

City of Opa-locka

*City of Opa-locka Municipal Complex
780 Fisherman Street, 3rd Floor
Opa-locka, FL 33054*



COMMUNITY REDEVELOPMENT AGENCY Agenda

**Tuesday, February 21, 2023
6:00 PM**

Opa-Locka CRA Board

**Jannie Russell, Chair
Nikisha Williams, Vice Chair
John Taylor, Board Member
Natasha L. Ervin, Board Member
Dr. Sherelean Bass, Board Member
Joseph L. Kelley, Board Member
Veronica Williams, Board Member**

CITY OF OPA-LOCKA

“The city of bright opportunities”

AGENDA

COMMUNITY REDEVELOPMENT AGENCY

February 21, 2023

6:00 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:

**Opa-Locka Community Redevelopment Agency Meeting Minutes Tuesday,
October 18, 2022.**

7. PUBLIC COMMENTS:

8. RESOLUTIONS:

- 1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), APPROVING A PROFESSIONAL SERVICES CONTRACT WITH WEISS SEROTA HELFMAN COLE & BIERMAN, P.L. SETTING FORTH THE TERMS AND CONDITIONS OF PAYMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE.**
- 2. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE APPOINTMENT OF CORION J. DELAINE AS INTERIM EXECUTIVE DIRECTOR OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**
- 3. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A CONSULTANT AGREEMENT WITH BUSINESSFLARE ACADEMY FOR STRATEGIC PLANNING SERVICES AS SET FORTH IN EXHIBIT “A,” IN**

AN AMOUNT NOT TO EXCEED TWENTY-SIX THOUSAND DOLLARS (\$26,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

- 4. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE APPOINTMENT OF NIKISHA WILLIAMS AS VICE CHAIRWOMAN OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**
- 5. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE APPOINTMENT OF JANNIE RUSSELL AS CHAIRWOMAN OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

9. FINANCIAL REPORT:

- 1. OCRA QUARTERLY EXPENDITURE REPORT**

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 Board Clerk Tiffany Dallas at 305.953.2868 ext. 1251

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, which record includes the testimony and evidence upon which the appeal may be based.



Opa-Locka Community Redevelopment Agency

Meeting Minutes

Tuesday, October 18, 2022

1. CALL TO ORDER

The Opa-locka CRA Board meeting of October 18, 2022, was called to order at 5:30pm by Chairwoman Russell at 5:50pm.

2. ROLL CALL Commissioners Present:

Jannie Russell, Chair - <i>Present</i>
Chris Davis, Board Member - <i>Present</i>
Mayor Veronica Williams, Board Member - <i>Present</i>
Vice Mayor John Taylor, Board Member – <i>Late Arrival 6:05</i>
Dr. Sherelean Bass, Board Member - <i>Present</i>
Audrey Dominguez, Board Member - <i>Present</i>

3. PRAYER

Commissioner Bass led prayer. Chairwoman Russell made comments on Breast Cancer Awareness month, shared her experiences, and saluted Breast Cancer survivors.

4. PLEDGE OF ALLEGIANCE

5. ADD ON ITEM(S)

No Add on Items.

6. APPROVAL OF MINUTES:

Commissioner Williams moved to approve the Minutes of the June 14, 2022, meeting as submitted. Commissioner Bass seconded the motion.

Roll Call Vote: CRA Reading Minutes 6-14-2022

Yes	No	Absent/Recused
1. Bass		
2. Dominguez		
3. Williams		
4. Davis		



5. Russell		
6.		

7. PUBLIC COMMENTS:

No public comments.

*Motion to switch order of resolutions on the agenda. Amending OCRA By-laws will be discussed first, followed by legal services agreement. A was moved to B, and B was moved to A.

8. RESOLUTIONS:

- a. A resolution of the OCRA approving amendments to the by-laws of the OCRA; providing for incorporation of recitals; providing for an effective date.
- b. A resolution of the OCRA, authorizing the executive director or designee to execute professional legal services agreement with **Yvette Harrell**, *commencing November 1st, 2022, and ending September 30th, 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.

Roll Call Vote: Approving Amendments to OCRA By-Laws

Yes	No	Absent/Recused
1. Bass		
2. Dominguez		
3. Williams		
4. Davis		
5. Russell		
6.		

Commissioner Dominguez moved to approve OCRA approving Amendments to OCRA By-Laws as submitted. Commissioner Williams seconded the motion.

Commissioner Davis asked Staff to present amendments. Mr. DeLaine, Manager of the OCRA presented each amendment and its utility. Commissioner Bass is excited to see updated bylaws.

City Manager mentioned that the newest board member, Nikisha Williams will be introduced soon.

Resolution approving Amendments to OCRA By-Laws was entered and adopted as motioned.

Roll Call Vote: OCRA Professional Legal Services Agreement

Yes	No	Absent/Recused
1. Bass		
2. Taylor	Dominguez	



3. Williams		
4. Davis		
5. Russell		
6.		

Motion to discuss candidates by Commissioner Dominguez.

Mr. Darvin Williams said:

We had four candidates applying for the position for retain an attorney to deliver legal services to the CRA.

The first candidate is a candidate in West Palm Beach. He was unable to make this meeting because he is working for another CRA in Broward County. My concern is that he is looking for the policies and procedures to be in place and other areas as well. We are not at that point yet. We are just getting funded. What I did like is that he has direct CRA experience, and he has had it for several years and that's a plus. The second one they recommended but unfortunately was pulled off and no longer was to be considered. The third candidate had an exceptional amount of expertise. Unfortunately, our rate is \$200 an hour and he was asking for \$800 and so we couldn't work with him, and the last candidate recommended by the City Manager's Office. She is a former City Manager and former city attorney for the City of Opa-Locka and has a lot of background with the City of Opa-Locka. She understands the city and she understand our residents and our recognition, what we aim for. She is here with us tonight.

Mrs. Jannie Russell

Any questions?

Mrs. Aurdrey Dominguez:

Yes, I have a question/ concern. I have here in my notes that she worked for the city in 2018 and she was terminated because she was reactionary, ineffective and inefficient and so I wouldn't recommend someone that we've had bad experience in the past. I would rather have someone that has never worked for the city. A new face. Rather than someone that's been here, and we've had issues in the past.

My recommendation is Jay Michael Haywood, he has twenty-two years in working for the city.

These are just my comments. Thank you

Mrs. Jannie Russell

Any more questions?

Mr. Chris Davis:



City Manager shared 3 options on legal services. Tonight, we are presenting 2 candidates, one is present, and the other has a concurrent CRA meeting in Lauderdale Lakes.

Motion made for Candidate Haywood by Commissioner Dominguez. No second motion.

Commissioner Dominguez stated she prefers Mr. Haywood over Mrs. Harrell. Prior experience was ineffective. Commissioner Davis spoke in favor of Mrs. Harrell.

Commissioner Williams mentioned there is a habit of keeping old blood in Opa-locka. She is a fan of Mrs. Harrell's past work and her fortitude. Chairwoman Russell corrected the board by stating Mrs. Harrell would potentially be the OCRA attorney and she admired how she handled herself.

Motion made for Candidate Harrell by Commissioner Williams. Commissioner Bass seconded the motion.

Commissioner Davis moved to approve OCRA Professional Legal Services Agreement as submitted. Commissioner Williams seconded the motion.

Resolution approving OCRA Professional Legal Services Agreement was entered and adopted as motioned.

7. FINANCIAL REPORT:

September 2022 Financial Statement

Chairwoman Russell asked why the amount remained unchanged. Mr. DeLaine shared the expenditure report will be disseminated next week. Chairwoman Russell stated no more bank statements and wants to see an expenditures report for clear understanding. Mr. DeLaine replied he would do so in the future.

Commissioner Dominguez stated this wasn't the first time we've asked. It would be nice to get a report. Commissioner Davis added that monthly expenditure reports are required by OCRA by-laws.

Chairwoman Russell asked for monthly expenditure reports to be added to OCRA policies and procedures. City Manager explained the fiscal year just ended and an expenditure report was provided at the last meeting. There has been no financial activity, so the amount has remained the same.

8. BOARD COMMENTS:

We want to see the expenditures so we can have an accurate account of the dollars to see what the CRA has. We need to know what those expenditures are so we can have a clear understanding of the funds coming in and out. This is important because the CRA is given a budget and so we need to see the actual expenditures and it means nothing if we are not seeing this report.

Mr. Delaine said that moving forward he will provide a detailed expenditure report.

9. ADJOURNMENT



The Opa-locka CRA Board meeting of October 18, 2022, was adjourned by 6:47pm.

Meeting Link: <https://www.youtube.com/watch?v=OpnLHD9Oph4>

RESOLUTION NO. _____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), APPROVING A PROFESSIONAL SERVICES CONTRACT WITH WEISS SEROTA HELFMAN COLE & BIERMAN, P.L. SETTING FORTH THE TERMS AND CONDITIONS OF PAYMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within the OCRA; and

WHEREAS, the OCRA Board desires to enter into an agreement setting forth terms and conditions of payment with the law firm Wiess Serota Helfman Cole & Bierman, P.L. with Marlon Hill being the attorney providing the contract services; and

WHEREAS, the OCRA and Wiess Serota Helfman Cole & Bierman, P.L. desire to enter into the contract, attached hereto as "Exhibit "A".

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

Section 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The OCRA hereby approves the Professional Services Contract with the Wiess Serota Helfman Cole & Bierman, P.L. setting forth the terms and conditions of payment for the provision of OCRA legal services, as more specifically set forth in Exhibit "A".

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____



MARLON HILL, ESQ.
mhill@wsh-law.com

February 9, 2023

VIA E-MAIL (cdelaine@opalockafl.gov)

Mr. Corion J. DeLaine, CRA Manager
Opa-Locka Community Redevelopment Agency
780 Fisherman Street, Fourth Floor
Opa-Locka, FL 33054

Re: Retainer Agreement – General Counsel Representation

Dear Mr. DeLaine:

We are pleased that you have decided to engage this Firm to represent the Opa-Locka Community Redevelopment Agency (the “OPA-LOCKA CRA”). From our experience, we have found that clients appreciate a frank and open discussion and understanding of the services that we will perform and the basis upon which they will be expected to pay for those services.

This letter is intended to set forth our understanding as to the nature and scope of the legal services we have agreed to render for the OPA-LOCKA CRA, the amount of our fees for those services, the manner in which our fees for those services shall be determined and the terms upon which the OPA-LOCKA CRA will make payment.

1. Nature of Legal Services. The OPA-LOCKA CRA has engaged us to represent the OPA-LOCKA CRA and provide general legal services, including specifically, attendance at monthly meetings, review and preparation of resolutions and other agenda items, and reviewing of other business operations contracts associated with the OPA-LOCKA CRA and affiliated entities (collectively, the “Scope of Work”). The Scope of Work shall not exceed a total of eight (8) billable hours on a monthly basis. Further, the Scope of Work shall not include matters related to real estate, litigation, labor/employment matters, or development agreements. In the event the Scope of Work exceeds eight (8) hours on a monthly basis, OPA-LOCKA CRA and the Firm shall discuss and negotiate the budget and billing of any additional work.

2. Fees for Services. OPA-LOCKA CRA shall pay a monthly lump sum of \$2,500.00 for eight (8) hours of legal services provided under the Scope of Work. Any additional time shall be billed at the discounted rate of \$350.00 per hour for attorney and \$175.00 for paralegals. Where practicable, we will delegate work to attorneys working under our supervision at lower hourly rates based on their experience. It is our practice to charge for actual time expended on the City's behalf, but not less than 2/10ths of an hour for each activity. All of our rates are reviewed and may increase on October 1 of each year.

3. Costs. In addition to the fees discussed in paragraph 2, we anticipate that certain expenses may be incurred and advanced on the OPA-LOCKA CRA behalf. These expenses may include filing fees, recording costs, out-of-town travel expenses, delivery charges, long distance telephone charges, photocopies (Xerox), special postage (express mail, certified mail and the like), computer research charges, court reporter expenses (including cost of transcript and court reporter's fee for attendance), court costs (such as filing fees, service of process, newspaper publication costs, subpoena costs, witness fees, recording fees, etc.), accounting and appraisal fees, fees and expenses of experts necessary to assist in the preparation and hearing of any matter, investigation costs, word processing fees, computer charges and applicable lobbyist registration fees. In addition to our fees for legal services, the OPA-LOCKA CRA agree to pay us for such out-of-pocket expenditures. In the event unusually large costs or advances are anticipated, we reserve the right to require an additional cost deposit from OPA-LOCKA CRA prior to undertaking the expenditures of funds on the OPA-LOCKA CRA behalf.

4. Payment of Fees and Costs. Our invoices will be submitted to the OPA-LOCKA CRA on a monthly basis and each invoice will be due and payable when rendered. OPA-LOCKA CRA must understand that if any invoice remains unpaid for more than 30 days after it is rendered, we reserve the right, in our discretion (subject to court approval, if necessary), to cease to provide further legal services to OPA-LOCKA CRA. OPA-LOCKA CRA will, however, be liable to us for the payment of any fees earned and any costs incurred by us to that time, together with any applicable taxes. In the event we are ultimately required to bring suit to collect any undisputed unpaid fees and costs, the OPA-LOCKA CRA understands that it will be required to pay reasonable attorneys' fees as well as legal interest on the amount of any fees and costs due us. OPA-LOCKA CRA further understands

that we have the right to retain any and all files, papers and other property coming into our possession in connection with our engagement without any liability to the OPA-LOCKA CRA until we have been paid all costs, fees and interest due us under this agreement. Interest at the rate of 12% per annum will be added to any invoice, which remains unpaid for more than 30 days after it is rendered.

5. Withdrawal from Representation. We reserve the right to withdraw from representing OPA-LOCKA CRA if OPA-LOCKA CRA misrepresent or fail to disclose material facts to us, or if we disagree about the course of action which should be pursued.

6. Advanced Fees and Costs Deposit. In order to retain services of this Firm, we customarily require a retainer fee; however, we are waiving this requirement for this representation.

7. Representation of Other Clients. We are bound by rules of legal ethics not to represent any client if the representation of that client will be directly adverse to the interests of another client unless each such client consents to such representation after consultation. If this letter is addressed to more than one person, Your signature of this letter will constitute such consent from the OPA-LOCKA CRA with respect to the matter specifically described in the paragraph of this letter entitled "Nature of Legal Services."

8. Fees for Other Services. In the event OPA-LOCKA CRA asks us to render legal services with respect to other matters, in the absence of a written agreement specifically addressing that representation, the other matters will be handled on an hourly basis, and fees and costs will be payable under the same terms and conditions as provided for in paragraph 2, 3, and 4 of this letter.

9. Commencement of Representation. If the foregoing is agreeable to the OPA-LOCKA CRA, please acknowledge OPA-LOCKA CRA's understanding and agreement by signing this letter and delivering it to us, together with payment of the retainer and/or cost deposit set forth above, if any.

We appreciate OPA-LOCKA CRA's confidence in our Firm and assure OPA-LOCKA CRA that we will make every effort to perform our services in a prompt and efficient manner. If you have any questions or comments concerning this

Mr. Corione J. DeLaine
February 7, 2023
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engagement letter, please let me know. Otherwise, please indicate OPA-LOCKA CRA's agreement with the foregoing by signing this engagement letter and returning it to me.

Sincerely,

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.



Marlon Hill

AGREED AND ACCEPTED on this _____ day of February, 2023.

OPA-LOCKA COMMUNITY REDEVELOPMENT
AGENCY

Corione J. DeLaine, CRA Manager

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT ("Professional Services Contract") is hereby made and entered into, in duplicate, in Miami-Dade County, Florida, this ____ day of February 2023, by and between the City of Opa-Locka Community Redevelopment Agency (OCRA) in Opa-Locka, Florida, hereinafter referred to as "OCRA," being party of the first part, and Wiess Serota Helfman Cole & Bierman, P.L, hereinafter referred to as "FIRM," being party of the second part.

RECITALS:

WHEREAS, the Opa-locka Community Redevelopment Agency (OCRA) is in need of legal counsel; and

WHEREAS, the OCRA board has made a determination to contract with Wiess Serota Helfman Cole & Bierman, P.L., with Marlon Hill, Esq. being responsible for the work to be provided for the purpose of attending monthly meetings and providing legal services at a monthly flat rate of Two Thousand Five Hundred Dollars for eight (8) hours of legal work. For any work exceeding eight (8) hours, Firm shall be paid an hourly rate of \$350.00 per hour following approval by the OCRA Board at a properly noticed meeting.

NOW THEREFORE, in consideration of the mutual covenants and promises herein contained and the mutual exchange of other good and valuable consideration, the receipt of which is hereby acknowledged, it is mutually agreed and covenanted as follows:

1.0 ENGAGEMENT OF PROFESSIONAL SERVICES. OCRA hereby agrees to engage and Firm agrees to perform the professional legal services set forth herein.

2.0 SCOPE OF SERVICES. OCRA and Firm agree that the general legal services provided by Firm shall be attendance at OCRA meetings, review and preparation of resolutions and review of agenda items for legal sufficiency, preparation and review of business operations contracts and providing legal advice to the OCRA board and OCRA staff; and

3.0 TERM; TERMINATION. This Agreement shall take effect on the date of execution and shall continue forward unless terminated by either party with sixty (60) days written notice.

4.0 PAYMENT FOR PROFESSIONAL SERVICES RENDERED. Payment and compensation for Firm's professional services rendered pursuant to this Professional Services Contract shall be a monthly flat rate retainer of Two Thousand Five Hundred Dollars for eight (8) hours of legal work. For any work exceeding eight (8) hours, Firm shall be paid an hourly rate of \$350.00 per hour following approval by the OCRA Board at a properly noticed meeting.

5.0 FIRM'S INDEPENDENCE. It is important that Firm be independent and impartial in order to properly perform and provide professional services to OCRA. Firm shall not act as counsel in any lawsuit or other adversary proceeding in which OCRA or City of Opa-Locka is named as an adversary party.

6.0 INDEPENDENT CONTRACTOR RELATIONSHIP. Nothing contained in this Professional Services Contract or any document executed in connection herewith, shall be construed to create an employer-employee relationship, partnership or joint venture relationship between OCRA and Firm. Firm is an independent contractor and not an employee of OCRA. The consideration set forth in Professional Services Contract shall be the sole consideration due Firm for the services rendered hereunder. It is understood that OCRA will not withhold any amounts for payment of taxes from the compensation of Firm hereunder.

7.0 NOTICE. Whenever either party is required to give notice to the other, such notice shall be delivered by United States mail, return receipt requested or by hand delivery addressed to the party for whom it is intended at the place specified by this paragraph. The place for giving notice shall remain the same as set forth in this Professional Services Contract, unless changed in writing and provided in the manner provided by this paragraph. The parties designate the following, OCRA Chair or successor, as the effective persons and place for providing notice to the other:

OPA-LOCKA:

CORION J. DeLAINE
OCRA Director
City of Opa-Locka
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

Or hand-delivery at the official city administrative office

FIRM:

Marlon Hill, Esq.
Wiess Serota Helfman Cole & Bierman, P.L.
2800 Ponce de Leon Blvd. Suite 1200
Coral Gables, FL 33134

8.0 COMPLIANCE WITH LAW: Firm shall comply with all federal, state and local laws and ordinances applicable to the services and shall not discriminate on any illegal basis in the performance of the services.

9.0. RECORDS COMPLIANCE. OCRA shall be the official records custodian of all documents and records pursuant to this Agreement. IF THE FIRM

HAS QUESTIONS REGARDING THE APPLICATION OF CH. 119, F..S, TO THE FIRM'S DUTY TO PROVIDE PUBLIC RECORDS CONTACT CORION J. DeLAINE, 305-953-2868 ext. 1250; cdelaine@opalockafl.gov, 780 Fisherman Street, Opa-Locka, FL 33054.

10.0 INSURANCE REQUIREMENT. Firm shall be required to purchase and maintain insurance during the term of this Agreement. The City shall be named as an additional insured on all insurance policies.

11.0 MISCELLANEOUS: This Professional Services Contract sets forth the entire agreement between the parties hereto. Any prior oral conversations or writings are merged herein and extinguished. No subsequent amendment to this Contract shall be binding unless reduced to writing and properly signed and executed by both parties.

This Professional Services Contract shall be governed by the laws of the State of Florida. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

IN WITNESS WHEREOF, the parties have caused this Professional Services Contract to be executed this ____ day of February, 2023.

THIS SPACE IS INTENTIONALLY LEFT BLANK

OPA-LOCKA COMMUNITY
REDEVELOPMENT AGENCY

ATTEST:

Board Clerk

BY: _____
Jannie Russell

FIRM

WITNESSES:

BY: _____
Marlon Hill, Esq.
Wiess Serota Helfman
Cole & Bierman, P.L.

RESOLUTION NO. _____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE APPOINTMENT OF CORION J. DELAINE AS INTERIM EXECUTIVE DIRECTOR OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within the OCRA; and

WHEREAS, the OCRA Board desires to enter into an agreement setting forth terms and conditions of employment with Corion J. Delaine as the Interim Executive Director of the OCRA; and

WHEREAS, the OCRA and Corion J. Delaine desire to enter into the contract, attached hereto as "Exhibit "A".

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

Section 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The OCRA hereby approves the Employment Agreement with the Corion J. Delaine setting forth the terms and conditions of employment as the Interim Executive Director of the OCRA, as more specifically set forth in Exhibit "A".

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

Community Redevelopment Agency Executive Director

Salary

\$93,619.00 – \$127,937.00 Annually

GENERAL DESCRIPTION OF DUTIES:

The purpose of the position is to implement the adopted Community Redevelopment Plan and provide responsible managerial, professional, and supervisory functions in coordinating the City's Community Redevelopment Agency (CRA), its programs and activities. This is a highly professional and administrative position that participates in executive level discussions and decision-making in a variety of areas, most particularly, but not limited to, Redevelopment, Community Planning and Economic Development. The position also serves as an "ombudsman" and advocate for master plan and redevelopment projects within the City's CRA District to resolve problems with downtown redevelopment projects and facilitates smooth and timely completion of those projects. The "ombudsman" responsibilities extend to working proactively with established business associations within the CRA District to solicit input and promote CRA projects and initiatives. Work involves application of specialized knowledge and administrative skills in planning for the unified development of the CRA District by managing projects, contracts, managing budget processes, preparing grant applications, completes required reports for the CRA, City and State, conducts research and completes data analysis. Executive level position where the primary focus is to work collaboratively with the City Manager, Assistant City Manager, and Executive Team on initiatives for municipal growth and economic development and takes direction from the CRA Board (City Commission) as authorized through formal votes and consensus direction.

Examples of Duties / Knowledge & Skills

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides staff support for the CRA Board as required. This includes agenda preparation, meeting attendance, public presentations, collaboration with the CRA Board Chair when establishing meeting agendas.
- Serves as advisor to the City Management on CRA planning, development, redevelopment, and intergovernmental issues.
- Conducts and participates in various scheduled meetings, i.e., management team meetings, capital improvement meetings, weekly staff meetings, homeowner's associations.
- Provides approval for all department requisitions and receiving reports as final authority; reviews activities of administrative support personnel (if any) in processing requisitions, purchase orders and correspondence, and in report preparation. This is an independent position and requires the incumbent to prepare and process much of the CRA's requisitions, purchase orders and correspondence independently.

- Prepares long range and short-range redevelopment plans, grant programs, capital improvement programs and applications in accordance with all applicable laws and City policies. This includes CRA Plan Amendments, Updates, and related planning initiatives.
- Oversees the implementation of the CRA Plan recommendations in accordance with the priorities established by the CRA Board.
- Creates reports and represents the CRA at City Board meetings to accomplish CRA goals & objectives.
- Collaborates with City Department Directors and staff to accomplish CRA goals & objectives.
- Monitors private development projects within the CRA and creates and updates revenue projections for the CRA based upon this new development/redevelopment.
- Prepares the annual operating and CIP budgets for the CRA; monitors adherence to established budget parameters.
- Prepares the CRA's annual report.
- Develops scopes of services for RFQ's, RFP's and ITB's to solicit competitive bids for projects and initiatives.
- Manages contracts of major construction projects, including preparation of request for proposals/qualifications, bid openings and contract award.
- Researches, analyzes, and prepares proposed amendments to the City's Comprehensive Plan and the land use development codes for the CRA District in collaboration with the City Planning Department.
- Provide administrative support to the Opa-locka Historic and Environmental Preservation Board.
- Provides oral presentations in public and official forums for the CRA.
- Ensures adherence to established department calendar in meeting task deadlines for the Planning Advisory Board, Community Redevelopment Agency, City Commission, and any other boards or commissions where the CRA representation may be required.
- Maintains fluid work schedule on continuous and regular basis to meet the work requirements of the CRA and the expectations of the City Manager.
- Ensures the appropriate level of community engagement is conducted CRA planning initiatives, capital projects and unplanned issues that may arise to proactively solicit resident and stakeholder input. This may include public hearings through City advisory boards.
- The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains current knowledge of trends and developments in municipal planning, development, and growth management, and other State Statutes and administrative codes relevant to planning and CRA's in Florida.
- Works proactively with business associations and groups within the CRA to maintain open communication, collaborate and share information related to CRA business and projects with the CRA area.

ADDITIONAL FUNCTIONS:

- Performs other duties as directed.

MINIMUM TRAINING AND EXPERIENCE:

- A Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, finance, planning or closely related field; supplemented by five (5) years progressively responsible management experience in redevelopment, planning, architecture, and community development related services in municipal or county setting.
- Certification from a recognized national economic development association in economic development or community redevelopment, or certification as a Redevelopment Administrator or Redevelopment Professional through the Florida Redevelopment Association is preferred.
- In addition, a minimum of five years of progressively responsible management experience in economic development, redevelopment, planning, architecture, and/or community development related services in municipal or county setting is required.
- Possession of a valid Florida driver license, class "E" and possession and maintenance of a driving record which meets or exceeds minimum City driving standards.

SPECIAL QUALIFICATIONS

- Must possess a thorough knowledge of Florida's Community Redevelopment Act.
- Must have working knowledge of principles, methods and practices of City planning, land development and the construction processes.
- Ability to present technical information clearly, concisely, orally and in writing. Experience working with Tax Increment Financing (TIF) as related to financing and implementing redevelopment projects within a CRA District pursuant to Florida Statutes, Chapter 163, Part III.

INTERIM EXECUTIVE DIRECTOR AGREEMENT

THIS INTERIM EXECUTIVE DIRECTOR AGREEMENT ("Interim Director Agreement") is hereby made and entered into, in duplicate, in Miami-Dade County, Florida, this ____ day of February 2023, by and between the Opa-Locka Community Redevelopment Agency, in Opa-Locka, Florida, hereinafter referred to as "OCRA," being party of the first part, and Corion J. DeLaine, hereinafter referred to as "Interim Director," being party of the second part.

RECITALS:

WHEREAS, the Members of the Board of the Opa-Locka Community Redevelopment Agency ("OCRA") desire to employ and appoint an Interim Executive Director to administer its business and operations; and

WHEREAS, the Members of the OCRA Board have decided to enter into this Agreement for the purpose of employing Corion J. DeLaine, who shall be responsible for administering the OCRA's business and operations, and OCRA staff at a monthly rate of Four Thousand Five Hundred and 001/00 Dollars (\$4,500.00); and

NOW THEREFORE, in consideration of the mutual covenants and promises herein contained and the mutual exchange of other good and valuable consideration, the receipt of which is hereby acknowledged, it is mutually agreed and covenanted as follows:

1.0 ENGAGEMENT OF PROFESSIONAL SERVICES. OCRA hereby agrees to engage, Corion J. DeLaine as the Interim Director, and Corion J. DeLaine (hereinafter referred to as "Interim Director") agrees to perform the professional services of Interim Director as set forth in this Agreement.

2.0 SCOPE OF SERVICES. OCRA and Interim Director agree that the general administrative services provided by the Interim Director shall include attendance at OCRA meetings, providing administration of OCRA business and operations, and to provide the Scope of Services included in Exhibit "A," which is attached hereto and incorporated herein by reference.

3.0 TERM; TERMINATION. This Agreement shall take effect on the date of execution and shall continue for a one (1) year term, unless terminated by either party with sixty (60) days written notice. The OCRA Board may terminate this Agreement upon an affirmative vote of the members of the OCRA Board. The agreement may renew on an annual basis upon the execution of a written amendment to this Agreement providing for the additional term.

4.0 PAYMENT FOR INTERIM EXECUTIVE DIRECTOR SERVICES RENDERED. In consideration of the services provided by the Interim Director pursuant to this Agreement, the OCRA shall pay the Interim Director an amount not to exceed Four Thousand Five Hundred and 00/100 Dollars (\$4,500.00).

5.0 INDEPENDENT CONTRACTOR RELATIONSHIP. Nothing contained in this Professional Services Contract or any document executed in connection herewith, shall be construed to create an employer-employee relationship, partnership or joint venture relationship between OCRA and Interim Director. Interim Director is an independent contractor and not an employee of OCRA. The consideration set forth in Professional Services Contract shall be the sole consideration due Interim Director for the services rendered hereunder. It is understood that OCRA will not withhold any amounts for payment of taxes from the compensation of Interim Director hereunder.

7.0 NOTICE. Whenever either party is required to give notice to the other, such notice shall be delivered by United States mail, return receipt requested or by hand delivery addressed to the party for whom it is intended at the place specified by this paragraph. The place for giving notice shall remain the same as set forth in this Professional Services Contract, unless changed in writing and provided in the manner provided by this paragraph. The parties designate the following, OCRA Chair or successor, as the effective persons and place for providing notice to the other:

OPA-LOCKA CRA:

Jannie Russell, Chair
Opa-Locka CRA
780 Fisherman Street
Opa-Locka, FL 33054

Or hand-delivery at the official city administrative office

INTERIM DIRECTOR:

Corion J. DeLaine
OCRA Director
City of Opa-Locka
780 Fisherman Street, 4th Floor
Opa-Locka, FL 33054

8.0 COMPLIANCE WITH LAW: Interim Director shall comply with all federal, state, and local laws and ordinances applicable to the services and shall not discriminate on any illegal basis in the performance of the services.

9.0. ENTIRE AGREEMENT. The text of this document shall constitute the entire Agreement between the parties, except as may be amended in writing by the parties hereto. All provisions contained in this Agreement are subject to and conditioned upon compliance with the Charter, the County Code and all statutes, laws, constitutional provisions, County Ethics Ordinances and other County ordinances, regulations, applicable resolutions to Manager and prior approved policies. This Agreement may also be subject to review by the Governor's designee for financial oversight of the City. The Charter, City Code and all such statutes, laws, constitutional provisions and other County ordinances, regulations, state and local regulations and applicable policies shall take precedence over any part or portion of this Agreement, any other provisions of this

Agreement to the contrary notwithstanding. For purposes of this Agreement, venue shall be in Miami-Dade County.

10.0 **GOVERNING LAW.** This Professional Services Contract shall be governed by the laws of the State of Florida. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

IN WITNESS WHEREOF, the parties have caused this Professional Services Contract to be executed this ___ day of February, 2023.

THIS SPACE IS INTENTIONALLY LEFT BLANK

**OPA-LOCKA COMMUNITY
REDEVELOPMENT
AGENCY**

ATTEST:

Board Clerk

BY: _____
Jannie Russell

INTERIM DIRECTOR

WITNESSES:

BY: _____
Corion J. DeLaine

EXHIBIT "A"

OCRA INTERIM DIRECTOR

GENERAL DESCRIPTION OF DUTIES:

The purpose of the position is to implement the adopted Community Redevelopment Plan and provide responsible managerial, professional, and supervisory functions in coordinating the City's Community Redevelopment Agency (CRA), its programs and activities. This is a highly professional and administrative position that participates in executive level discussions and decision-making in a variety of areas, most particularly, but not limited to, Redevelopment, Community Planning and Economic Development. The position also serves as an "ombudsman" and advocate for master plan and redevelopment projects within the City's CRA District to resolve problems with downtown redevelopment projects and facilitates smooth and timely completion of those projects. The "ombudsman" responsibilities extend to working proactively with established business associations within the CRA District to solicit input and promote CRA projects and initiatives. Work involves application of specialized knowledge and administrative skills in planning for the unified development of the CRA District by managing projects, contracts, managing budget processes, preparing grant applications, completes required reports for the CRA, City and State, conducts research and completes data analysis. Executive level position where the primary focus is to work collaboratively with the City Manager, Assistant City Manager, and Executive Team on initiatives for municipal growth and economic development and takes direction from the CRA Board (City Commission) as authorized through formal votes and consensus direction.

Examples of Duties / Knowledge & Skills

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides staff support for the CRA Board as required. This includes agenda preparation, meeting attendance, public presentations, collaboration with the CRA Board Chair when establishing meeting agendas.
- Serves as advisor to the City Management on CRA planning, development, redevelopment, and intergovernmental issues.
- Conducts and participates in various scheduled meetings, i.e., management team meetings, capital improvement meetings, weekly staff meetings, homeowner's associations.
- Provides approval for all department requisitions and receiving reports as final authority; reviews activities of administrative support personnel (if any) in processing requisitions, purchase orders and correspondence, and in report preparation. This is an independent position and requires the incumbent to prepare and process much of the CRA's requisitions, purchase orders and correspondence independently.
- Prepares long range and short-range redevelopment plans, grant programs, capital improvement programs and applications in accordance with all applicable laws and City policies. This includes CRA Plan Amendments, Updates, and related planning initiatives.
- Oversees the implementation of the CRA Plan recommendations in accordance with the priorities established by the CRA Board.

- Creates reports and represents the CRA at City Board meetings to accomplish CRA goals & objectives.
- Collaborates with City Department Directors and staff to accomplish CRA goals & objectives.
- Monitors private development projects within the CRA and creates and updates revenue projections for the CRA based upon this new development/redevelopment.
- Prepares the annual operating and CIP budgets for the CRA; monitors adherence to established budget parameters.
- Prepares the CRA's annual report.
- Develops scopes of services for RFQ's, RFP's and ITB's to solicit competitive bids for projects and initiatives.
- Manages contracts of major construction projects, including preparation of request for proposals/qualifications, bid openings and contract award.
- Researches, analyzes, and prepares proposed amendments to the City's Comprehensive Plan and the land use development codes for the CRA District in collaboration with the City Planning Department.
- Provide administrative support to the Opa-Locka Historic and Environmental Preservation Board.
- Provides oral presentations in public and official forums for the CRA.
- Ensures adherence to established department calendar in meeting task deadlines for the Planning Advisory Board, Community Redevelopment Agency, City Commission, and any other boards or commissions where the CRA representation may be required.
- Maintains fluid work schedule on continuous and regular basis to meet the work requirements of the CRA and the expectations of the City Manager.
- Ensures the appropriate level of community engagement is conducted CRA planning initiatives, capital projects and unplanned issues that may arise to proactively solicit resident and stakeholder input. This may include public hearings through City advisory boards.
- The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
- Maintains current knowledge of trends and developments in municipal planning, development, and growth management, and other State Statutes and administrative codes relevant to planning and CRA's in Florida.
- Works proactively with business associations and groups within the CRA to maintain open communication, collaborate and share information related to CRA business and projects with the CRA area.

ADDITIONAL FUNCTIONS:

- Performs other duties as directed.

RESOLUTION NO. _____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A CONSULTANT AGREEMENT WITH BUSINESSFLARE ACADEMY FOR STRATEGIC PLANNING SERVICES AS SET FORTH IN EXHIBIT "A," IN AN AMOUNT NOT TO EXCEED TWENTY-SIX THOUSAND DOLLARS (\$26,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within the OCRA; and

WHEREAS, the OCRA Board desires to enter into a consultant agreement setting forth terms and conditions of payment with the BusinessFlare Academy for Strategic Planning Services as more fully specified in the consultant agreement for an amount not to exceed Twenty Six Thousand and 00/100 Dollars (\$26,000.00); and

WHEREAS, the OCRA and BusinessFlare Academy desire to enter into the consultant agreement, attached hereto as "Exhibit "A".

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

Section 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The OCRA hereby approves the consultant agreement with BusinessFlare Academy setting forth the terms and conditions of payment for the provision of Strategic Planning Services, as more specifically set forth in Exhibit "A," for an amount not to exceed Twenty Six Thousand and 00/100 Dollars (\$26,000.00).

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

Date: January 13, 2023

To: Corion Delaine, CRA Manager, Opa Locka Community Redevelopment Agency

From: Kevin Crowder, President, BusinessFlare Academy

Re: Strategic Plan Facilitation

The following proposal outlines a scope of work for the BusinessFlare Academy ("BusinessFlare") to prepare and facilitate a strategic planning retreat for the Board of Commissioners of the Opa Locka Community Redevelopment Agency (OLCDC). This scope of work includes preparatory activities, board member engagement, retreat facilitation, and preparation and presentation of the draft strategic plan. The project team for this engagement will consist of myself, Ken Stapleton, and Alicia Alleyne. I have included our firm profile and resumes.

The BusinessFlare® Academy is a not-for-profit Economic Development Corporation that I created to provide realistic economic development education and training for local government officials, which is focused on understanding successful implementation and outcomes. Too often local governments focus on economic development and revitalization tactics without a strategy, seemingly throwing things against the wall waiting for something to stick.

Through a series of training sessions, one-on-one and organizational retreats, and online webinars, we provide a base of understanding that helps local governments design and implement strategies that can improve their local economy and grow their tax base within the limitations of their resources.

Scope of Work

- 1 Task 1 – Background Review and Preparation
 - 1.1 Facilitation Team Organization – identification of the BusinessFlare project team, roles, and points of contact for the client and consultant.
 - 1.2 Background Review – compilation of background information on the OLCDC, including a media audit.
 - 1.3 Project Kick-off Meeting – review scope of work, schedule, expectations and deliverables, and data request.
 - 1.4 Preparatory Meetings – conduct background meetings to gather information that is relevant to the engagement and facilitating the strategic planning retreat. Meetings shall be with:
 - 1.4.1 CRA Staff
 - 1.4.2 City Administration
 - 1.4.3 Miami-Dade County
 - 1.5 Data Request and Review – this request will include but is not limited to the following:
 - 1.5.1 CRA budgets (past 5 years)
 - 1.5.2 DR 420 forms received from Miami-Dade County for the CRA and the City
 - 1.5.3 CRA Annual Reports (past 5 years)
 - 1.5.4 Current and Prior CRA Plan
 - 1.5.5 Anything else that the Client believes is relevant to the engagement
- 2 Task 2 - Board Engagement
 - 2.1 BusinessFlare will conduct one-on-one meetings with each Board Member. The purpose of these meetings is to gather information regarding vision, challenges, and expectations regarding CRA operations and outlook. The meetings will include a review of the retreat agenda and an overview of the strategic planning approach.
 - 2.1.1 BusinessFlare will provide a questionnaire or survey to the board members prior to the meetings.
 - 2.1.2 The OLCDC is responsible for coordination and timely scheduling of these meetings.

- 3 Task 3 – Strategic Planning Retreat
 - 3.1 BusinessFlare will perform pre-retreat tasks that include:
 - 3.1.1 Development of retreat presentation materials
 - 3.1.2 Meeting with OLCDC staff and Board Chair to review and finalize the presentation materials and agenda
 - 3.2 BusinessFlare will facilitate a 4-hour retreat of the members of the OLCDC Board. The meeting is anticipated to include the following elements:
 - 3.2.1 Opening and Welcome
 - 3.2.2 Establishment of Ground Rules
 - 3.2.3 Team Building Exercise(s)
 - 3.2.4 Overview of Strategic Planning Process
 - 3.2.5 Overview of Chapter 163 and Community Redevelopment Agencies
 - 3.2.6 Working lunch with visioning exercise
 - 3.2.7 Development of a draft vision statement
 - 3.2.8 Identification of organizational priorities
 - 3.2.9 Implementation Brainstorming Exercise
 - 3.2.10 Wrap Up and Next Steps
 - 3.3 Deliverables
 - 3.3.1 Following the retreat, BusinessFlare will prepare a Briefing Memoranda and Retreat Summary
- 4 Task 4 – Strategic Plan
 - 4.1 BusinessFlare will conduct a retreat after action with CRA staff.
 - 4.2 BusinessFlare will prepare:
 - 4.2.1 Draft strategic plan document with goals, strategies and actions.
 - 4.2.2 Implementation matrix with assignments and metrics.
 - 4.3 BusinessFlare will review the draft deliverables with CRA staff.
 - 4.4 BusinessFlare will conduct one-on-one debriefs with the CRA board members to review the briefing memoranda, draft strategic plan, and implementation matrix.
 - 4.4.1 The OLCDC is responsible for coordination and timely scheduling of these meetings.
 - 4.5 BusinessFlare will meet with CRA staff to review the final adjustments to the strategic plan.
 - 4.6 Deliverables
 - 4.6.1 Final Strategic Plan
 - 4.6.2 Implementation Matrix
- 5 Task 5 – Adoption
 - 5.1 BusinessFlare will present the final strategic plan to the CRA Board

Fees

The fee for this scope of work shall be \$26,000. Terms are Net 15 days and payable as follows.

Initial Payment: \$7,500 due upon execution of an agreement and notice to proceed, which shall take place no later than 21 days prior to the scheduled date of the retreat. Initial payment shall be received no later than seven (7) days prior to the retreat.

Progress Payment 1: \$7,500 due upon completion of the retreat.

Progress Payment 2: \$10,000 due upon delivery of the final deliverable.

Final Payment: \$1,000 due to the presentation of the strategic plan to the OLCRA Board for adoption.

Timeline

3.3.1 BusinessFlare shall submit the Briefing Memoranda and Retreat Summary no later than ten (10) days following the retreat.

4.3 BusinessFlare shall submit the draft strategic plan to the OLCRA staff for review within 30 days of the retreat.

4.6 BusinessFlare shall submit the Final Strategic Plan to the OLCRA within ten (10) days of completion of the board member one-on-one meetings.

5.1 OLCRA shall place the Final Strategic Plan on the next agenda following receipt.

Qualifications & Experience

The BusinessFlare Academy is a nonprofit formed by Kevin Crowder, the Founder of BusinessFlare, a South Florida-based economic development consulting firm. BusinessFlare is Miami-Dade County's leading community redevelopment consultancy.

During the past five years, BusinessFlare® has worked with numerous Community Redevelopment Agencies on multiple projects and programs. These include a partnership with Plusurbia to produce the CRA Plan for West Coconut Grove in the City of Miami, followed by completion of the West Grove Affordable Housing Blueprint, a planning study that just received the Award of Excellence for Best Plan, Report or Study from the APA Gold Coast Section. We completed an update to the Lake Park CRA Plan in Palm Beach County, which included work by Ken Stapleton and Associates on the area's place brand and real and perceived safety concerns and recommendations.

In 2020, we completed an update to the City of Homestead CRA Plan, including a 30-year extension of life for the CRA, and we are currently finalizing an update to the North Miami CRA Plan. In addition, we recently began our third year as the North Miami CRA's redevelopment consultant and second year in a similar role for the Homestead CRA. In this role we perform activities and P3 assessment, feasibility analysis, and site planning, incentive and economic impact review, and five-year financial plans.

We are engaged by the City of Bradenton and the Bradenton CRA, where we recently led a successful public engagement process and project to envision the revitalization of the 9th Avenue/MLK Corridor, and its connectivity to the rest of the city and CRA.

Similarly, as part of an International Economic Development Council initiative (IEDC), we provided redevelopment and site planning recommendations for the Hiram Clarke/Fort Bend TIF District in Houston, Texas. The firm has performed similar opportunity site planning and downtown connectivity recommendations for the Groveland CRA.

In 2021, we completed the CRA Plan update and Economic Development Strategic Plan for the Palm Springs CRA and the Village of Palm Springs in Palm Beach County. Following completion of this CRA plan update, the firm was engaged by the Village to rebrand the village and the CRA and to produce a marketing strategy for the village and CRA.

In 2019-20 we completed the Finding of Necessity for a new CRA in the North Beach neighborhood of the City of Miami Beach. The City of Rockledge CRA also engaged us to complete an economic development strategy for two of their four CRA sub districts, followed by an engagement to help implement the plan and provide site and master planning services.

We recently began our third year working with the Hollywood CRA to provide real estate and customer foot traffic market analysis for Downtown and the beach area, and we are currently working with the CRA to develop recommendations on uses that can enhance the business mix of Downtown and provide better daytime activity.

These are some of the examples of the extensive CRA work produced by BusinessFlare® and our partners. Often, our client CRAs engage us multiple times to help implement the plans that we create with them.

Key Personnel



President,
BusinessFlare® Academy

BusinessFlare® Founder

Municipal Experience:
Economic Development
Director, Government
Affairs Director

Project Roles:
Project Lead, Economics,
Tourism,
Intergovernmental,
Redevelopment,
Entertainment Districts,
Housing

Years of Experience: 29

Email:
kevin@businessflare.net

Phone: (305)281-2279

Certifications:
Certified Economic
Developer (CEcD),
Entrepreneurship
Development Professional
(EDP)

Education:
West Texas A&M
University,
Defense Language
Institute,
US Army Primary
Leadership Development
Course

Kevin Crowder, CEcD, EDP

*Economic Development Strategy, Entertainment Districts, Foot Traffic, and
Historic Preservation*

Kevin Crowder is the Founder of BusinessFlare® Economic Development Solutions, which implements a unique trademarked approach to economic development. He is an IEDC Certified Economic Developer (CEcD) and Certified Entrepreneurship Developer (EDP) whose primary areas of expertise are community redevelopment agency programs, small business development and entrepreneurial assistance, private capital investment, market research, public-private partnerships, government affairs and niche revitalization drivers such as live music and craft breweries. He has conducted detailed economic, fiscal and market analysis for business development, investment, and policy issues focused on successful implementation of strategies for economic growth. Kevin is a veteran of the U.S. Army, where he served in intelligence.

Some of Kevin's skills include an ability to work with elected officials with credibility and an understanding of their perspectives, pressures and goals toward building consensus, skills developed during his experience as Miami Beach's in-house state and federal lobbyist. His financial analysis and impact abilities and experience give him a perspective that enables him to advise his public sector clients on actions and strategies that are realistic and attainable, including using strategic plans to help grow the tax base and improve the organization's financial condition.

Experience

BusinessFlare, Founder, 2018-Present
Neighborhood Equity Strategies, Founder, 2012-2014
City of Miami Beach, Economic Development Director, 1996-2013
Miami Beach Community Development Corporation, Economic
Development Director, 1994-1996
South Beach Marketing, 1994-1996
South Beach Downtown Business Improvement Districts

Affiliations

International Economic Development Council
Urban Land Institute
International Council of Shopping Centers
American Economics Association
Council of Development Finance Agencies
National Trust for Historic Preservation
Florida Main Street

Key Personnel

**Sub-Consultant**

Sr. Revitalization
Associate

Municipal Experience:

City Planner
CRA Executive Director

Project Roles:

Strategic Adviser, Place
Brand, Marketing,
Partnerships, Messaging,
Safety

Years of Experience: 30

Email:

[kenstapleton.associates@
gmail.com](mailto:kenstapleton.associates@gmail.com)

Phone: (216) 849-6494

Certifications:

Introduction to
Sustainability

Education:

MURP Master of Urban
and Regional Planning,
University of Illinois
Urbana-Champaign,
B.A. Biology, Thomas
More University

Ken Stapleton

Place Brand, Marketing, and Messaging Strategy

With over 30 years of urban revitalization and economic development experience, Ken provides urban economic development program strategy and project management services related to real estate redevelopment, economic development strategy, innovation, partnerships, innovative urban safety programs, public health initiatives, urban mobility projects, urban place management, and place branding strategies to a variety of public and private clients throughout the United States and Canada. Ken began his career in Palm Beach County, served as the first professional planner for Palm Beach Gardens, and helped create an award-winning action plan for the Riviera Beach CRA.

Ken previously served as Senior Economic Development Advisor and Executive Director of the award-winning University Park Alliance for The University of Akron; Senior Vice President of Planning, Safety and Design for the Downtown Cleveland Partnership; and as a redevelopment expert in several South Florida communities. Ken holds a master's degree in Urban and Regional Planning from the University of Illinois and is a full member of the Urban Land Institute - where he served as a management committee member, a national Panel Advisory Service member, and chaired the Technical Advisory Panel program for Southeast Florida. A national expert, Ken presents his insights regularly to the International Downtown Association, City Parks Alliance, ULI, Florida Redevelopment Association, and the International Economic Development Council.

Experience

Ken Stapleton & Associates, President, 2010-Present
BusinessFlare Academy, Vice President, 2018-Present
The Safedesign Institute, President, 1993-Present
University of Cincinnati, Director of Innovation & Partnership, 2019-2021
University of Akron, Economic Development Advisor, 2003-2010
Downtown Cleveland Partnerships, Sr. Vice President, 1995-2003
Hollywood Community Redevelopment, Executive Director, 1990-1991

Affiliations

Member, The Urban Land Institute
Member, International Downtown Association
Member, Anchor Institutions Task Force
Member, International CPTED Association

Key Personnel



Treasurer,
BusinessFlare® Academy

BusinessFlare® Chief
Operating Officer

Municipal Experience:
Special Projects
Operations Manager
(working in private
company for public
clients). CRA Marketing
Coordinator

Project Roles:
Project operations,
coordination, budgeting,
administration,
marketing, real estate
associate

Years of Experience: 15+

Phone: (786) 867-2318
alicia@businessflare.net

Education:

Masters, Business
Administration in
Management
Nova Southeastern
University, 2010
--
Bachelors, Business
Administration,
Nova Southeastern
University, 2001-2005

Alicia Alleyne, MBA

Project Coordination / Real Estate Associate / Economic Development

Alicia Alleyne's professional experience includes executive level business management and operations, human resources, real estate administration, special project coordination, marketing and event planning. Ms. Alleyne applies strong interpersonal, research and business management skills to her role as Operations and Project Manager with BusinessFlare®. She has a proven ability to build and maintain business relationships with a diverse team and is proficient at multitasking. She also has extensive coordination, research and analytical skills. Ms. Alleyne provides a broad range of support, contributing to business development, conducting special research projects, and overall operations.

Prior to joining BusinessFlare®, she served as a consultant to various businesses assisting with operations, payroll and social media management, etc. Ms. Alleyne worked for a redevelopment consulting firm as Director of Operations and Administration and the CRAs of local Florida governments, maintaining communications with the City officials, monitoring the CRA budgets and assisting in the facilitation of all CRA related economic development activities. As a former adjunct professor at the University of Fort Lauderdale Ms. Alleyne instructed property management and other business related courses.

In addition, Ms. Alleyne's previous work experience includes nearly ten years of administrative policy development, recruiting, construction accounting and supervisory support at Nova Southeastern University. At Nova's Shepard Broad Law Center Ms. Alleyne was an essential contributor to the development of the Critical Skills Program. Ms. Alleyne has also worked for a voice-over production company developing media sponsorship packages, negotiating contracts, and organizing script content for domestic and international clients.

Ms. Alleyne is a Licensed Florida Realtor® and is a Florida Notary Public and Signing Agent.

Experience

BusinessFlare, Chief Operations Officer, 2018-Present
Businessflare Academy, Treasurer, 2018 – Present
Fort Lauderdale Community Development Corporation (FLCDC), Board Member, 2018 - Present
Redevelopment Consulting Firm, Director of Operations, 2012-2018
City of Pompano CRA, Marketing Coordinator, 2012-2014
City of Dania Beach CRA, Coordinator, 2012

RESOLUTION NO. _____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE APPOINTMENT OF NIKISHA WILLIAMS AS VICE CHAIRWOMAN OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within the OCRA; and

WHEREAS, the OCRA Board desires to appoint Nikisha Williams as Vice-Chairwoman of the Board of the OCRA.

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

Section 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

Section 2. APPOINTMENT OF VICE-CHAIRWOMAN

The OCRA Board hereby appoints Nikisha Williams as the Vice-Chairwoman of the OCRA.

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

RESOLUTION NO. _____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING THE APPOINTMENT OF JANNIE RUSSELL AS CHAIRWOMAN OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within the OCRA; and

WHEREAS, the OCRA Board desires to appoint Jannie Russell as Chairwoman of the Board of the OCRA..

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

Section 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The OCRA hereby appoints Jannie Russell as the Chairwoman of the Board of the OCRA.

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

SUPERION
DATE: 02/21/2023
TIME: 11:45:24

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
ACCOUNTING PERIODS: 1/23 THRU 5/23

SORTED BY: FUND,FUNCTION,ACTIVITY

TOTALED ON: FUND,FUNCTION,ACTIVITY

PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
180-5500-515-150-77 - CRA										
513470	PRINTING & BINDING					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	11-2				.00				
	11/15/22	13-2				2,500.00				
	11/15/22	13-2				.00				
TOTAL	PRINTING & BINDING					2,500.00	.00	.00		2,500.00
514370	LEGAL COUNSEL COSTS					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	11-2				.00				
	11/15/22	13-2				35,000.00				
TOTAL	LEGAL COUNSEL COSTS					35,000.00	.00	.00		35,000.00
515110	SALARIES - EXECUTIVE					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				54,366.00				
TOTAL	SALARIES - EXECUTIVE					54,366.00	.00	.00		54,366.00
515120	SALARIES - REGULAR					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				95,831.00				
	01/31/23	19-3		6629			1,596.64		W49 REGULAR EARNINGS	
	01/31/23	19-3		6651			4,817.04		W51 REGULAR EARNINGS	
	02/01/23	19-4		6699			2,288.46		WK3 REGULAR EARNINGS	
	02/01/23	19-4		6698			3,269.23		WK1 REGULAR EARNINGS EX	
	02/01/23	19-4		6698			2,128.84		WK1 REGULAR EARNINGS	
TOTAL	SALARIES - REGULAR					95,831.00	14,100.21	.00		81,730.79
515130	SALARIES - PART TIME					.00	.00	.00	BEGINNING BALANCE	
TOTAL	SALARIES - PART TIME					.00	.00	.00		.00
515140	SALARIES - OVERTIME					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	11-2				.00				
	11/15/22	13-2				500.00				
TOTAL	SALARIES - OVERTIME					500.00	.00	.00		500.00
515210	FICA					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				12,419.00				
	01/31/23	19-3		6629			71.56		W49 EMPLOYER MEDICARE TAX	
	01/31/23	19-3		6629			305.93		W49 EMPLOYER SS TAX	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 02/21/2023
TIME: 11:45:24

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 2
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
ACCOUNTING PERIODS: 1/23 THRU 5/23

SORTED BY: FUND,FUNCTION,ACTIVITY

TOTALED ON: FUND,FUNCTION,ACTIVITY

PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515210	FICA				(cont'd)					
	01/31/23	19-3		6651			78.77		W51 EMPLOYER MEDICARE TAX	
	01/31/23	19-3		6651			336.85		W51 EMPLOYER SS TAX	
	02/01/23	19-4		6698			77.55		WK1 EMPLOYER MEDICARE TAX	
	02/01/23	19-4		6698			331.30		WK1 EMPLOYER SS TAX	
	02/01/23	19-4		6699			77.56		WK3 EMPLOYER MEDICARE TAX	
	02/01/23	19-4		6699			331.61		WK3 EMPLOYER SS TAX	
TOTAL	FICA					12,419.00	1,611.13	.00		10,807.87
515220	RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				19,334.00				
TOTAL	RETIREMENT					19,334.00	.00	.00		19,334.00
515230	LIFE AND HEALTH					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				17,362.00				
TOTAL	LIFE AND HEALTH					17,362.00	.00	.00		17,362.00
515312	OTHER PROFESSIONAL SRVC					.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22001331-01		13230 BURNADETTE NORRI			2,000.00	ENCUMB CARRIED FORWARD	
	10/26/22	21-1	22001331-01	106556	13230 BURNADETTE NORRI		2,000.00	-2,000.00	BLANKET PO INSERTION FOR	
	11/15/22	13-2				.00				
	11/15/22	13-2				100,000.00				
	02/02/23	21-3	23000765-01	106996	13230 BURNADETTE NORRI		2,000.00	-2,000.00	CRA RETAINER FEE FOR THE	
	02/02/23	21-3	23000765-02	106996	13230 BURNADETTE NORRI		2,000.00	-2,000.00	CRA RETAINER FEE FOR THE	
	02/02/23	21-3	23000767-01	107037	17015 ROBERT HALF INTE		1,060.00	-1,060.00	RH DATES OF SERVICE 11/18	
	01/06/23	17-4	23000765-01		13230 BURNADETTE NORRI			2,000.00	CRA RETAINER FEE FOR THE	
	01/06/23	17-4	23000765-02		13230 BURNADETTE NORRI			2,000.00	CRA RETAINER FEE FOR THE	
	01/06/23	17-4	23000767-01		17015 ROBERT HALF INTE			1,060.00	RH DATES OF SERVICE 11/18	
	01/26/23	17-4	23000914-01		13230 BURNADETTE NORRI			2,000.00	CRA RETAINER FEE FOR THE	
	02/03/23	17-5	23000937-01		17015 ROBERT HALF INTE			848.00	ROBERT HALF TEMP 32 HOURS	
	02/08/23	17-5	23000958-01		17015 ROBERT HALF INTE			1,060.00	DATES OF SERVICE 12/5-12/	
	02/08/23	17-5	23000965-01		19836 ST OF FL DEPT OF			225.00	FL DEPT OF ECONOMIC OPPOR	
	02/08/23	17-5	23000966-01		15616 ROBAYNA AND ASSO			1,425.00	ROBAYNA & ASSOC INC INVOI	
	02/09/23	19-5		6783			-2,000.00		RVS CHK# 106556 JNL6826	
	02/10/23	21-5	23000914-01	107066	13230 BURNADETTE NORRI		2,000.00	-2,000.00	CRA RETAINER FEE FOR THE	
TOTAL	OTHER PROFESSIONAL SRVC					100,000.00	7,060.00	3,558.00		89,382.00
515320	ACCOUNTING & AUDITING					.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22002423-01		17096 MARCUM LLP			14,510.00	ENCUMB CARRIED FORWARD	
	11/03/22	21-2	22002423-01	106601	17096 MARCUM LLP		14,510.00	-14,510.00	CRA AUDITED SERVICES WITH	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 02/21/2023
TIME: 11:45:24

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 3
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
ACCOUNTING PERIODS: 1/23 THRU 5/23

SORTED BY: FUND,FUNCTION,ACTIVITY

TOTALED ON: FUND,FUNCTION,ACTIVITY

PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515320	ACCOUNTING & AUDITING (cont'd)									
	11/15/22	13-2				24,000.00				
	02/09/23	19-5		6783			-14,510.00		RVS CHK# 106601 JNL6826	
TOTAL	ACCOUNTING & AUDITING					24,000.00	.00	.00		24,000.00
515321	REIMBURSEMENT - W & S					.00	.00	.00	BEGINNING BALANCE	
TOTAL	REIMBURSEMENT - W & S					.00	.00	.00		.00
515340	OTHER CONTRACTED SRVCS					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				302,000.00				
	01/04/23	21-2	23000544-01	106894	17015 ROBERT HALF INTE		503.50	-503.50	PERIOD 11.21.22-11.25.22	
	02/02/23	21-2	23000766-01	107037	17015 ROBERT HALF INTE		556.50	-556.50	DATES OF SERVICE 11/16-11	
	12/08/22	17-3	23000544-01		17015 ROBERT HALF INTE			503.50	PERIOD 11.21.22-11.25.22	
	02/02/23	21-3	23000768-01	107037	17015 ROBERT HALF INTE		1,060.00	-1,060.00	SUBTOTAL WEEK ENDING 12.1	
	02/02/23	21-3	23000769-01	107037	17015 ROBERT HALF INTE		980.50	-980.50	RH TEMP - DATES OF SERVIC	
	01/06/23	17-4	23000766-01		17015 ROBERT HALF INTE			556.50	DATES OF SERVICE 11/16-11	
	01/06/23	17-4	23000768-01		17015 ROBERT HALF INTE			1,060.00	SUBTOTAL WEEK ENDING 12.1	
	01/06/23	17-4	23000769-01		17015 ROBERT HALF INTE			980.50	RH TEMP - DATES OF SERVIC	
	02/08/23	17-5	23000985-01		13547 MIAMI-DADE CHAMB			390.00	MEMBERSHIP DUES \$390 MIAM	
TOTAL	OTHER CONTRACTED SRVCS					302,000.00	3,100.50	390.00		298,509.50
515341	COUNTY ADMINISTRATIVE FEE					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				8,438.00				
TOTAL	COUNTY ADMINISTRATIVE FEE					8,438.00	.00	.00		8,438.00
515342	MINUTES PROCESSING					.00	.00	.00	BEGINNING BALANCE	
	01/22/23	13-1				.00				
	01/22/23	13-4				-2,000.00				
	01/22/23	13-4				2,000.00				
	01/22/23	11-4				.00				
	01/22/23	13-4				2,000.00				
TOTAL	MINUTES PROCESSING					2,000.00	.00	.00		2,000.00
515343	STATE ADMIN FEE					.00	.00	.00	BEGINNING BALANCE	
	01/23/23	13-1				175.00				
	01/23/23	11-4				.00				
TOTAL	STATE ADMIN FEE					175.00	.00	.00		175.00
515391	REIMBURSTMENT - ADM COSTS					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				35,000.00				
TOTAL	REIMBURSTMENT - ADM COSTS					35,000.00	.00	.00		35,000.00

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CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4
AUDIT21

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FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515400						.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22002247-01		20508 CORION DELAINE			587.25	ENCUMB CARRIED FORWARD	
	10/13/22	17-1	22002374-01		20508 CORION DELAINE			135.19	ENCUMB CARRIED FORWARD	
	11/15/22	13-2				11,675.00				
TOTAL				TRAVEL & PER DIEM		11,675.00	.00	722.44		10,952.56
515401						.00	.00	.00	BEGINNING BALANCE	
	01/22/23	13-1				1,000.00				
	01/22/23	13-4				1,000.00				
	01/22/23	13-4				.00				
	01/22/23	11-4				.00				
	01/22/23	13-4				-1,000.00				
TOTAL				LOCAL TRAVEL		1,000.00	.00	.00		1,000.00
515420						.00	.00	.00	BEGINNING BALANCE	
	11/15/22	11-2				.00				
	11/15/22	13-2				1,000.00				
TOTAL				POSTAGE		1,000.00	.00	.00		1,000.00
515441						.00	.00	.00	BEGINNING BALANCE	
TOTAL				INFORMATION TECH CHARGES		.00	.00	.00		.00
515442						.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				10,000.00				
TOTAL				INSURANCE CHARGES - RISK		10,000.00	.00	.00		10,000.00
515448						.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				5,000.00				
TOTAL				RENTAL EXPENSE - TCO		5,000.00	.00	.00		5,000.00
515462						.00	.00	.00	BEGINNING BALANCE	
TOTAL				REIMBURSTMENT - TOWN		.00	.00	.00		.00
515464						.00	.00	.00	BEGINNING BALANCE	
TOTAL				ADMIN REIMB GENERAL FUND		.00	.00	.00		.00
515468						.00	.00	.00	BEGINNING BALANCE	
TOTAL				ADMIN REIMB TOWN CENTER		.00	.00	.00		.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 02/21/2023
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CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 5
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
ACCOUNTING PERIODS: 1/23 THRU 5/23

SORTED BY: FUND,FUNCTION,ACTIVITY

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PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515480						.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22002404-01		14693 CIVICPLUS LLC			3,098.86	ENCUMB CARRIED FORWARD	
	01/22/23	13-1				50,000.00				
	01/22/23	13-4				50,000.00				
	01/22/23	13-4				.00				
	01/22/23	13-4				-50,000.00				
TOTAL						50,000.00	.00	3,098.86		46,901.14
515492						.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22001340-01		10496 MCCLATCHY SHARED			2,000.00	ENCUMB CARRIED FORWARD	
	11/15/22	13-2				7,500.00				
	01/10/23	21-4	22001340-01		10496 MCCLATCHY SHARED		.00	-2,000.00	BLANKET PO INSERTION FOR	
TOTAL						7,500.00	.00	.00		7,500.00
515493						.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22002345-01		10161 STAPLES BUSINESS			737.79	ENCUMB CARRIED FORWARD	
	10/13/22	17-1	22002405-01		10496 MCCLATCHY SHARED			525.00	ENCUMB CARRIED FORWARD	
	10/17/22	21-1	22002345-01	106522	10161 STAPLES BUSINESS		737.79	-737.79	INV. 3517517482	
	11/04/22	17-2	23000130-01		20816 LAKIESHA NICOLE			200.00	INV. 1108	
	11/04/22	17-2	23000130-02		20816 LAKIESHA NICOLE			200.00	INV. 1105	
	11/23/22	21-2	23000130-01	106689	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1108	
	11/23/22	21-2	23000130-01	106689	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1108	
	11/23/22	21-2	23000130-01	106689	20816 LAKIESHA NICOLE		200.00	.00	INV. 1108	
	11/23/22	20-2	23000130-01	106689	20816 LAKIESHA NICOLE		-100.00	100.00	INV. 1108	
	11/23/22	20-2	23000130-01	106689	20816 LAKIESHA NICOLE		-100.00	100.00	INV. 1108	
	11/23/22	20-2	23000130-01	106689	20816 LAKIESHA NICOLE		-200.00	.00	INV. 1108	
	11/23/22	20-2	23000130-02	106689	20816 LAKIESHA NICOLE		-100.00	100.00	INV. 1105	
	11/23/22	20-2	23000130-02	106689	20816 LAKIESHA NICOLE		-100.00	100.00	INV. 1105	
	11/23/22	20-2	23000130-02	106689	20816 LAKIESHA NICOLE		-200.00	.00	INV. 1105	
	11/23/22	21-2	23000130-02	106689	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1105	
	11/23/22	21-2	23000130-02	106689	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1105	
	11/23/22	21-2	23000130-02	106689	20816 LAKIESHA NICOLE		200.00	.00	INV. 1105	
	11/29/22	21-2	23000130-01	106734	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1108	
	11/29/22	21-2	23000130-01	106734	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1108	
	11/29/22	21-2	23000130-02	106734	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1105	
	11/29/22	21-2	23000130-02	106734	20816 LAKIESHA NICOLE		100.00	-100.00	INV. 1105	
	02/09/23	19-5		6783			-737.79		RVS CHK# 106522 JNL6826	
TOTAL						.00	400.00	525.00		-925.00
515510						.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 02/21/2023
TIME: 11:45:24

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 6
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
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TOTALED ON: FUND,FUNCTION,ACTIVITY

PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515510	OFFICE SUPPLIES AND EXPEN (cont'd)									
	11/15/22	11-2				.00				
	11/15/22	13-2				1,000.00				
	12/08/22	17-3	23000545-01		10161 STAPLES BUSINESS			203.58	INV. 3523220509	
	01/04/23	21-3	23000545-01	106896	10161 STAPLES BUSINESS		203.58	-203.58	INV. 3523220509	
TOTAL	OFFICE SUPPLIES AND EXPEN					1,000.00	203.58	.00		796.42
515540	PUB/SUBS/MEMBERSHIPS									
	11/15/22	13-2				.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				2,000.00				
	01/26/23	17-4	23000915-01		19986 FLORIDA REDEVELO			1,245.00	MEMBERSHIP DUES FOR MY FR	
	02/10/23	21-5	23000915-01	107077	19986 FLORIDA REDEVELO		1,245.00	-1,245.00	MEMBERSHIP DUES FOR MY FR	
TOTAL	PUB/SUBS/MEMBERSHIPS					2,000.00	1,245.00	.00		755.00
515541	EDUCATIONAL COSTS									
	10/13/22	17-1	22002208-01		16393 FLORIDA REDEVELO	.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22002209-01		16393 FLORIDA REDEVELO			495.00	ENCUMB CARRIED FORWARD	
	11/15/22	13-2				.00		395.00	ENCUMB CARRIED FORWARD	
	11/15/22	13-2				5,000.00				
TOTAL	EDUCATIONAL COSTS					5,000.00	.00	890.00		4,110.00
515542	APPRENTICESHIP TRAINING									
	11/15/22	13-2				.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				150,000.00				
TOTAL	APPRENTICESHIP TRAINING					150,000.00	.00	.00		150,000.00
515543	TRUST ACCOUNT									
						.00	.00	.00	BEGINNING BALANCE	
TOTAL	TRUST ACCOUNT					.00	.00	.00		.00
515544	COMMERCIAL GRANTS									
	11/15/22	13-2				.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				400,000.00				
TOTAL	COMMERCIAL GRANTS					400,000.00	.00	.00		400,000.00
515545	HOME OWNER/RENT ASSNT									
	11/15/22	13-2				.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				240,000.00				
TOTAL	HOME OWNER/RENT ASSNT					240,000.00	.00	.00		240,000.00
515547	CONFERENCE & MEETINGS									
	01/22/23	11-4				.00	.00	.00	BEGINNING BALANCE	
	01/22/23	13-4				.00				
	01/22/23	13-4				5,100.00				
TOTAL	CONFERENCE & MEETINGS					5,100.00	.00	.00		5,100.00
515601	STREETSCAPE PROGRAM									
						.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 02/21/2023
TIME: 11:45:24

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 7
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
ACCOUNTING PERIODS: 1/23 THRU 5/23

SORTED BY: FUND,FUNCTION,ACTIVITY

TOTALED ON: FUND,FUNCTION,ACTIVITY

PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515601										
	11/15/22					200,000.00				
TOTAL						200,000.00	.00	.00		200,000.00
515602						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
515603						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
515604						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
541838						.00	.00	.00	BEGINNING BALANCE	
	01/22/23					.00				
	01/22/23					50,000.00				
TOTAL						50,000.00	.00	.00		50,000.00
5776001						.00	.00	.00	BEGINNING BALANCE	
	11/15/22					1,600,000.00				
TOTAL						1,600,000.00	.00	.00		1,600,000.00
5776002						.00	.00	.00	BEGINNING BALANCE	
	11/15/22					20,000.00				
TOTAL						20,000.00	.00	.00		20,000.00
5776003						.00	.00	.00	BEGINNING BALANCE	
	11/15/22					20,000.00				
	11/15/22					.00				
TOTAL						20,000.00	.00	.00		20,000.00
5776004						.00	.00	.00	BEGINNING BALANCE	
	11/15/22					50,000.00				
TOTAL						50,000.00	.00	.00		50,000.00
5776005						.00	.00	.00	BEGINNING BALANCE	
	11/15/22					100,000.00				
TOTAL						100,000.00	.00	.00		100,000.00
5776006						.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 02/21/2023
TIME: 11:45:24

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 8
AUDIT21

SELECTION CRITERIA: expledgr.key_orgn='77'
ACCOUNTING PERIODS: 1/23 THRU 5/23

SORTED BY: FUND,FUNCTION,ACTIVITY

TOTALED ON: FUND,FUNCTION,ACTIVITY

PAGE BREAKS ON: FUND

FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5776006										
	11/15/22					250,000.00				
TOTAL						250,000.00	.00	.00		250,000.00
5776007						.00	.00	.00	BEGINNING BALANCE	
	11/15/22					119,007.00				
TOTAL						119,007.00	.00	.00		119,007.00
5776008						.00	.00	.00	BEGINNING BALANCE	
	01/22/23					30,000.00				
	11/15/22					.00				
TOTAL						30,000.00	.00	.00		30,000.00
5776009						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
581320						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
581921						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
581950						.00	.00	.00	BEGINNING BALANCE	
	01/23/23					50,000.00				
TOTAL						50,000.00	.00	.00		50,000.00
TOTAL ACTIVITY - COMPREHENSIVE PLANNING						4,087,207.00	27,720.42	9,184.30		4,050,302.28
TOTAL FUNCTION - ECONOMIC ENVIRONMENT						4,087,207.00	27,720.42	9,184.30		4,050,302.28
TOTAL FUND - CRA FUND						4,087,207.00	27,720.42	9,184.30		4,050,302.28
TOTAL REPORT						4,087,207.00	27,720.42	9,184.30		4,050,302.28

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION