

The Opa-locka Community Redevelopment Agency

CRA BOARD MEETING MINUTES

May 29, 2019

5:30 P.M.

Sherbondy Village

215 Perviz Avenue

Opa-locka, Florida 33054

• **CALL TO ORDER:**

Chairperson Jannie Russell called the meeting to order at 5:40 p.m. on Wednesday, May 29, 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 Matthew Pigatt, Board Member Chris Davis, Board Member Sherelean Bass, Board Member Alvin Burke and Board Member Rose Tydus. Also present were Board Attorney Vincent Brown, CRA Manager, Gregory Gay and Board Clerk Kinshannta Hall.

*Board Member Joseph L. Kelley was absent.

Board Member Chris Davis move to approve the minutes from April 24, 2019 CRA meeting and Board Member Matthew Pigatt second. The minutes were approved.

• **INVOCATION:**

The invocation was delivered by Board Member Rose Tydus.

• **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

Chairwoman Russell: Public input is now open.

Chairwoman Russell: Public input is now closed.

• **EXECUTIVE DIRECTOR'S REPORT:**

Members of the board this is the status of the Opa locka Community Redevelopment Agency. Within your package you should have a narrative of everything that has occurred within the last several months of everything that relates to our CRA. We will be bringing before you the piggybacking off of the Miramar/Pembroke Pines consultant contract. This is an opportunity to move our façade improvement program. If the information is to your approval we will move forward with it. If not we did contain a resolution to do an RFP or RFQ for the façade improvement program. We wanted to have both items within this particular meeting. As you know we have a new City Attorney. Our present/past City Attorney who is sitting with us for the last time will be moving on. We need to address a few things. There have been resolutions to utilize the services City Attorney with the CRA or do we want to look at opportunities to bring in a separate Attorney to deal specifically with the CRA. I wanted to bring that forward to you all. In the past we generally utilize the services of the sitting City Attorney but just in case if we wanted to go in a different direction I wanted to put that on the table.

At Ingram Park on the north side along Wilmington Street we have been having some access issues. There have been several people who have been able to gain access to the waterfront. The City is somewhat in a position of a liability. We do have signs that are posted there but the signs doesn't prevent anyone access. We have complaints from residents within the City and outside of the City as well. We want to look at an opportunity to put some type of barrier. One of the solutions were to have a concrete barrier. There have been discussions of CRA funds could be utilized since it's within the CRA district. There have been activities related to Ingram Park itself. There have been some discussions of the future of the park. Our Downtown Developer's Forum we are looking to have it in July. As some are aware the Florida Legislature recently passed relating to the sun setting of CRAs. In my report it give details for all CRAs statewide. They are all going to sunset as of 2039. I bring this before you because our CRA is a 20 year CRA and we are about seven years into operation. Our CRA is to sunset in 2033. With the legislative saying the last CRA needs to sunset in 2039 there is an opportunity for us to extend for another six years which goes into the last item which is the updating of the necessity and the updating of the CRA plan. It is a somewhat dated document. Most CRA have done updates within the first five to ten years. It makes since that we update our CRA plan and extend our time line through 2039. I mention in the past that the CRA boundaries along 22nd avenue only addresses one side of the street. We want to see if there is an opportunity to expand the boundaries and the time line of the CRA. I reached out to a few consultants to get a ball park number and most of them are in the \$100,000-\$150,000 price range. This price range could come down and I would like to

consider this legislative to move forward. That pretty much covers everything of the report. If you have any questions or concerns I'm able to address them at this time.

Chairwoman Russell: Is the company or organization for the façade improvement program here today?

Mr. Gay: They are not here today. Unfortunately when we scheduled this meeting they already had a conflict so they were not able to attend. I felt that we still needed to present this information to you all. At the will of this board we can schedule them to do a presentation for the next upcoming meeting.

Board Member Tydus: The report we are looking at is an updated amended report. I didn't have the opportunity to compare with the other report. What was taken out and what was put in the updated report?

Chairwoman Russell: Which report are you referring to?

Board Member Tydus: The Annual report.

Mr. Gay: I do apologize for not including this report in your package. However; we did have it included within you all last package. It talks about what the CRA has done within the last year. There were some clarifications made. We are finding out more details of the CRA. Budget wise we have an increase which is reflected in the report. Also the consideration of updating our master plan. Those are the highlights of the new report. This also have to be reported to Miami-Dade every year.

Board Member Tydus: I'm more concerned with the accuracy of the report. The lack of audits and past budgets.

Mr. Gay: We are still awaiting for the audit reports on information we would like to include in the report. I've started to look at the cost factor of the CRA. There was a significant startup cost. As it relates to the first master plan and you had an executive director and there only function was dealing with the CRA. We have looked at some of the numbers and based on simple math there has been an expenditure close to \$400,000.00. I will provide this information to you. We will have more updated information soon from the audits.

Board Member Pigatt: Thank you for providing us with detailed minutes they were a huge upgrade from our previous meetings.

Mr. Gay: You have to thank my staff as well.

Chairwoman Russell: That goes to Ms. Hall.

Board Member Pigatt: Ms. Hall thank you for providing us with detailed minutes. I see the inclusion of information of how much money we do have in our bank account. Do we have an accurate accounting of how much money has been spent?

Mr. Gay: As far as an accurate amount that will come from the audits but an estimate amount we have done some ballpark numbers.

Board Member Pigatt: Did your administration do the ball parking numbers?

Mr. Gay: Yes.

Board Member Pigatt: The people involved from the beginning did they maintain expenditures and income? Do have access to those documents?

Mr. Gay: I have not had access to those documents and some of those documents were taken in March of 2016.

Board Member Pigatt: What is the total cost of the façade program?

Mr. Gay: We budgeted it to start out at \$100,000.00 dollars. It will go towards painting, signage etc. We will also set aside an administrative cost of 20 percent as it relates to the company we select or if we decide the RFP process. We are looking at to do it as a Pilot project.

Board Member Pigatt: I'm uncomfortable with us expending a significant amount of funds. Do we have an estimate? Are the CRA audits apart of each year or is it separate audit?

Mr. Gay: They are being done together. I would have to defer to finance because they are the ones handling that. I will hope within the next few months and I hope that all of the audits are completed by the end of this calendar year. The money that is current in the account now is real money.

Board Member Pigatt: My concern is how much do we owe to the City? We are very close to being to a wash. My biggest concern is that this board will make a decision that will put us more in the red. I don't think it looks good that the board has a habit that hasn't changed. When it comes to this annual report are we able to add a line that states that the city of Opa-locka is going through an audit which should be completed by the end of 2019. Is it possible to do?

Mr. Gay: I think there is a reference already stated but if not I would not have a problem with adding that language.

Board Member Pigatt: if we can add that just to be clear that we do recognize that we have to go through audits and this board is approving this that it is recognized within the report.

Mr. Gay: Please keep in mind for a number of years that the city owes the CRA money. The CRA owes the City as well. You are almost correct that we are close to being a wash but the amount that is available now in the account is real money that can be used for projects. The CRA needs to have some activities as the state has passed there legislature all of the CRAs

that are not doing anything sunset them right now and we are in that position right now. The county can make that determination.

Board Member Pigatt: When will that conversation come up?

Mr. Gay: I don't know exactly when and it hasn't been signed by the governor yet. Once that takes place the clock is going to start.

Board Member Pigatt: Are you saying the county will be reviewing all CRAs within Miami-Dade County within the next year to grade if they are performing and they will make a decision on the ones they are going to defund?

Mr. Gay: They are already doing that.

Board Member Pigatt: Could you send me some information on this. We have a contract in place that exists. Based upon what you said repeatedly, the way CRAs operate for the first eight years nothing really happen and if you look at other areas such as Over town they have generated TIFFs for years then they generated all of these projects. I'm confused because we are saying no let's do something now. I rather do something that will make a major change. If we wait another year and save our money in 2020 we could completely do the entire City.

Mr. Gay: We are only 18% of the City.

Board Member Pigatt: I want to make sure our money is right and we are planning that everything is in place. If we come to the County with a plan in mind I doubt they will say they will cut us before we start.

Chairwoman Russell: When I was first appointed to the CRA board there was already an Executive Director in place. I didn't know about the CRA just the surface and I took the time and did my research. At the time Mr. Daughtrey gave me a binder. It took me a few months to catch up and see where we were and to learn the money of how it work. I think at the beginning we were very aggressive in hiring a director at \$80,000 a year. When the City Manager Office ran the CRA and used Community Development the expenses went down.

Board Member Pigatt: Could you please add some dates in context to an extent of when you started and how long you've been a part of the CRA. I think it would be very helpful.

Chairwoman Russell: I'll say this, "Four of you are basically new. I don't remember the exact date. When I took over as Chair of the CRA the City Manager Office had taken over the CRA.

Mr. Gay: If I could add a date that was of October 2015.

Chairwoman Russell: When that transaction took place I didn't understand how that was going to go. The CRA had expended \$400,000.00 and then I had learned that the City had not paid any portion that they owed to the CRA. I know we want to wait for the audit which are very important but if you follow the past budgets. I think about a year of our minutes are missing. When the City Clerk was no longer the Clerk for this board and when Community Development Office that eight months to a year took over those minutes never got translated.

We were supposed to pay someone. I don't have control over City employees. I don't have access to the day to day operation of how everything is going financially. When I look at it from a Chair and a concerned citizen I'm in favor of the façade program. The city didn't have a lot of money but some of the streets were paved. There was always an issue for me when the CRA and City money was together. I hear the concerns but I think you all should try not to penalize the CRA. We didn't do it or vote on it. As the Chair of the CRA I would like for us to consider to do something. I understand your concerns and I'm not just sitting up here as a Chair but as a citizen who has been in the City for over thirty years.

Chairwoman Russell: When the audit is being done, will or do you know the portion that the City will contribute to the CRA?

Mr. Gay: From my understanding it will be a part of the audit. The 2016-2018 will give you a better picture of the CRA operation. We are working with finance to get this information. Once we get it this will be presented to you.

Chairwoman Russell: What is that percentage?

Mr. Gay: I will have to get that number to you.

Chairwoman Russell: I would like for you to introduce who is in your office and finance.

Mr. Gay: We have Ms. Hall who serves as the secretary for the board and we have Mr. Corion Delaine who is our city planner and we have Mr. Gerald Lee who is our zoning official who serves as CRA staff. We also have our new budget administrator who name is Shellie Dunlevy and Mr. Stephenson who also presented the finance information at the last meeting. We also have Steve Gardner who also deals with finance. We have Mr. Dauphin who is our tech person. We do have one guest who is with the CDC Mr. Eric.

Chairwoman Russell: Do any board members have any additional questions or concerns?

Board Member Bass: Is the money still merged or in separate accounts?

Mr. Gay: No. the information you have within the report we gave you is within the CRA Tiff trust account.

Board Member Burke: I've heard great things about over town CRA and I wanted to know how long will it take us to get to that point?

Mr. Gay: I was involved with over town CRA.

Chairwoman Russell: I know the director and he is supposed to come and make a presentation for us. They want to come over and visit us.

Mr. Gay: I just want to give a quick overview that over town CRA was started in 1982 and it expanded in 1985. They had to do a second plan and from 1985-1996 the Over town CRA budget was paid for by the City of Miami staff. While it was generating a TIFF the City was paying for the staff. It last about thirteen years. It wasn't until the late 90's and early 2000's when everything began to blossom. They were able to generate some funds and expand the

boundaries. The plan was updated again in 2006 and it was just updated in 2018. They have done five plans over the life time of their CRA. We are talking about a 30 year time frame.

Chairwoman Russell: I think you sent me a copy of an email from the county about the budget.

Mr. Gay: As it relates to our budget, the county want our budget to be in a certain format. We are scheduling a meeting next week to go over all items to correct all what needs to be corrected.

Board Member Tydus: When we were appointed to this board, there was no board. The City of Opa-locka was operating as if there was a CRA board. It was through Mr. Daughtrey that the board became legal. He was the one that created the CRA board and got the approval from Miami-Dade County. It took him a while to get the 20 year period.

Mr. Gay: I'm not sure if all of that information would be captured by the particular audits. I think the audits goes back as far as 2014. As I spoke about the City of Miami and how they sponsored there CRA for a number of years. We didn't become a CRA until December 4, 2012. When the County accepted the finding of necessity and the County accepted your plan and that's the benchmark you start from. Anything prior to that is at the City cost.

Chairwoman Russell: Can I meet with Miami-Dade County the department that handles the CRA or join you when you attend that meeting?

Mr. Gay: Yes, we can try to arrange that and I will let you know when that date is final.

Board Member Davis: With all the projects outlined with the finding of the necessity, is there room to consider any other projects?

Mr. Gay: There is room and there is a process we have to go through to identify that agency to take that lead. For example, if we want to expand the CRA we would have to hire a consultant. We would have to go through a selection process. The key piece to that is how much it's going to cost. We can't do anything real big right now.

Board Member Davis: Would it make more sense to have a contractor to redo the plan before we outline a project because that would change the scope of the outline?

Mr. Gay: Please take into consideration that the first plan is the only plan that you have now. If you want to have additional projects you would have to update the plan.

Chairwoman Russell: I received a few phone calls from people from the community. I told them that they should come to the meetings and state their opinions. I just wanted to let the board know that we do have some concerns from community members.

Chairwoman Russell: I have another question for the director, in your report that there will be \$100,000 dollars set aside for the project which we voted on to have. We voted on that

project to do the façade project and when I looked at the documents I see that \$20,000 dollars will go towards the organization if we choose them and I'm concerned that they are not here to do their own presentation. If we have questions we could ask them but I see that they are not here. Are we talking about an additional \$20,000 dollars onto the \$100,000 dollars?

Mr. Gay: We are talking about \$100,000 dollars that is going towards the project itself and additional \$20,000 dollars for the administrative fees. It would be \$120,000 dollars total.

Board Member Davis: What is the \$20,000 dollars administrative breakdown and what is included?

Mr. Gay: It will go towards the company itself who is going to go out and solicit different businesses to participate in the façade program. It may come down to utilizing some of those dollars to do some design work if it come to that detail so they will have a better understanding of how the final product will look like. When you are doing a façade improvement project there is certain parts that you can address that is not going to cost a lot. Signage is a big problem within our City and just the maintenance of certain buildings. We are looking at an opportunity to help businesses. We are looking at some matching dollars. We want to assist property owners and their businesses.

Board Member Burke: Are we contracted with Community Redevelopment Association of Florida?

Mr. Gay: We spoke to several companies over the past year. This particular company has already done the type of work we would like to do for our façade program.

Board Member Burke: Have this company been invited to do their presentation?

Mr. Gay: They have not but they did attend the last meeting we did extend the invitation for this meeting but they had a conflict which is why they are not at this meeting. If it's proper the board decision we can defer this item until it's time for them to make the presentation.

Board Member Tydus: When and how can we receive them without an RFP? How can we overlook the law? I don't remember being here for that meeting. We have to put out an RFP?

Attorney Brown: Normally when you piggyback on another municipality, county or state contract it is in the language that you are piggybacking on the City of Miramar contract so you don't have to approve the piggyback method first and then approve the selection second. You can approve it in one swoop.

Board Member Tydus: I'm saying that we have not done that yet.

Attorney Brown: It's on the agenda tonight for you to approve it via piggyback.

Board Member Tydus: We are having a discussion as if it is a done deal.

Attorney Brown: This whole line of discussion should have not taken place until such time that the item has been moved and second. This should have not transpired. This conversation evolved around the director given his report and part of that is the façade program on the

agenda there are two items that deals with the façade program. At this point I think it is appropriate that you move into your action items. Board Member Pigatt moved to approve the OCRA annual report for 2018; providing for incorporation of recitals; providing a severability clause; providing for a conflict and repealer clause; providing for an effective date. Board Member Burke second.

Chairwoman Russell: Any more questions?

Board Member Pigatt: I would like to make a motion to make an amendment to this annual report include the reference to the completion of the audits. Board Member Davis second.

Chairwoman Russell: Any comments on the amendment?

***Roll Call was made by Board Clerk Hall upon roll Call Board Member Bass had a few words to say which is mentioned.**

Board Member Bass: Honestly, I'm a bit lost. I'm just trying to digest all of this. With that being said I'm having a conflict.

Board Clerk Hall: Is that a "No"?

Board Member Bass: It is a "No".

***(Voting On Amendment to Annual Report)**

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

Sherelean Bass	No
Alvin Burke	Yes
Chris Davis	Yes
Matthew Pigatt	Yes
Jannie Russell	Yes
Rose Tydus	Yes

***(Voting On Actual Item)**

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

Sherelean Bass	Yes
Alvin Burke	Yes
Chris Davis	Yes
Matthew Pigatt	Yes
Jannie Russell	Yes
Rose Tydus	Yes

Mr. Gay: Based on the fact that there are some clarifications that need to be made I would like to “Defer” resolution “I2 & I3”.

Resolutions

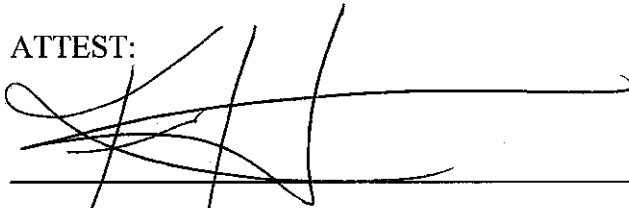
I2. A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE OCRA FAÇADE IMPROVEMENT PROGRAM IN OCRA AREA AND TO SELECT COMMUNITY REDEVELOPMENT ASSOCIATES, INC. TO OPERATE AND MANAGE THE PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

I3. A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE CITY OF OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE OCRA FAÇADE IMPROVEMENT PROGRAM IN OCRA AREA AND TO APPROVE A REQUEST FOR PROPOSAL PROCESS TO SELECT A NOT FOR PROFIT TO OPERATE AND MANAGE THE PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

ADJOURNMENT:

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

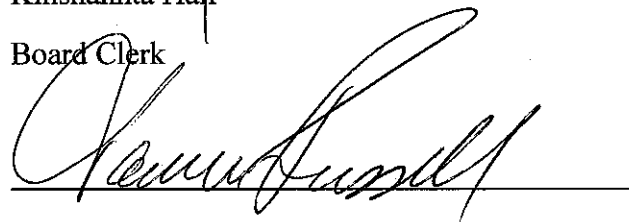
ATTEST:



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

Kinshanta Hall

Board Clerk



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

Jannie Russell

Chairperson