# City of Opa-locka

*Sherbondy Village*
*215 Perviz Avenue*
*Opa-locka, FL 33054*

**COMMUNITY REDEVELOPMENT AGENCY**
**Agenda**

**Tuesday, October 18, 2022**
**5:30 PM**

**<u>Opa-Locka CRA Board</u>**
**Jannie Russell, Chair**
**Commissioner Chris Davis, Vice Chair**
**Mayor Veronica Williams, Board Member**
**Vice Mayor John Taylor, Board Member**
**Commissioner Sherelean Bass, Board Member**
**Commissioner Audrey Dominguez, Board Member**

# CITY OF OPA-LOCKA

**"The Great City"**

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**AGENDA**
**COMMUNITY REDEVELOPMENT AGENCY**
**October 18, 2022**
**5:30 PM**

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. MOMENT OF SILENCE:**

**4. PLEDGE OF ALLEGIANCE:**

**5. ADD-ON ITEM(S)**

**6. APPROVAL OF MINUTES:**

CRA Reading Minutes- 6-14-2022

**7. PUBLIC COMMENTS:**

**8. RESOLUTIONS:**

1. **A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE PROFESSIONAL LEGAL SERVICES AGREEMENT WITH ________________________________________________, COMMENCING NOVEMBER ___, 2022 AND ENDING SEPTEMBER 30, 2024, WITH RENEWAL OPTIONS FOR TWO (2) ADDITIONAL TWELVE (12) MONTH PERIODS; AUTHORIZING PAYMENTS FROM THE APPROPRIATE OPERATING ACCOUNTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE.**

2. **A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING AMENDMENTS TO THE BY-LAWS OF THE OCRA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**9. FINANCIAL REPORT:**

1. **September 2022 Financial Statement**

**10. BOARD COMMENTS:**

**11. ADJOURNMENT:**

**All interested persons are invited to attend this meeting, For additional information, please contact the Opa-locka Community Redevelopment Agency @ 305.953.2868 ext. 1504**

**In accordance with the Americans with Disabilities Act of 1990, person needing special accommodations to participate in the proceedings should contact the Office of the City Clerk at (305) 953-2800 for assistance no later than seven (72) hours prior to the proceeding. If hearing impaired, you may telephone the Florida Relay Service at (800) 955-8771 (TTY), (800) 955-8770 (Voice), (877) 955-8773 (Spanish) or (877 955-8707 (Creole).**

**Pursuant to FS 286.0105: Anyone who desires to appeal any decision made by any board, agency, or commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for that reason, may need to ensure that a verbatim record of the proceedings is made, whish record includes the testimony and evidence upon which the appeal may be based.**

**The Opa-locka Community Redevelopment Agency**

**CRA Clerk's Summary Minutes**

**CRA Meeting**

**Tuesday, June 14, 2022**
**5:30 P.M.**

- **CALL TO ORDER:**

Chairwoman Jannie Russell called the Community Redevelopment Agency Meeting to order at 6:20 p.m. on Tuesday, June 14, 2022.

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.

- **ROLL CALL:**

  The following members of the Opa-locka Community Redevelopment Agency were present: Chairwoman Jannie Russell, Board Member Sherelean Bass, Board Member John Taylor, and Board Member Veronica Williams. Also present were Board Attorney Candice Cobb, CRA Staff, Gregory Gay, Gerald Lee, and Board Clerk Kinshannta Hall.

  Absent Board Members: Audrey Dominguez & Vice Chair Chris Davis

  Chairwoman Russell led us in Prayer.

- **PLEDGE OF ALLEGIANCE:**

  The Pledge of Allegiance was recited in unison.

  **Chairwoman Russell:** Do we have any add on items tonight?

  ***(There were no add on items.**)

Board Member Taylor moved to approve January 11, 2022, CRA reading minutes. Board Member Veronica Williams second. The reading minutes from January 11, 2022, CRA meeting were approved.

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

| | |
|---|---|
| Sherelean Bass | Yes |
| John Taylor | Yes |
| Veronica Williams | Yes |
| Jannie Russell | Yes |

***Public Comments***

**Chairwoman Russell:** Public comments are open. Any comments Ms. Hall?

**Board Clerk Hall:** I did receive an email that someone would be calling in but at this time they are not registered online. I just wanted to state that on the record.

**Chairwoman Russell:** No further comments public comments are closed.

***(Resolutions)***

**H1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AMENDING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S ANNUAL ADOPTED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022, AS SET FORTH IN EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**Mr. Gay:** This is an update to our FY 2021-2022 budget which was already approved but we made some adjustment to specific items that needed to be brought into details. We made those adjustments, and we also provided you with a budget narrative as well. We present this to your consideration to review. We have Mr. Anathan if you have questions.

****No questions were asked by the board members to the proposed amendment to the budget, but Chairwoman Russell had a few questions.***

**Chairwoman Russell:** Some of the money on certain line items are large increasements. Is this in reference to bringing the budget to the dollar amount. Can someone explain. Did we have a new position added?

**Mr. Gay:** We did add another position which is being advertised as the CRA project coordinator which is a part of the adjustment.

**Chairwoman Russell:** Do we have a plan in place for all three-line items?

**Mr. Gay:** Our intent was more towards apprenticeship program forward. We are still developing the program. It's very likely these expenditures will not be spent this year. We are looking at other opportunities. We will have funding available in the coming year.

**Chairwoman Russell:** On the home and rental assistance I know that is a great need for our city. I think we should look at Miami-Dade rental assistance and try to do something this year. This will be beneficial for our community, and it would make an impact. I would like for us to get the rental assistance and homeowner assistance plan within the next 30 days.

**Mr. Gay:** Maybe 45-60 days we will be making some staff changes. Our previous CRA manger will be returning. As we get people back in place, we will make sure these assignments are forwarded to them to make this happen.

**Chairwoman Russell:** My next question, what is the housing initiative?

**Mr. Gay:** The housing initiative is property assistance for our elderly property owners who needs assistance.

**Chairwoman Russell:** My next question is about the capital infrastructure grant. Can you tell me a little about that.

**Mr. Gay:** We are looking at having a capital infrastructure grant program. We are more focused on the historic fire station. We have funding associated with street scape programs within the CRA and adding public amenities to some of our parks.

**Board Member Taylor:** In regard to the historic building renovation Is that the grant we already applied for? The $100,000 dollars.

**Mr. Gay:** We are looking at making improvement for the fire station.

**Board Member Taylor:** Parks/Amenities. Is this something we can explore now? I thought we had a plan in place.

**Mr. Gay:** It is something that we are currently exploring but the city has already identified the parks amenities.

**Chairwoman Russell:** So basically, we can't do any projects that the city has already identified.

**Board Member Taylor:** We make changes, but it never leaves the paper. I just want us to move forward.

**Chairwoman Russell:** We have money but implement this project. If you all have questions call Mr. Gay. We have something to build off.

**Board Member Williams**: Outline first, second, and third. Work backwards and if we are going to do anything let's get this off paper. If we can put it in capital improvement.

**Mr. Gay**: New housing rental projects. We have that allocated in other projects and programs.

**Board Member Williams:** Bulk of the money is going to development assistance.

**Chairwoman Russell:** Hopefully we can move faster once we get more staff.

**Board Member Bass:** I need to see bullet points. All our projects that we know are short we can get them out of the way.

**Chairwoman Russell:** We just want to see start and completion dates something to show that we are ready. We will work with what we have. Any questions or concerns?

***No questions were asked from the board members.***

**Chairwoman Russell:** What is the balance of the OCRA?

**Mr. Gay:** It is reflected within your package in the financial statement.

**Chairwoman Russell:** I need to see an actual dollar amount of we have going forward.

Board Member John Taylor moved to approve resolution "H1" and Board Member Bass second.

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

| | |
|---|---|
| Sherelean Bass | Yes |
| John Taylor | Yes |
| Veronica Williams | Yes |
| Jannie Russell | Yes |

**H2. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), APPROVING THE ALLOCATION OF FIVE THOUSAND ($5,000.00) TO SUPPORT VENDORS FOR THE 2022 JUNETEENTH HOLIDAY EVENT IN CONJUNCTION WITH THE CITY OF OPA-LOCKA AS A CITY CULTURAL EVENT; PROVIDING OR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.**

**Board Member Williams:** Who are the vendors?

**Mr. Gay**: We have a consultant we are working with. He has secured 8-10 vendors including food trucks.

**Chairwoman Russell:** If you have any questions he is here and he is also an Opa-locka native. '

**Board Member Williams:** I disagree because there are so many other Juneteenth events.

**Chairwoman Russell:** I'll take some of the responsibilities but not all of it, we are engaged, and we are looking forward to a great event.

**Board Member Bass:** Make sure they are all licensed vendors and how are we supporting them?

**Mr. Gay:** Certain vendors we will assist.

**Board Member Bass:** That is not logic to me.

**Chairwoman Russell:** Vendors are paying a registration fee of $125.00 dollars.

**Board member Taylor:** Where the money is going is the overall goal.

**Board Member Bass:** Is this the extra cost to get this fix? For tints?

**Chairwoman Russell:** It's going to be under the pavilion.

**CRA Exec/Director-Mr. Williams**: We looked at this event. He has experience and we have been working with him urgently. From the city side we can move forward.

**Chairwoman Russell:** We need to add information to the flyer that there are food vendors.

**CRA Exec/Director-Mr. Williams:** Great recommendations to provide and incorporate.

Board Member Veronica Williams moved to approve resolution "H2" and Board Member Bass second.

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

| | |
|---|---|
| Sherelean Bass | Yes |
| John Taylor | Yes |
| Veronica Williams | Yes |
| Jannie Russell | Yes |

**Amendment**

Board Member Veronica Williams moved to approve resolution “H2” and Board Member Taylor second.

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

| | |
|---|---|
| Sherelean Bass | Yes |
| John Taylor | Yes |
| Veronica Williams | Yes |
| Jannie Russell | Yes |

***Discussion Items***

**Mr. Gay:** (Hand Out/FY 2023 Proposed Budget) We want to bring it as a discussion item tonight and an action item next meeting. We anticipate bringing on board more staff.

**Chairwoman Russell:** Feedback from board members, that is a lot of money we are putting into development assistance.

**Board Member Taylor:** You want us to vote on this at the next meeting?

**Mr. Gay:** This is just a proposal.

**Board Member Bass:** The homeowner rental assistance is not enough money.

**Board Member Taylor:** I would suggest a workshop for the budget.

**Chairwoman Russell:** Please provide us with a budget narrative next meeting.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned.

ATTEST:

Kinshannta Hall

Board Clerk

Jannie Russell

Chairperson

**RESOLUTION NO. ____________**

**A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE PROFESSIONAL LEGAL SERVICES AGREEMENT WITH ____________________________________________________________, COMMENCING NOVEMBER ___, 2022 AND ENDING SEPTEMBER 30, 2024, WITH RENEWAL OPTIONS FOR TWO (2) ADDITIONAL TWELVE (12) MONTH PERIODS; AUTHORIZING PAYMENTS FROM THE APPROPRIATE OPERATING ACCOUNTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** the Opa-Locka Community Redevelopment Agency ("OCRA", "Agency") is responsible for carrying out community redevelopment activities and projects in the community redevelopment area of the City of Opa-Locka; and

**WHEREAS,** the OCRA desires to retain legal services from a qualified and experienced firm; and

**WHEREAS,** the OCRA staff was directed by the OCRA Board during the September 20, 2022 meeting to identify three qualified and interested law firms to provide Professional legal services for various projects and programs of the OCRA, in which to present to the OCRA Board; and

**WHEREAS,** staff has identified the following attorneys for consideration by the OCRA board: The Law Office of YJ Harrell, PLLC and J. Michael Haygood, PA. for the provision of legal services to the Opa-Locka Community Redevelopment Agency.

**NOW THEREFORE BE IT DULY RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:**

**Section 1.** The recitals to the preamble herein are incorporated by reference.

**Section 2.** AUTHORIZATION

The Agency hereby approves award of a contract between the Opa-Locka Community Redevelopment Agency and the law firm of __________________________________ for the provision of legal services to the Agency, as more specifically set forth in Exhibit "A".

**Section 3.** SCRIVENER'S ERRORS
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors that do not affect the intent may be authorized by the Interim Opa-Locka Community Redevelopment Agency Executive Director, without need of public hearing, following review by the Agency attorney, with a corrected copy of same being filed with the Opa-Locka Community Redevelopment Agency Clerk.

**Section** 4. EFFECTIVE DATE
This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED this** _____ day of _______________, 2022.

____________________________
Jannie Russell, OCRA Chair

Attest to: Approved as to form and legal sufficiency:

______________________________
Kinnshanta Hall
OCRA Clerk

______________________________________
Burnadette Norris-Weeks, P.A.
OCRA Attorney

Moved by: ____________________________

Seconded by: _________________________

VOTE:

| | | |
|---|---|---|
| Board Member Taylor | (Yes) _________ | (No) ___________ |
| Board Member Bass | (Yes) _________ | (No) ___________ |
| Board Member Dominguez | (Yes) _________ | (No) ___________ |
| Board Member Williams | (Yes) _________ | (No) ___________ |
| Vice Chairperson Davis | (Yes) _________ | (No) ___________ |
| Chairperson Russell | (Yes) _________ | (No) ___________ |

# Yvette J. Harrell

yjharrell@gmail.com • (305) 742-5447
www.linkedin.com/in/yvette-harrell-86161a9a • Miami, FL

Experienced Attorney

*A resolute and purposeful attorney with 20+ years of experience in offering legal advice, consultation and representation on transactions and litigation matters to individuals, municipalities, and corporate entities. Stellar research, interpersonal communication, and critical thinking skills with a keen attention to detail. A proven history of providing efficient legal counsel, effective collaboration with executive management, and vigorous legal representation in litigation matters.*

## Qualifications Summary

- *Provided expert legal counsel, support and representation on real estate development, contract development and performance, budgeting, asset acquisition and management, financing strategies, regulatory compliance, employee retention, vendor management and corporate operational matters.*
- *Defended and prosecuted matters related to corporate operations, municipal residential matters, municipal real estate matters, labor and employment, municipal integration, agreement enforcement and shareholder disputes.*

## Career Experience

Law Office of YJ Harrell, Miami, FL — 2009 – Present
Managing Attorney

Provide legal support to individuals, municipalities, and corporate entities in various practice areas. Negotiate and manage corporate transactions from conceptualization to closing. Review legal matters for municipalities, start-ups, not-for-profit organizations, and established for-profit entities. Offer counsel in a variety of areas, including general transactional matters, complex contract drafting and negotiation, development of area master plans, community redevelopment project management, regulatory compliance reporting, and day-to-day operations. Represent clients in pre-litigation and litigation matters, including participation in arbitration and mediation conferences, motion practice, discovery, varied hearings, and trials in both state and federal Courts.

- *Demonstrated extensive subject matter knowledge in transaction management, contract performance, and effective management of third-party obligations.*
- *Served as in-house counsel and performed related duties, including agreement negotiations, data and record auditing, compliance management, real estate acquisition and redevelopment, governmental inquiry resolution, collaborating with external legal counsel, and providing litigation support.*
- *Spearheaded corporate investigations of improper behavior within the workplace and provided national corporate training for best practices in managing constitutionally protected employee rights.*

Opa-locka Community Development Corporation, Miami, FL — 2017 – 2018
Vice President, Social Enterprises

Activated and managed real property assets. Developed and implemented programs for entrepreneurs and social enterprises. Created and monitored project budgets. Drafted and presented legislation to allow for unique land development. Managed vendor relations and supervised site development operations. Prepared operational and funding reports and managed personnel.

- *Secured three Community Development Block Grants in excess of $1M from Miami-Dade County.*
- *Supervised multimillion dollar projects for key real estate ventures.*

City of Opa-locka, Miami, FL — 2015 – 2017; 2018
City Manager & Deputy City Attorney

Managed a staff of two hundred full-time, part-time, and contractual employees and monitored their performance. Evaluated all aspects of City operations, including budget planning, workforce management, revenue generation and infusion options, resident and property owner concerns, development strategies, economic uplift measures, and utility service operations.

- *Conceptualized, designed, and implemented a strategic plan that reduced monthly expenditures by $1M.*
- *Championed the development of a new initiative that increased bazaar vendor payments by eighty percent (80%).*

Provided counsel to elected officials and employees relating to all legal matters of the City, drafted and negotiated all agreements for the City, ensured compliance with regulatory authorities, managed litigation efforts with general liability insurer, defended City against EEOC and labor complaints, prosecuted enforcement actions.

- *Recaptured $1M of unrestricted funds claimed as reserves under bond agreement.*
- *Defended the City against complaints from commercial and individual residents.*
- *Successfully negotiated and settled multiple litigation complaints, resulting in an approximate savings of more than $700K.*

Arnold & Porter LLP, Washington DC; Greenberg Traurig, Miami, Florida; Ruden McCloskey, Fort Lauderdale, FL 2002 – 2008
Corporate Associate

Provided legal services to various corporate clients while supporting senior associates and partners. Meticulously planned and drafted organizational, operational, compliance, and governance documents for corporate entities of various sizes and belonging to different industries. Provided research material and reports for corporate clients and litigation departments.

- *Successfully negotiated and finalized a $900M real estate development transaction utilizing multiple financing vehicles*
- *Improved retention rates by negotiating terms of commercial and executive benefit agreements on behalf of corporate clients*

## Education

**Juris Doctor, with honors**
University of Miami, Coral Gables, FL, 2002

**Master of Business Administration**
Nova Southeastern University, Davie, FL, 1999

**Bachelor of Business Administration, with honors**
Florida A&M University, Tallahassee, FL, 1995

## Bar Admissions

**The Florida Bar**
2005

**District of Columbia Bar**
2002

## Affiliations

**Broward County Bar Association,** Member

**Miami-Dade County Bar Association,** Member,

## Languages

English, Native

# RESUME

**J. MICHAEL HAYGOOD**
**701 Northpoint Parkway**
**Suite 209**
**West Palm Beach, FL 33401**

## EDUCATION

| | |
|---|---|
| Law School: | Holland Law Center, University of Florida |
| Graduated: | March 1975 |
| Undergraduate: | Hampton Institute (University), Hampton, Virginia<br>B.A. Political Science |
| Graduated: | June 1972 |

## BAR MEMBERSHIP

Florida Bar
Federal Bar, Southern District of Florida
Federal Bar, Middle District of Florida
Eleventh Circuit Court of Appeal

## EMPLOYMENT

January 2006-Present

Practice limited to Real Estate Transaction, residential and commercial, and Housing and Community Development. Practice includes commercial leasing, title agent and commercial lending. Presently represent two Community Redevelopment Agencies and have practiced in the community redevelopment area since 1981. Have negotiated several development agreements, closed several TIF bond issues and a New Market Tax Credit Transaction during my representation of community redevelopment agencies.

May 2002- December 2005

Sole Practitioner in the firm of J. Michael Haygood, P.A. Practice limited to Real Estate Transaction and Public Finance and Housing and Community Development.

April 1998 – May 2002

Partner in the law firm of Holland & Knight. Practice limited to Housing and Community Development, Real Estate Transactions and Public Finance.

Represented the City of Port St. Lucie in establishing the Port St. Lucie Community Redevelopment Agency.

August 1992 - April 1998

Partner in the law firm of Mack, Haygood & McLean Represented clients, both lenders and developers, in affordable housing transactions, mortgage foreclosures, commercial transactions, eminent domain, and employment law, including Title VII litigation.

Representative clients include Consortium for Affordable Housing, West Palm Beach Community Redevelopment Agency, Boca Raton Housing Authority, Resolution Trust Corporation, Host-Marriott Services Corporation, E.I. Du Pont De Nemours & Co., City of Riviera Beach, and Port of Palm Beach.

August 1981 - August 1992

Partner in the law firm of Haygood, Williams & Rose, P.A. (formerly Haygood & Williams, P.A.)

Represented clients in the areas of planning and zoning, eminent domain cases, bond validations, construction litigation, and land acquisition. Also served as the lobbyist in the Florida Legislature for Palm Beach County. Established 5 Community Redevelopment Agencies in Palm Beach County and validated the first tax increment financing bond issue in Palm Beach County

Representative clients include West Palm Beach Community Redevelopment Agency, Boca Raton Community Redevelopment Agency, City of West Palm Beach, Vroom Development Corporation, Resolution Trust Corporation, and FDIC.

June 1980 - July 1981

Assistant City Attorney, City of Boca Raton

My responsibilities included representation of the City in Federal Court in regard to a challenge by a developer for the revocation of a building permit; representing the City before the Code Enforcement Board, Civil Service Board, and Planning and Zoning Board.

November 1978 - June 1980

Assistant City Attorney, City of Miami

My responsibilities included staff attorney for the Planning and Zoning Board Pension Board, Civil Service Board, and litigation of land use issues.

April 1976 – November 1980

Assistant City Attorney, City of West Palm Beach

My responsibilities included Planning and Zoning Board, and Community Block Grants.

October 1975 - April 1976

Staff Attorney, Florida Rural Legal Services

Representation of clients in Domestic Relations and Consumer Credit matters.

## ACTIVITIES AND HONORS

Hampton Institute:

1972 - Who's Who in American Colleges and Universities
President, Student Government
President, Sophomore Class

University of Florida:

Staff Member, Center for Governmental Responsibility - Public Interest Law Group.

## COMMUNITY INVOLVEMENT

Past Chairman of West Palm Beach Housing Authority
Past Chairman of Board of Directors of Florida Rural Legal Services
Former member, Board of Directors of SunFest of Palm Beach County
Former member, Board of Directors of Children's Home Society
Vice President of Nonprofit Resource Institute
Executive Committee of the Chamber of Commerce of the Palm Beaches

WPB1 #164646 v1

**RESOLUTION NO. 22-XXXXXXX**

**A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING AMENDMENTS TO THE BY-LAWS OF THE OCRA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** pursuant to Article 7, Section 7.1 of the By-Laws of the Opa-Locka Community Redevelopment Agency ("By-Laws"), the By-Laws may be amended after hearing two readings of the proposed amendments, with both the proposed and final amendment adopted by an affirmative vote of no less than four (4) of the Board Members at any two consecutive regular or special meetings of the OCRA. No such amendment shall be adopted unless at least two (2) days written notice thereof has been previously given to the Board; and

**WHEREAS,** the Chair and Board members of the Opa-Locka Community Redevelopment Agency (the "Agency") have previously considered the terms and provisions of the By-Laws of the Agency Laws and have proposed certain changes, attached hereto as Exhibit "A"; and

**WHEREAS,** OCRA staff is recommending the following amendments to the By-laws to ensure compliance: incorporation of Code of Conduct into OCRA By-laws to ensure compliance with the Miami-Dade County Code of Ethics Ordinance, update to emergency meetings provision and the adoption of OCRA Meeting Agenda procedures, formal adoption of City's procurement policy and recommendation of cost recovery procedures, provision updates to ensure timely OCRA Audit and incorporating the recommendation to address expenditures and borrowing of funds; and

**WHEREAS,** the Board desires to adopt the proposed changes and approve the By-Laws as amended in accordance with Exhibit "A".

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:**

**Section 1.** The recitals to the preamble herein are incorporated by reference.

**Section 2.** AUTHORIZATION
The Board of the Opa-Locka Community Redevelopment Agency hereby approves and adopts the proposed amendments of the Opa-Locka Community Redevelopment Agency By-Laws, attached hereto as Exhibit "A".

**Section 3.** SCRIVENER'S ERRORS
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors that do not affect the intent may be authorized by the Interim Opa-Locka Community Redevelopment Agency Executive Director, without need of public hearing, following review by the Agency attorney, with a corrected copy

of same being filed with the Opa-Locka Community Redevelopment Agency Clerk.

Section 4. EFFECTIVE DATE
This Resolution shall take effect immediately upon adoption.

**PASSED FIRST READING** this ____ day of ______________________ 2022.

**PASSED SECOND READING** this ____ day of ___________________ 2022.

______________________________
Jannie Russell, OCRA Chair

Attest to:

________________________________
Kinnshanta Hall
OCRA Clerk

Approved as to form and legal sufficiency:

________________________________________
Burnadette Norris-Weeks, P.A.
OCRA Attorney

Moved by: ______________________________

Seconded by: __________________________

VOTE:

| | | |
|---|---|---|
| Board Member Taylor | (Yes) __________ | (No) ____________ |
| Board Member Bass | (Yes) __________ | (No) ____________ |
| Board Member Dominguez | (Yes) __________ | (No) ____________ |
| Board Member Williams | (Yes) __________ | (No) ____________ |
| Vice Chairperson Davis | (Yes) __________ | (No) ____________ |
| Chairperson Russell | (Yes) __________ | (No) ____________ |

**BY-LAWS**
**OF**
**CITY OF OPA-LOCKA**
**COMMUNITY REDEVELOPMENT AGENCY**

## Index

**BY-LAWS**
**OF**
**OPA-LOCKA**
**COMMUNITY REDEVELOPMENT AGENCY**

**(A Community Redevelopment Agency Created Pursuant to Chapter 163, Part III, Florida Statutes Adopted and Approved by Miami Dade County Resolution No. R-795)**

**These By-Laws of the City of Opa-locka Community Redevelopment Agency address the administration and management of the Agency. If a conflict arises between these By-Laws and any provision of Florida Statutes, including Chapter 163, Part III, Florida Statutes, or the Interlocal Cooperation Agreement dated December 4th, 2013 between Miami-Dade County, the City and the Agency then, in that event, the Statute or Interlocal Cooperation Agreement shall prevail. The Interlocal Agreement is hereby incorporated by reference herein.**

ARTICLE 1

**GENERAL**

**1.1 Establishment and Name. Pursuant to Chapter 163, Part III, Florida Statutes, the Miami- Dade County Commission as the governing body and the City of Opa-locka, pursuant to an Interlocal Cooperation Agreement ("Interlocal"), established a community redevelopment agency known as Opa-locka Community Redevelopment Agency (the "Agency" or "CRA"). The powers of the CRA are those powers specifically delegated to it by the Interlocal.**

**1.2 Purpose and Objectives. The purpose of the CRA is to formulate a workable program for the rehabilitation, conservation or redevelopment, or combination thereof, of the area described as the blighted area located in the boundaries of the Opa-locka Community Redevelopment Area set forth in the Interlocal, as well as the City of Opa-locka's Resolution No. 10-8043.**

**1.3 Seal. The CRA shall have a seal which shall be circular in form and shall bear the name of the CRA. The Secretary shall be the custodian of the Seal.**

**1.4 Members and Terms. The members of the CRA shall be composed of the members of the City Commission and two representatives from the residential and business communities within the City nominated by each Miami-Dade Commissioner whose District's are located within the City of Opa-locka. The terms of the Opa-locka City Commission Board members shall be concurrent and coterminous with the terms of the Mayor and Commissioners. The terms of the Board members nominated by the Miami-Dade County Commissioners shall also be concurrent and coterminous with their official term of office.**

**1.5 Compensation. The Board Members shall serve without compensation from the CRA, but shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the CRA. Requests for reimbursement shall be subject to the requirements of applicable law.**

**ARTICLE 2**

**OFFICERS AND EMPLOYEES**

**2.1 Officers. The officers of the CRA shall be a Chair and a Vice-Chair. The CRA Board Members shall select a new Chair and Vice Chair every two (2) years on or before March 25.**

**2.2 Chair. The Chair shall preside at all meetings of the CRA and shall execute instruments in the name of the CRA as may be required, and shall have other duties as may be determined by the Board and consistent with the law.**

**2.3 Vice-Chair. A Member of the CRA Board shall serve as the Vice-Chair. The Vice-Chair shall in the absence, disqualification, resignation, death, or disability of the Chair, or at the Chair's direction exercise the functions of the Chair.**

**2.4 Executive Director. The CRA Board shall appoint a CRA Executive Director to administer its business and operations. The Director's compensation is set by the Board.**

**2.4.1 General. The Executive Director shall be the Chief Executive Officer of the CRA. *In the absence of an Executive Director, the City Manager shall act in this capacity until an Executive Director is hired. The City Manager has authority to designate necessary positions, such as a CRA Manager, to operate on behalf of the City Manager for functions of the CRA*.**

**2.4.2. Responsibility. The Executive Director *or designee* shall assist in the preparation of the CRA agenda, attend all meetings of the CRA, and shall be responsible for carrying out the policies established by the CRA. The Executive Director *or designee* shall have general supervision over, and be responsible for the performance of the day-to-day operations of the CRA. The Executive Director *or designee* shall hire and set compensation for, necessary employees of the CRA, including contract employees, except as otherwise provided for herein. The Executive Director *or designee* shall be responsible for preparing an annual budget for the CRA's approval, and shall be otherwise responsible for the CRA's fiscal operations.**

**2.4.3. Property Negotiations. The Executive Director must provide written notification to the Board prior to the evaluation and negotiation of property under consideration for acquisition by the CRA. All acquisitions of property will be in accordance with approved CRA redevelopment plans, applicable law and CRA actions.**

**2.5 Secretary. ~~The City Clerk or his/her designee shall~~ The Executive Director shall authorize a designee to serve as the CRA Secretary. The Secretary shall be the custodian of the official seal and all books and records of the CRA. The Secretary shall attend all meetings of the CRA and keep minutes of its proceedings. All minutes once approved by the CRA shall be signed and certified by the Secretary and the Chair of the CRA and shall be prima facie evidence of the facts and happening stated within the official minutes. The Secretary shall keep the seal in safe custody and have the power to affix the CRA's official seal to and attest all contracts and instruments to be executed by the CRA. The Secretary may delegate such duties to one or more individuals as a designee of the Secretary. The Secretary may perform such other duties as may be assigned by the Board.**

**2.6 General and Special Counsel. The Board shall appoint and set compensation for the CRA General Counsel who shall attend all meetings of the CRA and shall be responsible for the**

**oversight of the CRA's legal affairs. Upon receiving the recommendation of the General Counsel, the Board shall also appoint and set compensation for any Special Counsel as it deems necessary and appropriate, who shall work under the general supervision of the General Counsel.**

**2.7 Employees, Agents and Consultants**

**2.7.1. Hiring. The CRA may hire, retain, and engage such employees, agents, consultants, experts, attorneys and specialists, as it deems necessary. Except as otherwise provided in these By-Laws or applicable law, the CRA Board is empowered to approve employment contracts, professional services agreement and other consulting contracts under such terms and conditions and durations as it deems appropriate to carrying out the purpose and objectives of the CRA.**

**2.7.2. Employment Contracts. The CRA Executive Director is empowered to execute employment contracts with such persons employed by the CRA within the pay ranges and benefits approved annually in the adopted budget of the CRA. The duration of such employment contracts entered into by the Executive Director shall not exceed two (2) years unless approved by the CRA Board. Unless otherwise approved by the CRA Board, employees of the CRA are entitled to the same leave benefits (i.e. vacation, sick, holiday, etc.), performance pay benefits, and severance pay as accrue to City employees in similar or equivalent classifications. Nothing herein shall prohibit the CRA from using City employees to provide services to the CRA subject to City approval in accordance with an Interagency Services Agreement to be entered into by both parties. In the event that City employees are required to accept pay cuts, then non-City CRA employees shall be governed by the same policy without further action by the Board.**

**2.7.3 Personnel Policies. The CRA Executive Director shall prepare and submit for the approval of the CRA Board the personnel policies governing the CRA or adopt the personnel policies of the City of Opa-locka.**

**2.7.4 Code of Conduct. The CRA Board shall be governed by the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as amended, and any policies that the CRA Board may adopt.**

## **ARTICLE 3**

## **MEETINGS**

**3.1 <u>Regular Meetings.</u> The CRA shall hold regular meetings a minimum of four times each fiscal year (Oct.1 –Sept.30) and shall notice the City Clerk as to the date, time and place of all regular meetings. *Meetings are to be held on the 3rd Tuesday of the month unless emergency meetings and/or workshop is called*.**

**3.2 <u>Special Meetings.</u> The Chairman, the Executive Director or any other four (4) Board Members of the CRA may request the calling of a special meeting at a reasonable time and place by requesting the secretary of the board to arrange for and give notice of such special meeting.**

**3.3 <u>Emergency Meetings.</u> Emergency meetings of the CRA may be called at any time and place by the Chairman or by a majority of the Board or by the Executive Director providing personal or telephonic notice to Board, specifying the time and place of the emergency meeting and the business to be transacted. No other business shall be considered at such meeting.**

**<u>For urgent matters requiring immediate Board action, emergency meetings may be called by the Chair with 24 hours' notice or as soon as practicable. Prior public notice shall not be required but shall be provided as soon as possible if feasible. Agendas for emergency meetings shall be prepared in accordance with section 3.8.</u>**

**3.4 <u>Notice of Meetings.</u> The secretary of the CRA Board will mail or deliver written notice of each regular meeting to CRA Board at least three (3) days prior to such meeting. Written notice of any special meeting shall be mailed or delivered at least two (2) days prior to such meeting. The notice of any special meeting shall set forth the purpose of the special meeting and no other business shall be conducted at that meeting. Notice of all special and regular meetings shall be provided to the public, appropriate City officials and the news media. Notice of emergency meetings shall be provided to the public, appropriate City officials and the news media as is reasonable under the circumstances.**

**3.5 <u>Quorum and Voting.</u> A majority of four (4) CRA Board Members shall constitute a quorum for the purpose of conducting business. When a quorum is present, the CRA may act by a vote of a majority of the members present, unless otherwise provided by law or these By- Laws. If any meeting cannot be conducted because a quorum is not present, the members who are present may adjourn the meeting to a time certain, and notice of such adjourned meeting shall be given to each Commissioner.**

**3.6 <u>Recessed and Continued Meetings.</u> Where a meeting having been set and noticed under the provisions of these By-Laws and during the course of said meeting is recessed to a future time and place certain, there shall be no requirements for giving of notice of the time and place of continuation of said meeting other than the announcement thereof at said meeting.**

**3.7 <u>Rules of Order.</u> Except as provided by these By-Laws or applicable law, all meetings shall be conducted in accordance with the procedures approved *and utilized by the City Commission of the City of Opa-locka*; provided, however, in the absence of any applicable procedure of the City, then the most recent Edition of Robert's Rules of Order or Revised Edition shall apply and be acknowledged by the CRA Board.**

3.8 Agenda. The following procedure is established for agenda preparation for regular meetings:

a. The agenda shall be prepared by the Executive Director or designee with the assistance of CRA Staff under the terms of an Inter-local agreement.

b. Board members desiring agenda items shall make the request to the CRA Staff at least ten days before the meeting.

c. A copy of the agenda and all supporting data available shall be provided to the Board, the CRA Attorney and the public at least three days before the meeting. In the case of a Special or Emergency Meeting the agenda and supporting data will be provided as soon as it is available.

## ARTICLE 4

## CONTRACTS

**4.1 Execution of instruments. Legal instruments of the CRA shall be executed by the Chair and the Executive Director, attested by the Secretary and the form of any such instrument shall be previously approved by the CRA Attorney or duly authorized designee provided; however, that when by resolution of the Board the execution of instruments is delegated to another person, such instrument may be executed in the manner provided by such resolution. in the absence of the Chair, the Vice-Chair may execute such instruments.**

**4.2 Real Property Acquisition and Disposition. The acquisition, conveyance and leasing of real property by the CRA shall be done in accordance with Chapter 163, Part ill, Florida Statutes.**

**4.3 Purchasing Goods and Services. Except for employment contracts as provided for elsewhere in these By-Laws, and for purchases that must be made under specific requirements of law or the CRA Board, the Executive Director or his written designee(s) may procure goods or services up to $5,000 per purchase or contractual agreement. It is the intent of this provision that the amount of disbursement to a vendor providing goods or a contractor providing services not singularly or cumulatively exceed $5,000.00 without the approval by motion of the CRA Board. The CRA Board must approve by motion all procurements for goods or services in excess of $5,000.00.The Executive Director shall have a CRA issued credit card with a limit not to exceed $5,000.00 for the purchase of goods and services in the commission of CRA Business with a vendor singularly or cumulatively. Except as provided, nothing contained herein is intended to limit the authority of the Executive Director or the CRA Board from procuring goods or services under the terms and conditions of a third party contract procured by another unit of state or local government when deemed in the best interest of the CRA.**

**Purchasing Procedures. The City shall function as the purchasing agent for the CRA in accordance with an "Interagency Services Agreement" entered into and between the CRA and the City. All purchases by the CRA shall be conducted in accordance with the procedures stated in the Purchasing Ordinance of the City. The City Manager shall set the required approvals when involving purchases by the CRA in accordance with the City's Purchasing Ordinance.**

**X.X Cost Recovery Procedures. The CRA Board adopts the City's Cost Recovery Procedures codified in the Opa-locka Land Development Regulations/Code of Ordinance section XX-XXX, as amended and adopted by Ordinance No. XXXX. The CRA Executive Director or designee shall administer the cost recovery procedures.**

## ARTICLE 5

## FISCAL MATTERS

**5.1 Fiscal Year. The fiscal year of the CRA shall begin on October 1 and end on September 30 of each year.**

**5.2 Budget. The CRA Budget for the Agency and Redevelopment Area shall be approved after a publicly noticed workshop and budget hearing for citizen participation. The CRA shall not expend any funds other than those in the budget or otherwise authorized by the Board, provided that the Commissioners shall have the power to amend its budget as may from time to time be necessary. The annual budget of the CRA shall be submitted to the Miami-Dade County Board of Commissioners for review by no later than October 30[14] of each fiscal year.**

**5.3 Accounting Practices. The CRA shall comply with applicable Florida law and all regulations of the Florida Department Financial Services, or its successor, regarding uniform accounting practices and procedures for units of local government.**

**5.4 Annual Audit. The CRA Board shall arrange for an independent financial audit of the Redevelopment Trust Fund each fiscal year and a report of such audit by an independent certified public accountant in accordance with the provisions of Section 163.387(8), Florida Statutes. The CRA shall provide a copy of such report to each taxing authority contributing to the Redevelopment Trust Fund. The auditors shall be selected by the Board. The auditor of the CRA may not be the same auditor doing the annual audit of the City.**

**Within six months after the end of each fiscal year, an audit of the Redevelopment Trust Funds ("Funds") shall be conducted by an independent certified public accountant in accordance with the rules of the Florida Auditor General. The audit report shall describe for the fiscal year the amount and source of deposits into the Fund, the amount and purpose of withdrawals from the Fund, the amount of principal and interest paid on any indebtedness to which increment revenues are pledged, and the remaining amount of such indebtedness. The audit may be accomplished in conjunction with the City's annual audit, by the same certified public accountant, with the audit report submitted to the appropriate State agencies as a single report, provided the CRA component is presented as a separate fund(s) in the report. The CRA shall provide by registered mail a copy of the audit report to each taxing authority as defined by the Act (does not include school districts), the Florida Auditor General and the Florida Department of Financial Services.**

**5.5 Annual Report. The CRA shall file with the City and with Miami-Dade County, on or before March 31 of each year, a report of its activities for the preceding fiscal year in accordance with the provisions of Section 163.356(3)(c), Florida Statutes. At the time of filing this report, the CRA shall publish in a newspaper of general circulation in the City a notice to the effect that such report has been filed with the City and that the report is available for inspection during business hours in the office of the Clerk of the City and in the CRA's office.**

**5.6 Bonding of Officers and Employees. The CRA may require that any or all Board Members and employees be required to post bond for faithful performance of duty. The CRA shall pay bonding costs for all such bonds it requires. The Executive Director shall be bonded in an amount not less than the amount that the Executive Director is authorized to procure goods or services without the approval of the CRA Board.**

**5.7 Maintenance and Disbursement of Funds. All funds of the CRA shall be used only for purposes permitted by applicable law. Funds shall be distributed only at the direction or with the approval of the CRA Board or as provided for in accordance with these By-Laws, and**

**pursuant to an adopted budget. All funds disbursed shall be supported by appropriate requisitions signed by the Executive Director. Notwithstanding the foregoing, except for employee compensation, no single or cumulative obligation requiring a disbursement in excess of $5,000.00 to any one individual, person or corporate entity shall be made unless specifically approved by the CRA Board.**

**5.8 <u>Supervision of Accounts.</u> The Executive Director, subject to the direction of the CRA, shall have control and be responsible for the internal supervision and control of the accounts of the CRA. The Executive Director may assign a member of the CRA staff to assist in carrying out this responsibility. The Executive Director may not delegate the power to sign checks or otherwise disburse the funds of the CRA; provided, the CRA Board Members may approve a designee recommended by the Executive Director under such terms and circumstances, including the absence or incapacitation of the Executive Director, as may be prescribed. The Executive Director shall have the authority to sign all checks or authorize all electronic fund transfers to pay for the obligations of the CRA as provided in accordance with these By-Laws, the approved budget, approved contracts, and the specific actions of the CRA. All checks or disbursements of funds in excess of $5,000.00 shall have the additional signature of the Chair and approval of the CRA Board.**

**<u>5.9 Expenditures. All expenditures of CRA funds shall be in accordance with adopted procedures of the City and all applicable laws, the CRA's adopted budget as amended from time to time during the fiscal year, Fund requirements, and the Plan.</u>**

**<u>5.10 Borrowing. The affirmative vote of at least a majority of Board members shall be required to authorize the CRA to borrow money subject to City Council approval by Resolution. Borrowed funds may be used only for purposes allowed by the Act and the Plan.</u>**

## <u>ARTICLE 6</u>

## <u>ADVISORY COMMITTEES</u>

**6.1 <u>Power to Create.</u> The CRA Board Members may, by resolution, create any committee or board to act in an advisory capacity to the CRA as shall be deemed necessary to carry out the functions, purposes and objectives of the CRA. The resolution establishing such committee or board shall set forth its specific powers, scope of service, duties, the number and qualification of its members, the method of appointment and term of its members, and the minimum rules, regulations and reporting requirements upon which it shall operate. The resolution shall provide for an effective date. Unless otherwise delegated, by resolution, the Board Members shall appoint all members to committees or advisory boards that it shall create. The CRA Board Members may, by resolution, abolish any existing committee or board and transfer, if deemed appropriate, its duties to any other committee or board or employee of the CRA.**

## <u>ARTICLE 7</u>

## <u>AMENDMENTS</u>

**7.1 <u>Amending</u> The By-Laws of the CRA may be amended after hearing two readings of the proposed amendments, with both the proposed and final amendment adopted by an affirmative vote of no less than four (4) of the Board Members at any two consecutive regular or**

**special meetings of the CRA. No such amendment shall be adopted unless at least two (2) days written notice thereof has been previously given to the Commissioners.**

## ARTICLE 8

## INDEMNIFICATION AND INSURANCE

**8.1 Indemnification of the CRA, its Officers, Members, and Employees. The CRA shall indemnify and hold harmless its Board Members, officers, employees or other persons serving at the request of the CRA in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which he or she shall be made a party or is threatened to made a party by reason of his or her being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with his being or having been a CRA Board Members, officer or employee of the CRA or person serving at the request of the CRA against all expenses (including, but not limited to, attorney's fees, judgments and payments in settlement) actually incurred; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which he or she shall finally be adjudged to have been guilty of a criminal act or liable for gross negligence or willful misconduct in the performance of his or her duties to the CRA; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the CRA acting by vote of members not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Board Members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his heirs, executors or administrators may be entitled as a matter of law.**

**8.2 Insurance. The CRA may purchase insurance for indemnifying its Board Members, officers, employees and other persons serving at the request of the CRA to the extent that such indemnification is allowed in Section 8.1 herein. The CRA may purchase other insurance, including liability and hazard insurance, as it deems necessary and appropriate.**

**Adopted on ____________________ by the CRA Board of the City of Opa-locka.**

**Memorandum**

**TO:** OCRA Board Members, OCRA Executive Director

**FROM:** Corion DeLaine, OCRA Manager
Tiffany Dallas, OCRA Project Coordinator
Gregory Gay, Advisor to the OCRA
Kinshannta Hall, OCRA Clerk
Gerald Lee, OCRA Staff/Official

**DATE:** October 18th, 2022

**RE:** Recommendations of Opa-locka CRA By-laws

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OCRA provided the following recommendations of the By-Laws of the Opa-locka CRA to address the following:

**2.7.4 Code of Conduct. The CRA Board shall be governed by the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as amended, and any policies that the CRA Board may adopt.**

**Commented [CD1]:** Incorporation into OCRA By-laws to ensure compliance with MDC Code of Ethics Ordinance.

**3.3 Emergency Meetings. For urgent matters requiring immediate Board action, emergency meetings may be called by the Chair with 24 hours' notice or as soon as practicable. Prior public notice shall not be required but shall be provided as soon as possible if feasible. Agendas for emergency meetings shall be prepared in accordance with agenda section.**

**Commented [CD2]:** To provide board flexibility for emergency meetings.

**3.8 Agenda. The following procedure is established for agenda preparation for regular meetings:**

**XX The agenda shall be prepared by the Executive Director or designee with the assistance of CRA Staff under the terms of an Inter-local agreement.**

**XX Board members desiring agenda items shall make the request to the CRA Staff at least ten days before the meeting.**

**XX A copy of the agenda and all supporting data available shall be provided to the Board, the CRA Attorney and the public at least three days before the meeting. In the case of a Special or Emergency Meeting the agenda and supporting data will be provided as soon as it is available.**

**Commented [CD3]:** Recommendation (Ex. Pensacola CRA)

**4.4 Purchasing Procedures. The City shall function as the purchasing agent for the CRA in accordance with an "Interagency Services Agreement" entered into and between the CRA and the City. All purchases by the CRA shall be conducted in accordance with the procedures stated in the Purchasing Ordinance of the City. The City Manager shall set the required**

approvals when involving purchases by the CRA in accordance with the City's Purchasing Ordinance.

Commented [CD4]: OCRA formally adopting the City's procurement policy.

4.5 Cost Recovery Procedures. The CRA Board adopts the City's Cost Recovery Procedures codified in the Opa-locka Land Development Regulations/Code of Ordinance section XX-XXX, as amended and adopted by Ordinance No. XXXX. The CRA Executive Director or designee shall administer the cost recovery procedures.

Commented [CD5]: Recommendation for cost recovery procedures.

5.4 Audit. Within six months after the end of each fiscal year, an audit of the Redevelopment Trust Funds ("Funds") shall be conducted by an independent certified public accountant in accordance with the rules of the Florida Auditor General. The audit report shall describe for the fiscal year the amount and source of deposits into the Fund, the amount and purpose of withdrawals from the Fund, the amount of principal and interest paid on any indebtedness to which increment revenues are pledged, and the remaining amount of such indebtedness. The audit may be accomplished in conjunction with the City's annual audit, by the same certified public accountant, with the audit report submitted to the appropriate State agencies as a single report, provided the CRA component is presented as a separate fund(s) in the report. The CRA shall provide by registered mail a copy of the audit report to each taxing authority as defined by the Act (does not include school districts), the Florida Auditor General and the Florida Department of Financial Services.

Commented [CD6]: Update to ensure timely reporting of OCRA Audit.

5.9 Expenditures. All expenditures of CRA funds shall be in accordance with adopted procedures of the City and all applicable laws, the CRA's adopted budget as amended from time to time during the fiscal year, Fund requirements, and the Plan.

5.10 Borrowing. The affirmative vote of at least a majority of Board members shall be required to authorize the CRA to borrow money subject to City Council approval by Resolution. Borrowed funds may be used only for purposes allowed by the Act and the Plan.

Commented [CD7]: Recommendation to address expenditures and borrowing (an issue from the onset of the OCRA when it "borrowed" funds from the City for the initial operations of the OCRA.)

**END OF MEMORANDUM**

**City of Opa-locka**
**Agenda Cover Memo**

| | |
|---|---|
| **Department Director:** ______________________ Darvin Williams, Interim City Manager | Date: |
| **City Manager:** | |
| **Department:** Community Redevelopment Agency | **Sponsor Name:** |
| **Meeting Date:** October 18, 2022 | **Item Type:** Discussion Item |
| **Strategic Plan Related:** No | **Strategic Plan Priority Area:** Enhanced Organizational<br>Business and economic development<br>Public Safety<br>Quality of Education<br>Quality of Life and City Image<br>Communication |
| **Strategic Plan Objective/Strategy:** | |

## Short Title:

## Staff Summary:

**Fiscal Impact:** No

| | |
|---|---|
| **Funding Source:** *(Account Number)* | **Advertising Requirement:** No |
| **Contract/P.O. Required:** No | **RFP/RFQ/Bid#:** |

## Proposed Action:

## Attachment(s):

1. Financial Report

City National Bank
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## Client Service

**Online**
citynational.com

**CityTel**
1-800-762-CITY (2489)

**Your Banking Center**
Commercial Banking
P.O. Box 025620
Miami, FL 33102-5620

**Telephone**
305-577-7336
800-435-8839

**Your Banking Center Hours**
Lobby: Monday - Friday: 8:30am - 5:00pm

P:18217 / T: / S:

CITY OF OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY
780 FISHERMAN STREET
OPA LOCKA FL 33054-3873

For additional locations and hours, please visit citynational.com

NMLS 412469
Member FDIC
EQUAL HOUSING LENDER

# Public Funds Checking

## Account Summary

| | | | |
|---|---|---|---|
| Account: | XXXXXX5341 | Beginning Balance: | $3,368,247.08 |
| Last Statement: | August 31, 2022 | Ending Balance: | $3,368,247.08 |
| This Statement: | September 30, 2022 | Average Ledger Balance: | $3,368,247.08 |
| | | Low Balance: | $3,368,247.08 |

## Daily Activity

| Date | Description | Deposits/ Additions | Withdrawals/ Subtractions | Balance |
|---|---|---|---|---|
| 08-31 | Beginning balance | | | 3,368,247.08 |
| 09-30 | Ending totals | 0.00 | 0.00 | 3,368,247.08 |