase but an adjustment as it relates to the allocation of funds contributed from the CRA to the budget as it relates to the Planning and Community Development aspect. There will be a change in the percentage rate. Please take into consideration, we have within our CRA trust account over \$800,000.00 dollars.

**Board Member Bass:** You're saying that this will save a 20 percent savings to the City general funds?

**Mr. Gay:** No I wouldn't say it would be a savings. It will be some revenue decrease overall.

**Board Member Pigatt:** When is the change of the City funding expected to affect your department Mr. Gay?

**Mr. Gay:** That is a question that would be put forth with the City manager.

**Board Member Pigatt:** I asked that question because we have some time to figure this part out. We are bringing a steady income for now. This funding has opportunities to transform the CRA. I would love to see that projection before we start making more financial decisions. As it stands I'm not comfortable with making this decision. I recommend we defer this item.

**Vice Chairman Kelley:** I think this item is too early for discussion. I'm not in supportive of it.

**Board Member Davis:** I understand the reasoning behind it but I would like to see how the projections look like before we move forward. I would like to have both options on the table. I agree with Board Member Pigatt.

**Board Member Burke:** Maybe we can come back and revisit this at another time.

**Mr. Gay:** Please bear in mind as a CRA board you are limited to where the funds can be utilized. 18 percent of the City is within the CRA area. You have to be very cautious.

**Chairwoman Russell:** I'm not going to support this item. I think you should have given us more information. We are just getting our first project. Will this alleviate your department from getting any furloughs?

**Mr. Gay:** If we were to go down that route we would lose staffing. It's going to have an impact on our workload. We are already doing work on both sides.

**Chairwoman Russell:** I'm going to take in account that you are doing more than 10% in the CRA. I would prefer to defer the item. This will allow us to make a better decision. We need more information to look at.

**Mr. Gay:** I will defer the item at this time.

*(Actual Motion)*

Vice Chairman Kelley made a motion to defer item "H3" and board member Pigatt second.

This item will be brought back before the CRA board with all supportive and financial detailed documents.

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

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

**H4. A RESOLUTION OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY APPROVING A FORECLOSURE ASSISTANCE PROGRAM IN THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY AREA THROUGH A PARTNERSHIP WITH THE OPA-LOCKA COMMUNITY DEVELOPMENT CORPORATION TO MANAGE AND OPERATE THE FORECLOSURE ASSISTANCE PROGRAM PURSUANT TO CERTAIN TERMS AND CONDITIONS SET FORTH IN EXHIBIT "A" AND EXHIBIT "B"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**

Vice Chairman Kelley made a motion to defer item "H4" to bring back before the board in "30" days and Board member Davis second.

This item will be brought back before the CRA board with all supportive and financial detailed documents.

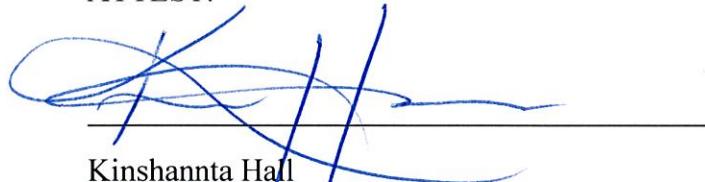
There being no discussion, the motion passed by a 6-0 vote.

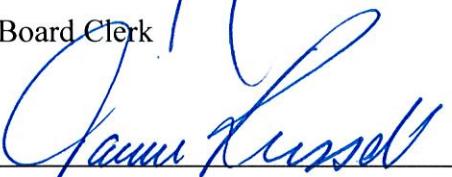
Sherelean Bass	Yes
Alvin Burke	Yes
Chris Davis	Yes
Joseph L. Kelley	Yes
Matthew Pigatt	Yes
Jannie Russell	Yes

**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:



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Kinshannta Hall  
Board Clerk  
  
\_\_\_\_\_  
Jannie Russell

Chairperson