

City of Opa-locka

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



COMMUNITY REDEVELOPMENT AGENCY Agenda

**Tuesday, June 13, 2023
6:00 PM**

Opa-Locka CRA Board

Jannie Russell, Chair

Nikisha Williams, Vice Chair

Dr. Sherelean Bass, Board Member

Natasha L. Ervin, Board Member

Joseph L. Kelley, Board Member

John H. Taylor, Jr., Board Member

Veronica J. Williams, Board Member

CITY OF OPA-LOCKA

“The city of bright opportunities”

AGENDA

COMMUNITY REDEVELOPMENT AGENCY

June 13, 2023

6:00 PM

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. MOMENT OF SILENCE:**
- 4. PLEDGE OF ALLEGIANCE:**
- 5. ADD-ON ITEM(S)**
 - 1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE WAIVER OF BIDDING REQUIREMENTS; AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH GREATER MIAMI SERVICE CORPS., BASED UPON THE AGREEMENT BETWEEN THE CITY OF MIAMI AND GREATER MIAMI SERVICE CORPS. FOR THE ADMINISTRATION OF THE PLANT, PAINT, AND PAVE RESIDENTIAL ASSISTANCE PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**
 - 2. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH FAIRCHILD TROPICAL BOTANIC GARDEN FOR THE IMPROVEMENT OF “BUTTERFLY GARDEN” PARK LOCATED AT 1052 SHARAZAD BOULEVARD, FOR THE AMOUNT OF THIRTY THOUSAND DOLLARS (\$30,000.00) FOR THOSE IMPROVEMENTS TO “BUTTERFLY GARDEN” PARK; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**
- 6. APPROVAL OF MINUTES:**

Minutes from the November 14th 2022 OCRA Emergency Meeting

Minutes from the February 21st 2023 OCRA Meeting

7. PUBLIC COMMENTS:

8. DIRECTORS REPORT/BOARD UPDATE:

1. Directors Report/Board Update

9. RESOLUTIONS:

1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), APPROVING A SUPPLEMENTAL PROFESSIONAL SERVICES CONTRACT WITH WEISS SEROTA HELFMAN COLE & BIERMAN, P.L. FOR REAL ESTATE TRANSACTION SERVICES AND 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 BOARD ESTABLISHING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY POLICES AND PROCEDURES HANDBOOK; PROVIDING FOR AN EFFECTIVE DATE.
3. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING AN AMENDMENT TO THE BY-LAWS OF THE OCRA TO PROVIDE FOR CLARIFICATION OF TERMS OF OFFICE FOR OCRA BOARD MEMBERS APPOINTED BY MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

10. FINANCIAL REPORT/BUDGET UPDATE:

1. Financial Report
2. FY24 Budget Review

11. BOARD COMMENTS:

12. 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.

RESOLUTION NO. 23-

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE WAIVER OF BIDDING REQUIREMENTS; AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH GREATER MIAMI SERVICE CORPS., BASED UPON THE AGREEMENT BETWEEN THE CITY OF MIAMI AND GREATER MIAMI SERVICE CORPS. FOR THE ADMINISTRATION OF THE PLANT, PAINT, AND PAVE RESIDENTIAL ASSISTANCE PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Opa-locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the Opa-locka Redevelopment Plan ("Plan"); and

WHEREAS, as OCRA seeks to waive bidding requirements, and enter into an agreement with Greater Miami Service Corps., based upon the agreement between the City of Miami and Greater Miami Service Corps. dated September 14, 2022, for the administration of the Plant, Paint and Pave residential assistance program to assist homeowners with the improvement and enhancement of their homes to promote beautification efforts in the Opa-locka CRA; and

WHEREAS, in the OCRA FY23 budget, the OCRA approved for an allocation of funds under "Development Incentive/Assistance Programs" to specifically be utilized for residential assistance programs to encourage and promote home improvement and beautification activities in the OCRA area; and

WHEREAS, eligible expenses include painting, landscaping, awnings, sidewalks, etc.; and

WHEREAS, the OCRA board seeks to assist our residents in the improvement of their homes to increase a sense of pride and community aesthetics in the beautification of our community.

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

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

Section 2. BID WAIVER AND AUTHORIZATION

The OCRA hereby waives any bidding requirements, and authorizes the Executive Director to enter into an agreement with Greater Miami Service Corps., based upon an agreement between the City of Miami and Greater Miami Service Corps., for the administration of the Plant, Paint and Pave residential assistance program for the Opa-locka Community Redevelopment Agency Plan, 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 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 _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas
OCRA Clerk

OCRA Attorney

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 V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____



Opa-locka CRA Plant, Paint and Pave Residential Assistance Program

SCOPE OF WORK

Wording to be updated depending on how the agreement is drafted.

Overview

The Plant, Paint and Pave Residential Assistance Program is a home renovation grant program for residential owner-occupied single-family and up to 4-unit multi-family properties to enhance the aesthetics through curb appeal within the residential neighborhoods. Eligible expenses include but are not limited to painting, landscaping, awnings, sidewalks, home safety/ADA compliance, etc. Approved applicants will be eligible for a grant award for a maximum of \$10,000. Each applicant's request will be vetted and approved based on application requirements being met. If there are any fees that are outside of the \$10,000, the homeowner will be responsible for the outside costs.

The Program shall be administered by a selected organization and will include the following Scope of Work and performed by the selected organization for the administration and implementation of the Plant Paint and Pave Residential Assistance Program.

Consultant Responsibilities:

- Conduct Rehab/Beautification on eligible and approved applicant homes in the Opa-locka CRA area.
- Conduct thorough background of homes submitted to ensure ownership, clear of liens.
- Submit copy of completed Applications to OCRA
- Provide all manpower, equipment, transportation, etc., as deemed necessary for the completion of all work.
- Agree to adjust budget appropriately should any of the applicants become ineligible for the project.

OCRA Responsibilities:

- Provide list of approved applicants in need of home rehab
- Provide scope of work for homes
- Expedite issuance of required permits
- Provide storage of materials, if available in location to be determined

CITY OF MIAMI

**BID WAIVER AGREEMENT
FOR LANDSCAPING SERVICES
WITH
GREATER MIAMI SERVICE CORPS.**

This Bid Waiver Agreement ("Agreement") by and between the City of Miami, a municipal corporation of the State of Florida whose principal address is 444 S.W. 2nd Avenue, Miami, FL 33130 ("City"), and Greater Miami Service Corps., a Florida not for profit corporation whose principal address is 810 N.W. 28th Street, Miami, FL 33127 ("GMSC" and "Contractor"), is entered into this 14th day of September, 2022 and shall be deemed in effect as of April 1st, 2022 as follows.

RECITALS

WHEREAS, the GMSC was established in 1990 with a mission to transform the lives of young people through education and service activities that improve our communities and strengthen our local workforce ("Services"); and

WHEREAS, GMSC's program model uses service as a strategy to connect young people in Miami-Dade County, Florida to education and meaningful work experience opportunities while at the same time providing cost effective services that improve our community; and

WHEREAS, the City Manager and the City's Chief Procurement Officer ("CPO") have recommended that the requirements for competitive sealed bidding procedures be waived and that the procurement of the above services, as specified herein, be approved; and

WHEREAS, pursuant to Resolution R-22-0232, adopted on June 23, 2022, the City Commission by 4/5ths affirmative vote approved this Bid Waiver; and

NOW THEREFORE, for the considerations of the mutual covenants and promises herein contained, GMSC and the City agree:

TERMS

1. RECITALS AND INCORPORATIONS; DEFINITIONS:

The recitals are true and correct and are hereby incorporated into and made a part of this Agreement. The Services, Scope of Work, is hereby incorporated into and made a part of this Agreement and attached hereto as Exhibit "A". The Contractor's Pricing Proposal is hereby incorporated into and made a part of this Agreement and attached hereto as Exhibit "B". The Contractor's Insurance Certificate is hereby incorporated into and made a part of this Agreement and attached hereto as Exhibit "C". The order of precedence whenever there is conflicting or inconsistent language between documents is as follows in descending order of priority: (1) the Professional Services Agreement ("PSA"), inclusive of Exhibits, as may be amended; and (2) the

Contractor's proposal dated March 23, 2022, acknowledging the scope of services and pricing component of the services.

2. TERM:

The Agreement shall become effective on the date on the first page and shall be for the duration of three (3) years with no option to renew. The City Manager shall have the option to terminate the Agreement for convenience, that is, for any or no cause.

3. SCOPE OF SERVICES:

A. Contractor agrees to timely and competently provide the Services as specifically described, and under the special terms and conditions set forth in Exhibit "A".

B. Contractor represents to the City that: (i) it possesses all qualifications, licenses, certificates, registrations, authorizations, and expertise required for the performance of the Services, including, but not limited to, full authorization and qualifications to do business in Florida; and (ii) it is not delinquent in the payment of any sums due the City, its agencies and instrumentalities, including payment of permits, fees, occupational licenses, fines, liens, violations, etc., nor in the performance of any contractual obligations or payment of any monies to the City, its agencies and instrumentalities, or has not been debarred by any Florida public agency or been placed on the convicted vendors list pursuant to Section 287.133, Florida Statutes, as amended; and (iii) all personnel assigned to perform the Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; and (iv) the Services shall be performed in the manner described in Exhibit "A"; and (v) each person executing this Agreement on behalf of Contractor has been duly authorized to so execute the same and fully bind Contractor as a party to this Agreement.

C. Contractor shall at all times provide fully qualified, competent, and physically capable employees to perform the Services under this Agreement. City may require Contractor to remove any employee the City deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued services under this Agreement is not in the best interest of the City.

4. COMPENSATION:

A. The amount of compensation payable by the City to the Contractor shall be based on the rates quoted in Exhibit "B" hereto; provided, however, that in no event shall the amount of compensation exceed a cumulative total of Two Hundred Twenty Thousand Dollars (\$220,000.00) in any one (1) contract year for the Services provided under this Agreement, inclusive of any costs and expenses.

B. Unless otherwise specifically provided in Exhibit "A", payment shall be made within forty-five (45) days after receipt of Contractor's invoice for Services performed, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should the City require one to be performed. Invoices shall be sufficiently detailed to comply with the "Florida Prompt Payment Act", Sections 218.70. - 218.79, Florida Statutes, as amended, and other applicable laws. No advance payments shall be made at any time.

C. Contractor agrees and understands that (i) any and all subcontractors providing Services related to this Agreement shall be paid through Contractor and not paid directly by the City, and (ii) any and all liabilities regarding payment to or use of subcontractors for any of the Services related to this Agreement shall be borne solely by Contractor.

D. The City will pay Contractor one hundred percent (100%) of each total invoice amount, up to a maximum total of Two Hundred Twenty Thousand Dollars (\$220,000.00) in any one (1) contract year for the Services provided under this Agreement, inclusive of any costs and expenses.

5. OWNERSHIP OF DOCUMENTS:

Contractor understands and agrees that any information, document, data, report or any other material whatsoever which is given by the City to Contractor, its employees, or any subcontractor, or which is otherwise obtained or prepared by Contractor solely and exclusively for the City pursuant to or under the terms of this Agreement, is and shall at all times remain the property of the City. Contractor agrees not to use any such information, document, data, report or material for any other purpose whatsoever without the written consent of the City Manager, which may be withheld or conditioned by the City Manager in his/her sole discretion. Contractor is permitted to make and to maintain duplicate copies of the files, records, documents, data, etc. if Contractor determines copies of such records are necessary subsequent to the termination of this Agreement; however, in no way shall the confidentiality as permitted by applicable law be breached. The City shall maintain and retain ownership of any and all documents and data which result upon the completion of the work and Services under this Agreement as per the terms of this Section 5.

6. AUDIT AND INSPECTION RIGHTS AND RECORDS RETENTION:

A. Contractor agrees to provide access to the City or to any of its duly authorized representatives, to any books, documents, papers, data, and records, including, without limitation, electronic records of Contractor which are directly pertinent to this Agreement, for audit, examination, excerpts, and transcripts. The City may, at reasonable times, and for a period of up to three (3) years following the date of final payment by the City to Contractor under this Agreement, audit and inspect, or cause to be audited and inspected, those books, documents, data, papers, and records of Contractor which are related to Contractor's performance under this Agreement. Contractor agrees to maintain all such books, documents, papers, data, and records at its principal place of business for a period of three (3) years after final payment is made under this Agreement and all other pending matters are closed. Contractor's failure to adhere to, or refusal to comply with, this condition shall result in the immediate cancellation of this Agreement by the City.

B. The City may, at reasonable times during the term hereof, inspect the Contractor's facilities and perform such tests, as the City deems reasonably necessary, to determine whether the goods or services required to be provided by Contractor under this Agreement conform to the terms hereof. Contractor shall make available to the City all reasonable facilities and assistance to facilitate the performance of tests or inspections by City representatives. All tests and inspections shall be subject to, and made in accordance with, the provisions of Sections 18-99, 18-100, 18-101 and 18-102 of the Code of the City of Miami, Florida as same may be amended or supplemented, from time to time ("City Code").

7. AWARD OF AGREEMENT:

Contractor represents and warrants to the City that it has not employed or retained any person or company employed by the City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of this Agreement.

8. PUBLIC RECORDS: *(Non-Negotiable)*

A. Contractor understands that the public shall have access, at all reasonable times, to all documents and information pertaining to City Agreements, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the City and the public to all documents subject to disclosure under applicable laws. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate cancellation of this Agreement by the City.

B. Contractor shall additionally comply with Section 119.0701, Florida Statutes, including without limitation: (1) keep and maintain public records that ordinarily and necessarily would be required by the City to perform this Service; (2) provide the public with access to public records on the same terms and conditions as the City would and at the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law; (3) ensure that public records that are exempt or confidential and exempt from disclosure are not disclosed except as authorized by law; (4) meet all requirements for retaining public records and transfer, at no cost, to the City all public records in its possession upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from disclosure requirements; and, (5) provide all electronically stored public records that must be provided to the City in a format compatible with the City's information technology systems. Notwithstanding the foregoing, Contractor shall be permitted to retain any public records that make up part of its work product solely as required for archival purposes, as required by law, or to evidence compliance with the terms of the Agreement.

C. Should Contractor determine to dispute any public access provision required by Florida Statutes, then Contractor shall do so in accordance with the provisions of chapter 119, Florida Statutes, at its own expense and at no cost to the City.

D. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, AGREEMENT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 416-1830, VIA EMAIL AT PUBLICRECORDS@MIAMIGOV.COM, OR REGULAR EMAIL AT CITY OF MIAMI OFFICE OF THE CITY ATTORNEY, 444 SW 2ND AVENUE, 9TH FL, MIAMI, FL 33130.

9. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS:

Contractor understands that agreements with local governments are subject to certain laws and regulations, including laws pertaining to public records, conflict of interest, ethics,

lobbying, record keeping, etc. City and Contractor agree to comply with and observe all such applicable federal, state and local laws, rules, regulations, codes and ordinances, as they may be amended from time to time.

Contractor further agrees to include in all of Contractor's agreements with subcontractors for any Services related to this Agreement this provision requiring subcontractors to comply with and observe all applicable federal, state, and local laws rules, regulations, codes and ordinances, as they may be amended from time to time.

10. INDEMNIFICATION:

Contractor shall indemnify, hold and save harmless, and defend (at its own cost and expense), the City, its officers, agents, directors, and/or employees, from all liabilities, damages, losses, judgements, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, negligent act or omission, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Agreement. Contractor shall further, , indemnify, save and hold harmless for, and defend (at its own cost), the City its officials and/or employees against any civil actions, statutory, administrative, regulatory, or similar claims, injuries or damages arising or resulting from the Services, or from the Contractor's alleged non-compliance with legal or contractual requirements relative to the , even if it is alleged that the City, its officials, and/or employees were negligent. In the event that any action or proceeding is brought against the City by reason of any such claim or demand, the Contractor shall, upon written notice from the City, resist and defend such action or proceeding by counsel satisfactory to the City. The Contractor expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The indemnification provided above shall obligate the Contractor to defend, at its own cost and expense, to and through trial, administrative, regulatory, appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City's option, any and all claims of liability and all suits and actions of every name and description which may be brought against the City, whether performed by the Contractor, or persons employed or utilized by Contractor.

These duties will survive the cancellation or expiration of the Agreement. This Section will be interpreted under the laws of the State of Florida, including without limitation and interpretation, which conforms to the limitations of Sections 725.06 and/or 725.08, Florida Statutes, as may be applicable and as amended.

Contractor shall require all sub-contractor agreements to include a provision that each sub-Contractor will indemnify the City in substantially the same language as this Section. The Contractor agrees and recognizes that the City shall not be held liable or responsible for any claims which may result from any actions or omissions of the Contractor in which the City participated either through review or concurrence of the Contractor's actions. In reviewing, approving or rejecting any submissions by the Contractor or other acts of the Contractor, the City, in no way, assumes or shares any responsibility or liability of the Contractor or sub-contractor under this Agreement.

Ten dollars (\$10.00) of the payments made by the City constitute separate, distinct, and independent consideration for the granting of this Indemnification, the receipt and sufficiency of which is voluntarily and knowingly acknowledged by the Contractor.

Contractor understands and agrees that all liabilities regarding the use of any subcontractor, supplier, laborer, or material person for Services related to this Agreement shall be borne solely by Contractor throughout the duration of this Agreement and that this provision shall survive the termination or expiration of this Agreement, as applicable.

11. DEFAULT:

If Contractor fails to comply materially with any term or condition of this Agreement or fails to perform in any material way any of its obligations hereunder and fails to cure such failure after reasonable notice from the City, then Contractor shall be in default. Contractor understands and agrees that termination of this Agreement under this section shall not release Contractor from any obligation accruing prior to the effective date of termination. Should Contractor be unable or unwilling to commence to perform the Services within the time provided or contemplated herein, then, in addition to the foregoing, Contractor shall be liable to the City for all expenses incurred by the City in preparation and negotiation of this Agreement, as well as all costs and expenses incurred by the City in the re-procurement of the Services, including consequential and incidental damages.

12. RESOLUTION OF AGREEMENT DISPUTES:

Contractor understands and agrees that all disputes between Contractor and the City based upon an alleged violation of the terms of this Agreement by the City shall be submitted to the City Manager for his/her resolution, prior to Contractor being entitled to seek judicial relief in connection therewith. In the event that the amount of compensation hereunder exceeds Twenty Five Thousand Dollars (\$25,000.00), the City Manager's decision shall be approved or disapproved by the City Commission. Contractor shall not be entitled to seek judicial relief unless: (i) it has first received the City Manager's written decision, approved by the City Commission if the amount of compensation hereunder exceeds Twenty Five Thousand Dollars (\$25,000.00), or (ii) a period of sixty (60) days has expired, after submitting to the City Manager a detailed statement of the dispute, accompanied by all supporting documentation (or ninety (90) days if City Manager's decision is subject to City Commission approval); or (iii) the City has waived compliance with the procedure set forth in this section by written instruments, signed by the City Manager. In no event may the amount of compensation under this Section exceed the total compensation set forth in Section 4(A) of this Agreement.

13. TERMINATION; OBLIGATIONS UPON TERMINATION: *(Non-Negotiable)*

A. The City, acting by and through its City Manager, shall have the right to terminate this Agreement, in its sole discretion, and without penalty, at any time, by giving written notice to Contractor at least thirty (30) calendar days prior to the effective date of such termination. In such event, the City shall pay to Contractor compensation for Services rendered and approved expenses incurred prior to the effective date of termination. In no event shall the City be liable to Contractor for any additional compensation and expenses incurred, other than that provided herein, and in no event shall the City be liable for any consequential or incidental damages. The Contractor shall have no recourse or remedy against the City for a termination under this subsection except for payment of fees due prior to the effective date of termination.

B. The City, by and acting through its City Manager, shall have the right to terminate this Agreement, in its sole discretion, and without penalty, upon the occurrence of an event of a material breach hereunder, and failure to cure the same within thirty (30) days after written notice of default. A material breach for purposes of this Agreement shall mean a contractual and legal term which refers to a failure of performance under the Agreement which is significant enough to give the City the right to sue for breach of contract. In such event, the City shall not be obligated to pay any amounts to Contractor for Services rendered by Contractor after the date of termination, but the parties shall remain responsible for any payments that have become due and owing as of the effective date of termination. In no event shall the City be liable to Contractor for any additional compensation and expenses incurred, other than that provided herein, and in no event shall the City be liable for any direct, indirect, consequential, or incidental damages.

14. INSURANCE:

A. Contractor shall, at all times during the term hereof, maintain such insurance coverage(s) as may be required by the City. The insurance coverage(s) required as of the Effective Date of this Agreement are attached hereto as Exhibit "C" and incorporated herein by this reference. The Contractor shall add the City of Miami as an additional insured to its commercial general liability, and auto liability policies, and as a named certificate holder on all policies. Contractor shall correct any insurance certificates as requested by the City's Risk Management Administrator. All such insurance, including renewals, shall be subject to the approval of the City for adequacy of protection and evidence of such coverage(s) and shall be furnished to the City Risk Management Administrator on Certificates of Insurance indicating such insurance to be in force and effect and any cancelled or non-renewed policy will be replaced with no coverage gap and a current Certificate of Insurance will be provided. Completed Certificates of Insurance shall be filed with the City prior to the performance of Services hereunder, provided, however, that Contractor shall at any time upon request file duplicate copies of the Certificate of Insurance with the City.

B. Contractor understands and agrees that any and all liabilities regarding the use of any of Contractor's employees or any of Contractor's subcontractors for Services related to this Agreement shall be borne solely by Contractor throughout the term of this Agreement and that this provision shall survive the termination of this Agreement. Contractor further understands and agrees that insurance for each employee of Contractor and each subcontractor providing Services related to this Agreement shall be maintained in good standing and approved by the City Risk Management Administrator throughout the duration of this Agreement.

C. Contractor shall be responsible for assuring that the insurance certificates required under this Agreement remain in full force and effect for the duration of this Agreement, including any extensions hereof. If insurance certificates are scheduled to expire during the term of this Agreement and any extension hereof, Contractor shall be responsible for submitting new or renewed insurance certificates to the City's Risk Management Administrator as soon as coverages are bound with the insurers. In the event that expired certificates are not replaced, with new or renewed certificates which cover the term of this Agreement and any extension thereof:

- (i) the City shall suspend this Agreement until such time as the new or renewed certificate(s) are received in acceptable form by the City's Risk Management Administrator; or

(ii) the City may, at its sole discretion, terminate the Agreement for cause and seek procurement related damages from Contractor in conjunction with the violation of the terms and conditions of this Agreement.

D. Compliance with the foregoing requirements shall not relieve Contractor of its liabilities and obligations under this Agreement.

15. NONDISCRIMINATION:

Contractor represents to the City that Contractor does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Contractor's performance under this Agreement because of race, color, gender, sexual orientation, religion, age, handicap, marital status, or national origin. Contractor further covenants that no otherwise qualified individual shall, solely because of his/her race, color, gender, sexual orientation, religion, age, handicap, marital status, or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

16. ASSIGNMENT:

The Contractor's services are considered unique in nature. This Agreement shall not be assigned, sold, conveyed or pledged by Contractor, in whole or in part, and Contractor shall not assign any part of its operations under this Agreement, without the prior written consent of the City Manager, which may be withheld or conditioned, in the City's sole discretion through the City Manager.

17. NOTICES:

All notices or other communications required under this Agreement shall be in writing and shall be given by hand-delivery or by registered or certified U.S. Mail, return receipt requested, addressed to the other party at the address indicated herein or to such other address as a party may designate by notice given as herein provided. Notice shall be deemed given on the day on which personally delivered; or, if by mail, on the fifth day after being posted or the date of actual receipt, whichever is earlier.

TO CONTRACTOR:

Deborah Dorsett
Executive Director
Greater Miami Service Corps
810 NW 28th Street

TO THE CITY:

Arthur Noriega V
City Manager
City of Miami
444 SW 2nd Avenue, 10th Floor

Miami, FL 33127

Miami, FL 33130-1910

With copies to:

Victoria Méndez
City Attorney
City of Miami
444 SW 2nd Avenue, Suite 945
Miami, FL 33130-1910

Juvenal Santana, P.E.
Resilience and Public Works Director
City of Miami
444 SW 2nd Avenue, 8th Floor
Miami, FL 33130-1910

Annie Perez, CPPO
Procurement Director
City of Miami
444 SW 2nd Avenue, 6th Floor
Miami, FL 33130-1910

18. MISCELLANEOUS PROVISIONS:

A. This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue in any proceedings between the parties shall be in Miami-Dade County, Florida. Each party shall bear its own attorney's fees. Each party waives any defense, whether asserted by motion or pleading, that the aforementioned courts are an improper or inconvenient venue. Moreover, the parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction. The parties irrevocably waive any rights to a jury trial.

B. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

C. Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida or the City of Miami, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws, or if not modifiable, then the same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.

D. Contractor shall comply with all applicable laws, rules and regulations in the performance of this Agreement, including, but not limited to, licensure and certifications required by law for professional service Contractors.

E. This Agreement constitutes the sole and entire agreement between the parties hereto. No modification or amendment hereto shall be valid unless in writing and executed by properly authorized representatives of the parties hereto. Except as otherwise set forth in Section 2 above, the City Manager shall have the sole authority to extend, amend, or modify this Agreement on behalf of the City.

19. SUCCESSORS AND ASSIGNS:

This Agreement shall be binding upon the parties hereto, their heirs, executors, legal representatives, successors, or assigns.

20. INDEPENDENT CONTRACTORS:

Contractor has been procured and is being engaged to provide Services to the City as an Independent Contractor, and not as an agent or employee of the City. Accordingly, neither Contractor, nor its employees, nor any subcontractor hired by Contractor to provide any Services under this Agreement shall attain, nor be entitled to, any rights or benefits under the Civil Service or Pension Ordinances of the City, nor any rights generally afforded classified or unclassified employees. Contractor further understands that Florida Workers' Compensation benefits available to employees of the City are not available to Contractor, its employees, or any subcontractor hired by Contractor to provide any Services hereunder, and Contractor agrees to provide or to require subcontractor(s) to provide, as applicable, workers' compensation insurance for any employee or agent of Contractor rendering Services to the City under this Agreement. Contractor further understands and agrees that Contractor's or subcontractors' use or entry upon City properties shall not in any way change its or their status as an Independent Contractor.

21. CONTINGENCY CLAUSE:

Funding for this Agreement is contingent on the availability of funds and continued authorization for program activities and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds, failure to allocate or appropriate funds, and/or change in applicable laws or regulations, or program requirements or continuation, upon thirty (30) days written notice.

22. FORCE MAJEURE:

A "Force Majeure Event" shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, hurricane, sink hole, other natural disasters, epidemic, riot or civil disturbance, war or terrorism, sabotage, insurrection, blockade, or embargo. In the event that either party is delayed in the performance of any act or obligation pursuant to or required by the Agreement by reason of a Force Majeure Event, the time for required completion of such act or obligation shall be extended by the number of days equal to the total number of days, if any, that such party is actually delayed by such Force Majeure Event. The party seeking delay in performance shall give notice to the other party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any party seeking delay in performance due to a Force Majeure Event shall use its best efforts to rectify any condition causing such delay and shall cooperate with the other party to overcome any delay that has resulted.

23. CITY NOT LIABLE FOR DELAYS:

Contractor hereby understands and agrees that in no event shall the City be liable for, or responsible to Contractor or any subcontractor, or to any other person, firm, or entity for or on account of, any stoppages or delay(s) in work herein provided for, or any damages whatsoever related thereto, because of any injunction or other legal or equitable proceedings or on account of any delay(s) for any cause over which the City has no control.

24. USE OF NAME/ SEAL:

Contractor understands and agrees that the City is not engaged in research for advertising, sales promotion, or other publicity purposes. Contractor is allowed, within the limited scope of normal and customary marketing and promotion of its work, to use the general results of this project and the name of the City. The Contractor may not utilize the City's official seal or any likeness thereof. The Contractor agrees to protect any confidential information provided by the City and will not release information of a specific nature without prior written consent of the City Manager or the City Commission.

25. NO CONFLICT OF INTEREST:

Pursuant to City of Miami Code Section 2-611, as amended ("City Code"), regarding conflicts of interest, Contractor hereby certifies to the City that no individual member of Contractor, no employee, and no subcontractor under this Agreement nor any immediate family member of any of the same is also a member of any board, commission, or agency of the City. Contractor hereby represents and warrants to the City that throughout the term of this Agreement, Contractor, its employees, and its subcontractors will abide by this prohibition of the City Code.

26. NO THIRD-PARTY BENEFICIARY:

No persons other than the Contractor and the City (and their successors and assigns) shall have any rights whatsoever under this Agreement. There are no express or implied Third Party Beneficiaries to this Agreement.

27. SURVIVAL:

All obligations (including but not limited to indemnity and obligations to defend and hold harmless) and rights of any party arising during or attributable to the period prior to expiration or earlier termination of this Agreement shall survive such expiration or earlier termination.

28. TRUTH-IN-NEGOTIATION CERTIFICATION, REPRESENTATION AND WARRANTY:

Contractor hereby certifies, represents, and warrants to the City that on the date of Contractor's execution of this Agreement, and so long as this Agreement shall remain in full force and effect, the wage rates and other factual unit costs supporting the compensation to Contractor under this Agreement are and will continue to be accurate, complete, and current. Contractor understands, agrees, and acknowledges that the City shall adjust the amount of the compensation and any additions thereto to exclude any significant sums by which the City determines the contract price of compensation hereunder was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year of the end of this Agreement, whether naturally expiring or earlier terminated pursuant to the provisions hereof.

29. COUNTERPARTS; ELECTRONIC SIGNATURES:

This Agreement and any amendments hereto may be executed in counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument, each of which shall be an original as against either party whose signature appears thereon, but all of which taken together shall constitute but one and the same instrument. An executed facsimile or electronic scanned copy of this Agreement shall have the same force and effect as an original. The parties shall be entitled to sign and transmit an electronic signature on this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.

30. ENTIRE AGREEMENT:

This instrument and its exhibits constitute the sole and only agreement of the parties relating to the subject matter hereof and correctly set forth the rights, duties, and obligations of each to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective officials thereunto duly authorized, this the day and year above written.

ATTEST:

Print Name: Vivian Walters, Jr.

Title: Board Secretary

"Greater Miami Service Corp"
A Florida Not-For-Profit Corporation

By: _____

Print Name: Deborah Dorsett

Title: Executive Director

(Authorized Corporate Officer)

ATTEST:

DocuSigned by:

Todd B. Hannon

Todd B. Hannon, City Clerk



DocuSigned by: corporation

DocuSigned by:

Arthur Noriega

Arthur Noriega V, City Manager

APPROVED AS TO LEGAL FORM
AND CORRECTNESS:

DocuSigned by:

Victoria Mendez

Victoria Mendez (Matter 22-607)
City Attorney

DS

PV

APPROVED AS TO INSURANCE
REQUIREMENTS:

Gomez,

Frank

Ann-Marie Sharpe
Risk Management Director

Digitally signed
by Gomez, Frank
Date: 2022.08.22
09:52:29 -04'00'

RESOLUTION No. R-444-22

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT
WITH THE CITY OF MIAMI TO OPERATE
DR. MARTIN LUTHER KING, JR. AND BUTTERFLY GARDENS**

WHEREAS, Greater Miami Service Corps, a Florida Not-for-Profit corporation, desires to enter into an Agreement with the City of Miami for the purpose of performing the Services described in the Agreement to which this resolution is attached; and

WHEREAS, the Board of Directors at a duly held corporate meeting has considered the matter in accordance with the bylaws of the corporation;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Greater Miami Service Corps authorizes the GMSC Executive Director, Deborah Dorsett to execute the Agreement in the name of this Corporation and to execute any other document and perform any acts in connection therewith as may be required to provide to accomplish its purpose.

IN WITNESS WHEREOF, this 6th day of July 2022.

Greater Miami Service Corps ("Contractor")

A Florida Non-Profit (State) Corporation

ATTEST

Signature of Secretary of the Board

Vivian Walters, Jr.
Printed Name of Secretary of the Board

Corporate Seal
(Affix Corporate Seal here)



ANSELME ANTOINE JEAN
Notary Public
State of Florida
Comm# HH251921
Expires 4/11/2026

A handwritten signature in blue ink, appearing to read "Anselme Antoine Jean", written over the notary seal.

EXHIBIT A
SCOPE OF SERVICES

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April 19, 2022

Tahlia R. Gray, MBA
Procurement Analyst
City of Miami
Procurement Department
444 SW 2 Ave, 6th Floor
Miami, FL 33130

Re: Martin Luther King Jr. Youth Service Project (Landscape and Maintenance)

Dear Ms. Gray:

Thank you for the opportunity to allow Greater Miami Service Corps (GMSC) to provide Landscape and Maintenance Services related to Martin Luther King Jr. Boulevard and the East and West Butterfly Garden. Greater Miami Service Corps has been privileged to provide these services since 2015, allowing young people to become stakeholders in the beautification of their community while building personal, education, and career development skills.

The mission of the Greater Miami Service Corps is to empower young people with the tools needed to transform their lives through education and service activities that strengthen our community and local workforce. GMSC services enhance the employability of young adults between the ages of 18-24, through work assignments that provide tangible community improvements, supervision that reinforces productive habits, and education structured to strengthen useful skills. Young people can “earn while they learn” through our employability skills’ training and education services that build transferable skills. Services provided include:

- Year-Round Paid Work Experience
- High School Completion Services
- General Education Diploma Preparation
- Leadership Development
- Industry Training
- Team Building
- Mentoring
- Life and Financial Skills Training
- Post-Secondary Support
- Education Scholarships
- Job Placement Assistance

In addition to work experience, participants will be engaged in industry training and have an opportunity to earn up to \$6,300 in education scholarships. Additional services include transportation support, internships, case management, and mental health counseling or referrals. Greater Miami Service Corps is able to provide a 1:1 ratio of leveraged resources with funding provided through the Martin Luther King Jr. Project.

Young People...Serving Their Community

810 Northwest 28th Street ■ Miami, Florida 33127 ■ Office: (305) 638-4672 ■ Fax: (305) 633-5319
15355 Harding Lane ■ Leisure City, Florida 33030 □ Office: (305) 242-7935 □ Fax: (305) 242-7967
www.gmscmiami.org

EXHIBIT B
PRICING PROPOSAL

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The service proposal for the Martin Luther King Jr. Boulevard Youth Service Project is as follows:

<u>Item #</u>	<u>Description</u>	<u>Qty</u>	<u>UOM</u>	<u>Price</u>
1	MLK Blvd- Litter Pick Up Only (WEEKLY SERVICE) NW 62nd Street from NW 5th Place to NW 17th Ave	1	Weekly	\$ 1,083.25
2	Butterfly Gardens- Landscaping - (BIWEEKLY): East I-95 and West of NW 5th Ave	1	Biweekly	\$ 2,925.00
3	Butterfly Gardens- Litter Pick Up - (WEEKLY): East I-95 and West of NW 5th Ave	1	Weekly	\$ 1,083.25
4	Butterfly Gardens- Tree and Palm Pruning; removal of dead tree/palm (AS NEEDED)	1	Each	\$ 3,000.00
5	Butterfly Gardens- Removal of Debris (AS NEEDED)	1	Each	\$ 1,083.25
6	Butterfly Gardens- Installation of Mulch (AS NEEDED)	1	Each	\$ 3,500.00
7	Pressure Cleaning- All Linear Parks on NW 62 nd Street (AS NEEDED)	1	Each	\$ 10,000.00
*PLEASE THOROUGHLY READ THE SCOPE OF WORK PROVIDED TO PROVIDE PRICING.				

Should you have any questions, feel free to call me at 305-638-4672 extension 237.

Sincerely,

Deborah Dorsett
Executive Director

Young People...Serving Their Community

810 Northwest 28th Street ■ Miami, Florida 33127 ■ Office: (305) 638-4672 ■ Fax: (305) 633-5319
15355 Harding Lane ■ Leisure City, Florida 33030 ■ Office: (305) 242-7935 ■ Fax: (305) 242-7967
www.gmscmiami.org

EXHIBIT C INSURANCE REQUIREMENTS

I. Commercial General Liability

- A. Limits of Liability
 Bodily Injury and Property Damage Liability
- | | |
|-------------------------------|--------------|
| Each Occurrence | \$1,000,000 |
| General Aggregate Limit | \$ 2,000,000 |
| Personal and Adv. Injury | \$ 1,000,000 |
| Products/Completed Operations | \$ 1,000,000 |
- B. Endorsements Required
- City of Miami listed as additional insured
 Contingent & Contractual Liability
 Premises and Operations Liability
 Primary Insurance Clause Endorsement

II. Business Automobile Liability

- A. Limits of Liability
 Bodily Injury and Property Damage Liability
 Combined Single Limit
 Owned/Scheduled Autos
 Including Hired, Borrowed or Non-Owned Autos
 Any One Accident \$ 1,000,000
- B. Endorsements Required
- City of Miami listed as an additional insured

III. Worker's Compensation

Limits of Liability
 Statutory-State of Florida
 Waiver of Subrogation

Employer's Liability

- A. Limits of Liability
 \$100,000 for bodily injury caused by an accident, each accident
 \$100,000 for bodily injury caused by disease, each employee
 \$500,000 for bodily injury caused by disease, policy limit

IV. Professional Liability/Errors and Omissions Coverage

Combined Single Limit

Each Claim	\$1,000,000
General Aggregate Limit	\$1,000,000
Retro Date Included	

The above policies shall provide the City of Miami with written notice of cancellation or material change from the insurer in accordance to policy provisions.

Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than “A-” as to management, and no less than “Class V” as to Financial Strength, by the latest edition of Best’s Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by Risk Management prior to insurance approval.



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
02/24/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BEACON INSURANCE GROUP INC 8567 Coral Way #301 Miami, FL 33155 License#:A093003	CONTACT NAME PHONE (A/C No. Ext): (305) 266-9706 FAX (A/C, No.): (305) 468-6503 E-MAIL ADDRESS: angel@insurer.com														
INSURED GREATER MIAMI SERVICE CORPS 810 NW 28TH ST MIAMI, FL 33127	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC#</th> </tr> <tr> <td>INSURER A: KINSALE INSURANCE CO.</td> <td>14027</td> </tr> <tr> <td>INSURER B: WESTCHESTER FIRE INSURANCE CO.</td> <td>03368</td> </tr> <tr> <td>INSURER C: NATIONAL LIABILITY & FIRE INS CO.</td> <td>00481</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: KINSALE INSURANCE CO.	14027	INSURER B: WESTCHESTER FIRE INSURANCE CO.	03368	INSURER C: NATIONAL LIABILITY & FIRE INS CO.	00481	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		0100105909-02	01/24/22	01/24/23	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 1,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ INCLUDED
							\$
C	AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ☒ HIRED AUTOS ☒ SCHEDULED AUTOS NON-OWNED AUTOS			74APS103827	12/30/21	12/30/22	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	DIRECTORS & OFFICERS			NFPFLF112977172-05	05/20/22	05/20/23	LIMIT: \$ 1,000,000
							RETENTION: 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CITY OF MIAMI IS LISTED AS ADDITIONAL INSURED FOR GENERAL LIABILITY: PRIMARY & NON-CONTRIBUTORY LANGUAGE INCLUDED FOR GENERAL LIABILITY. CONTINGENT AND CONTRACTUAL EXPOSURES.

CERTIFICATE HOLDER
CANCELLATION

CITY OF MIAMI 444 SW 2ND AVE MIAMI, FL 33130	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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miamidade.gov

Internal Services Department

Risk Management Division
Property & Casualty Unit
111 NW 1st Street • Suite 2340
Miami, Florida 33128
T 305-375-5442 F 305-375-1477

February 7, 2022

**The City of Miami
Frank Gomez
Risk Management Department
444 SW 2nd Avenue
Miami, FL 33130**

Dear Mr. Gomez:

RE: Greater Miami Service Corps - Community Block Grant

This is to inform you that Miami-Dade County has an on-going self-insurance program for Worker's Compensation, General Liability and Automobile Liability covering employees and officials of the County.

Since the County does not carry insurance with an insurance company, we cannot provide you with a Certificate of Insurance.

However, in compliance with and subject to the limitations of Florida Statutes, Section 768.28 and Chapter 440, provisions have been made in this office to process any claims that may arise and the same protection will be afforded as would be provided by a policy of insurance.

Sincerely,

A handwritten signature in black ink, appearing to read "Odilon Joseph", with a long, sweeping horizontal line extending to the right.

**Odilon Joseph, MURP
Manager, Property & Casualty**

OJ/ml



**Memorandum of Understanding
Between
The Opa-Locka Community Redevelopment Agency
and**

This Memorandum of Understanding, hereinafter referred to as “MOU”, is entered into by and between the Opa-Locka Community Redevelopment Agency, hereinafter referred to as “OCRA” and _____, hereinafter referred to as “_____”.

WHEREAS, the OCRA desires to expend CRA funds towards initiatives benefitting the residents of the City of Opa-Locka within the OCRA area;

WHEREAS, the OCRA desires to enter into the herein-described agreement with _____ to provide services as set forth;

AND WHEREAS, the Parties are desirous to enter an understanding, thus setting work arrangements that both Parties agree shall be necessary to complete said services;

NOW THEREFORE, in consideration of the mutual terms, conditions, promises and covenants hereinafter set forth, the OCRA and _____ agree as follows:

PURPOSE

The Parties intend for this MOU to provide the specifics of their roles and responsibilities as required for the implementation of Plant, Paint and Pave Home Renovation Program. Both Parties to this MOU shall coordinate activities and services described under their respective areas of responsibilities.

SCOPE OF WORK- Greater Miami Service Corps

- Engage young people between the ages of 18-24, in meaningful work through the Plant, Paint and Pave Home Renovation Program
- Provide supervision of participants (Members) in the implementation of the project scope of services.
- Conduct Rehab/Beautification on eligible and approved applicants’ homes in the Opa-Locka CRA area
- Conduct thorough background of homes submitted to ensure ownership, clear of liens

- Obtain permits through the City of Opa-Locka Building License
- Submit copy of completed Applications to OCRA
- Provide all equipment, transportation, etc., as deemed necessary for the completion of work.

Plant, Paint and Pave Home Rehabilitation Program- OCRA

- Provide list of approved applicants in need of home rehab
- Provide scope of work for homes
- Assist in expediting the issuance of required permits
- Provide storage of materials, if available in location to be determined

PERIOD OF PERFORMANCE

The term of this MOU shall be from June _____, 2023-October 31, 2023

INVOICING

- _____ agrees to invoice the OCRA within a timely period
- _____ understands all invoices must be submitted by October 31, 2023.
- The OCRA agrees to pay \$10,000.00 per home for Paint, Plant and Pave Home Rehab Services to include providing pressure cleaning, patch or repair to exterior structure concrete, wood repair, and paint. Landscaping will include beautifying the landscape by providing mulching, annual flowers and similar services as agreed to by each homeowner.

Total payment shall not exceed \$100,000.00

PAYMENT

- The OCRA agrees to expedite payment monthly

This MOU is entered into:

By: _____

Date

By: _____

Date

RESOLUTION NO. 23-

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH FAIRCHILD TROPICAL BOTANIC GARDEN FOR THE IMPROVEMENT OF "BUTTERFLY GARDEN" PARK LOCATED AT 1052 SHARAZAD BOULEVARD, FOR THE AMOUNT OF THIRTY THOUSAND DOLLARS (\$30,000.00) FOR THOSE IMPROVEMENTS TO "BUTTERFLY GARDEN" PARK; 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 its Redevelopment Area in accordance with the Opa-locka Redevelopment Plan ("Plan"); and

WHEREAS, as OCRA seeks to improve the "Butterfly Garden" Park, a pocket park located at 1052 Sharazad Boulevard; and

WHEREAS, the enhancement of public spaces provide a safe and tranquil space for residents to come and enjoy their community and is a benefit to the environment to have open spaces full of native landscaping which will attract butterflies and enable a quiet meditative space in the community; and

WHEREAS, the OCRA board was presented with three quotes for services to be provided for the improvement of Butterfly Garden; and

WHEREAS, after review, it is the recommendation of staff that the board moves to approve Fairchild Tropical Botanic Garden as the most qualified candidate for the improvements to Butterfly Garden.

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

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

Section 2. AUTHORIZATION

The Executive Director is hereby authorized to enter into an agreement with _____ for the improvement of "Butterfly Garden", 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 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 _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas, MPA
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.
OCRA Attorney

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) _____

Resolution No. 23-

Board Member V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairwoman Russell	(Yes) _____	(No) _____



Corion J. DeLaine, Interim Executive Director
Opa-locka Community Redevelopment Agency
780 Fisherman Street, 4th Floor, Opa-locka, FL 33054
Phone: (305) 953-2868, Ext. 1250

June 13th, 2023

OCRA - Butterfly Park Improvement Project

OCRA seeks to provide funding for the improvement of Butterfly Garden Park located at 1052 Sharazad Boulevard. For the execution of the improvements, the agency received quotes providing improvement services for Butterfly Garden. Below are the firms that the agency has received proposals for the improvement work:

- **Fairchild Tropical Botanical Gardens: \$30,000**
- **Lovely Plants Landscaping: \$39,800**
- **My Lawn Service Inc: \$4,158**

After reviewing each scope and proposal, Fairchild Tropical Botanical Gardens exhibited the most applicable approach towards the services recommended for the improvement of the butterfly garden. The organization has also provided continual services for the garden as an incentive to ensure the inclusion of residents and local organizations as apart of the OCRAs pledge to engage with the community for community related projects. It is the recommendation of the OCRA that the board proceeds with the Fairchild Tropical Botanical Gardens for the immediate execution of this project. Once agreed, staff will commence with the firm to create a timeline to be provided to the board to ensure timely completion.

Please note, we are excited about the prospect of creating new opportunities for our residents, businesses and property owners and look forward to moving this community forward. If you have any questions or concerns, please contact Mr. Corion DeLaine at 305-953-2868, ext. 1250.

Sincerely,

Corion J. DeLaine, Interim Executive Director,
Opa-locka Community Redevelopment Agency

CC: Tiffany Dallas, MPA, Project Coordinator/Board Clerk



June 7, 2023

To: The City of Opa-locka Community Redevelopment Agency Board

Dear Sirs,

RE: Proposal for the Installation of a Native Butterfly Garden at the Corner of Sharazad and Caliph, City of Opa-locka

Thank you for the opportunity to submit a proposal for this project. A prominent Native Butterfly Garden in a city park will undoubtedly have a positive impact on Opa-locka's pollinators, birds, and people. We can only hope that other cities will follow your example.

Fairchild Tropical Botanic Garden will lead the transformation of the space at the corner of Sharazad and Caliph. This will be organized as **a community project**.

Fairchild Garden, with input from a landscape designer, will create a design for this garden, select the plants and source them. We will use mainly plants which are native to Miami-Dade County. To attract a wide variety of butterflies, their specific host plants will be part of the plant selection. We will also introduce rare native orchids from our Million Orchid Project. In addition, we will encourage education via interactive engagement with our technology that activates via mobile devices.

Opa-locka will identify community groups to help with the installation of the plants. By involving the community, buy-in is created. The community volunteers will take ownership and see this garden as their own project. In addition, through their participation, they will learn about our native ecosystems, and the benefits of these plants.

We will also show the community volunteers how they can make an impact by planting native plants in their own yards. An easy way for them to get started is to join our outreach program, the Connect to Protect Network (CTPN). CTPN provides five free native plants to homeowners who are willing to plant them in their yard. In joining, they become a part of a network of "stepping-stone gardens," connecting native gardens / natural areas and creating corridors for pollinators.

We see this garden as a starting point with the potential to further collaborate on other projects. Together, we can create natural connections within the City of Opa-locka as well as with the surrounding communities, while maintaining Opa-locka's unique characteristics.

We understand that your budget for this project is \$50,000, and we are requesting that \$30,000 be allocated to Fairchild to allow us to create an inspiring butterfly garden as described in this proposal.

In previous meetings and during the site visit, the following points have been discussed:

Property will be fenced in *

Existing sprinkler system is in full working condition *

All existing hardscape remains *

The white sculpture will be moved from the east side to the west side of the garden *

Installation of a water feature on the east side of the garden *

Installation of a path leading to the water feature *

Installation of seating in the shade under the Black Olive tree *

Installation of an arbor over the entrance to the garden on the north and on the south side *

The two Bismarck palms, large Black Olive tree and a few of the other trees / palms remain *

The hedge around the perimeter of the garden remains *

Some of the existing small trees / palms will be removed / relocated (off-site) *

Plant one shade tree on the north side of the garden to complement the shade tree on the south side of the garden

Plant native butterfly plants in the existing planting areas and in part of the grassy area, especially on the west side of the garden (near the Black Olive tree).

Creation of plant name tags with QR code, which leads to detailed information about the plants

* these points are not part of the scope of work done by Fairchild Garden, except on a consulting basis.

We are very happy to be involved in reimagining this garden and are looking forward to co-operating with the City of Opa-locka.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carl E. Lewis'.

Carl E. Lewis, Ph.D. Director
Fairchild Tropical Botanic Garden



Lovely plants landscaping

Gilberto
3059707435
lovelyplantslandscaping@gmail.com

ESTIMATE
EST0213

DATE
May 9, 2023

TOTAL
USD \$39,800.00

TO
Tiffany Dallas
tdallas@opalockafl.gov

DESCRIPTION	RATE	QTY	AMOUNT
Park garden. Irrigation system Relocate sprinklers heads Fill areas with butterfly plants Butterfly busch Butterfly weeds Plumbago Coneflowers etc Trim tree Fix pavers Add mulch Light all around park	\$39,800.00	1	\$39,800.00
tlight EcoPro 5W, 2700K, 60 degrees, Construction Brass, Finish Antique Bronze, Lead Wire 4' cUL certified 16AWG, SPT- 1 premium tinned copper wire, Lens Clear flat glass, Mounting Includes 10" Hammer stake. Spotlight EcoPro 7W, 2700K, 110 degrees, Construction Brass, Finish Antique Bronze, Lead Wire 4' or 25' cUL certified 16AWG, SPT-1 premium tinned copper wire, Lens Clear flat glass, Mounting Includes 10" Hammer stake 300W Transformer capacity with 12V & 15V output to simplify LED installations. Clamp-type connections - fast, easy, and robust. Stainless steel cabinet with hinged lockable door. Easy-to-set modular timer for sunset-to-sunrise operation, or for set-hours after sunset are additional options. Magnetic toroidal core. Cable 12/2 (250 FEET) Outdoor Installation, labor and power supply configuration Unit Qty. 30 PCS			

SUBTOTAL	\$39,800.00
IMPUESTOS (0%)	\$0.00

TOTAL

USD \$39,800.00

ESTIMATE

MY LAWN SERVICE INC.

17820 SW 174 ST

MIAMI, FL. 33187

786-282-2665

DATE	ESTIMATE #
04/27/2023	10290

BILL TO

CITY OF OPA LOCKA
780 Fisherman Street.
Opa Locka, Fl. 33054

DESCRIPTION	AMOUNT
We propose to refresh Botanical Garden with the following plants and Material. -47- Plumbagos -3- Gallon size = \$ 799.00 -20- Variegated Liriope -3- Gallon Size = \$ 340.00 -8- Podocarpus -3- Gallon Size = \$ 144.00 -2- Jatropha Trees -25- Gallon Size = \$ 850.00 -4- Yards of Rubber Mulch = \$ 600.00 -30- Feet of Plastic Black Border = \$175.00 -2- Cement Benches = \$ 625.00 each = \$1250.00 All debris generated by this job shall be Hauled Away and properly disposed.	4,158.00
THANK YOU FOR THE OPPORTUNITY TO BID FOR THIS JOB	TOTAL: \$ 4,158.00



OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

EMERGENCY MEETING MINUTES

Tuesday, November 14th, 2022 @ 5:30 p.m.

NOTICE IS HEREBY GIVEN that the Opa-locka Community Redevelopment Agency will meet on **Tuesday, November 14th, 2022, at 5:30 p.m. at Sherbondy Village (Auditorium), 215 Barack Obama (Perviz) Avenue, Opa-locka, Florida:**

A. CALL TO ORDER

Chairwoman Russell called the Opa-Locka Community Redevelopment Agency Meeting to order at 5:44 p.m.

B. ROLL CALL

Commissioners Present:

Jannie Russell, Chair - <i>Present</i>
John Taylor, Board Member - <i>Present</i>
Veronica Williams, Board Member - <i>Present</i>
Dr. Sherelean Bass, Board Member - <i>Present</i>
Chris Davis, Board Member - <i>Absent</i>
Audrey Dominguez, Board Member - <i>Present</i>
Nikisha Williams, Board Member - <i>Present</i>

C. MOMENT OF SILENCE and PLEDGE

A moment of silence was initiated by Chair Russell, and the Pledge of Allegiance was stated immediately after.

D. APPROVAL OF MINUTES

Chair Russell stated since it is an emergency meeting, approval of minutes from the last meeting on 10/18/22 is not required and will proceed with the agenda.

E. RESOLUTIONS

H1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), ACCEPTING THE RECOMMENDATION OF STAFF AND AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE PROFESSIONAL SERVICES CONTINUING CONTRACTS WITH LAW OFFICE OF YJ HARRELL, TO PROVIDE PROFESSIONAL LEGAL SERVICES COMMENCING NOVEMBER __, 2022 AND ENDING SEPTMEBER 30, 2024 WITH RENEWAL OPTIONS FOR TWO (2) ADDITIONAL TWELVE

(12) MONTH PERIODS; AUTHORIZING THE AGENCY TO MAKE PAYMENTS FROM THE APPROPRIATE OPERATING ACCOUNTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE.

H2. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), ACCEPTING THE RECOMMENDATION OF STAFF AND AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE PROFESSIONAL SERVICES CONTINUING CONTRACTS WITH LAW OFFICE OF HAYGOOD & WILLIAMS, P.A, TO PROVIDE PROFESSIONAL LEGAL SERVICES COMMENCING NOVEMBER __, 2022 AND ENDING SEPTEMBER 30, 2024 WITH RENEWAL OPTIONS FOR TWO (2) ADDITIONAL TWELVE (12) MONTH PERIODS; AUTHORIZING THE AGENCY TO MAKE PAYMENTS FROM THE APPROPRIATE OPERATING ACCOUNTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE.

I. DISCUSSIONS/PRESENTATIONS

A moment of silence was initiated by Chair Russell, and the Pledge of Allegiance was stated immediately after.

OCRA Exec Dir/City Manager Williams -

Introduced Attorney Haygood and allowed him to present his qualifications to the board in consideration of his execution of legal services on behalf of the OCRA. The board met Attorney Harrell at the last meeting. Today we are voting on the contract.

V.Williams Today we are voting on the contract. Can you detail your experiences and successes in working with Cras? Can you tell us if you have any conflicts with another cra?

Attorney Haygood: I have had many successes since i began working with cras. We were able to bring new single-family homes to Lauderdale lakes cra, and it was a long time since any residential development had taken place. I do have a conflict each 3rd Tuesday with Lauderdale lakes cra.

Ocra Executive Director/ City Manager – there is nothing in our bylaws against that. Our meetings normally take place on the second Tuesday of the month.

Dominguez: How much experience do you have working with cras of a similar size?

Attorney Haygood: I believe that Lauderdale lakes is comparable in size.

Bass – what are you seeking to bring to our city?

Haygood - a wealth of experience.

Chair Russell –

last meeting, we voted to accept Ms. Harrell. We are not going back and forth all night. I asked

Ocra Exec director/ Cm Williams

– all candidates were invited to present to the board. Mr. Haygood had sufficient accommodations. Mr. Haygood had a prior conflict at the last meeting. He was emailed, and he replied he wished to present. We gave him the opportunity this evening.

Chair Russell –

Seeking counsel was the right thing to do.

City Attorney

- I didn't approve these resolutions. The city manager and staff have an agenda.

V. Williams –

why is all of this coming out now?

City of Opa-Locka Attorney –

You were copied the most on the emails. I have a stack of emails where Mr. Williams was copying you and the chair on many many emails. You didn't respond, so there was no sunshine violation. To say I'm bringing this up now is unsupported. This is a problem that has escalated.

V. Williams –

Why is all of this coming out now? Why hasn't this been brought to the rest of the board? If there are systems, flaws, violations and all these things that have been going on through cra that they've dropped the ball on, why wasn't this shared with the rest of the board? I was copied on emails, but they were not privy to the whole board. Did you all see those emails? You didn't. So, the point is why is it tonight it is such an extenuating issue? Would it be this much if Mr. Haygood was not on the agenda?

City attorney

No, it would not be. To say that I've never said anything about issues with the cra would not be accurate. I went to each of you individually as cra board members to let you know a few weeks ago money, a contract was getting ready to go out on the street. Just a check was going to be written without a contract. I had to force a contract to be done.

Chair Russell

Board member Williams did you get your question answered?

V. Williams –

No. This is just constant slander. I don't want to do this.

Chair Russell

Let me say this again. When this issue of an attorney first came up, madame attorney said to me that we did not have to go through a process. I didn't know that madame

attorney did not want to continue as legal counsel until she brought it to my attention. So, if there was no need to be a process, if don't understand why we are continuously going back and forth and back and forth. We all know what the problem is. This has gotten so far out of hand that i am embarrassed that Mr. Haygood is even sitting here tonight. We decided as a board. Only one person did not agree. She asked her questions, got them answered. This is just a fiasco. I'd rather not be a part of it. I've said to the attorney, and to executive director Williams I've sat on this cra board longer than anyone up here. I've never had this much conversation over choosing anyone. The last attorney that was here? We didn't even have a conversation. We were given the present attorney to this board. The reason why we came back with an agreement is because we were contacted by the state. They stated the cra did not have a contract with the attorney. The attorney's agreement was with the city.

Ocra is a separate entity from the city. Simple process to choose an attorney. If the outgoing attorney doesn't want it, let's move forward please.

City attorney- but there needs to be a process

Chair Russell

Board member Dominguez you had something you wanted to say.

City attorney- can i just say something very quickly?

Chair Russell - madame attorney, lets please not do this.

City attorney but you decided to have a process. That is why you're here.

Chair Russell well we're going to clean it up tonight. Board member Dominguez please thank you.

Dominguez

I think that this whole resolution should not go through for the simple fact that it did not go through legal sufficiency. It was made up by the city manager.

– the city manager is not an attorney (*incorrect) this didn't go through an attorney. We shouldn't vote on this. This resolution should be deferred to the next board members who were elected and sworn in to move this forward. This is not an emergency. This should not be here, and we should not vote on this tonight. If you want to vote on it and then it comes back later and bites you, that's on y'all but, I'm not going through that.

Chair Russell

Dominguez we're not saying anything because we haven't gotten there yet. We just had Mr. Haygood here to present himself– last meeting we voted to accept Ms. Harrell. We are not going back and forth all night. I asked the attorney how to move forward and got a whole movie. Any other board members?

V. Williams was this item given to legal to read before we see it tonight?

City attorney no it went on an agenda.

Chair Russell she's not talking to you; she's asking to the director. The attorney said she didn't see it. We can look in our emails to see when it was sent, and who all was on the email when the agenda item was sent.

City attorney – wait I’m confused.

Chair Russell – don’t be confused. What we can do is look at the agenda items that’ll be forced tonight and we can look back at the emails because most of us have our computers here. And you will see who was copied on those items.

Executive director Williams -the notion i drafted these resolutions as stated by board member Dominguez, from which she got her facts i don’t know, but that is factually incorrect. I had nothing to do with the drafting of these resolutions as the city attorney is aware as the cra attorney is aware. I am now going turn the mic over to the cra manager Mr. Delaine who i have directed to submit all documentation to the cra attorney. I am going to ask that he state for the record on the dates which these items were submitted to her.

City attorney – not when it was published, but before publication. Thank you.

C. Delaine

- the attorney was sent information on Friday 10/14/22 regarding the items for the cra meeting. All items were presented to the attorney prior to the meetings going forward and there’s been multiple meetings that were cancelled. However, the attorneys had this information multiple times. It has been back and forth regarding the information that was presented. The fact/claim that the evidence was not provided is inaccurate.

Executive director Williams i would like to state for the record. Please stop interrupting me madame attorney. I have not interrupted you. Did you just call me a liar?

City attorney i said that i am not a liar.

Chair Russell we are going to move forward. Look at your agenda. How do you want to move? And the majority rules. The only voices we will be hearing will be the board members and the clerk. Can I get some direction from the board?

Bass – madame chair? We have already voted for miss Harrell and I’m sticking to it. Thank you very much.

Chair Russell okay can I hear from someone else?

N. Williams

Madame chair? I noticed there are agreements attached to this package.

Are we voting on the agreements or voting to negotiate? It is not very clear in the resolutions. I’d appreciate some clarification so i know exactly what we are being called to vote on.

Chair Russell what we are doing now is the board is giving us direction on how we want to move. We voted last week on Ms. Harrell. Ms. Harrell at this time is the voted in attorney. What was before us tonight were some service agreements; one for Mr. Haygood and one for Ms. Harrell. If we choose to move forward, I want the board to give me directions. What do you all want to do? Leave it as is and then come back to the agreements later, but Ms. Harrell is the devoted in attorney.

N. Williams

Madame chair? The resolutions that we would be voting on don't seem to reflect what we are talking about. So, I struggle with the way forward. My inclination would be not to vote on these items because I believe they probably need a little bit of work. It's not clear in terms of what we are looking at here.

Taylor - madame chair? I'm with all my colleagues in this sense. What we are talking about is not what we are voting on tonight. As it stands, Ms. Harrell is the devoted in attorney.

Chair Russell my expectation right now is do you want to vote tonight? Do you want to go over these agreements tonight with Ms. Harrell? Do you want to allow Mr. Haygood to come in and be a part of a vote.? Do you want to take another vote? Board member bass said she is sticking with her vote. Taylor is sticking with his vote, as am I. Then we have board members Williams and Dominguez. After that we are going to stick with our decision or take it back then if you want to vote or go over these agreements tonight, we can with attorney Harrell, or we can save it for another day because I know you all have another meeting after this one. When we come back, we need to have a clear mind as to what exactly we're voting on. Mr. director and mar manager my document that i have in front of me is different. So, I think the best thing for us to do as a board is to leave Ms. Harrell where she's at if she wants to serve this board in the interim as madame attorney is on her way out. If they could have a transition period and if she agrees to that then she would be the attorney, if not next meeting will do this process all over again. I need to hear from board member Williams if you are going to change or stay the same.

N. Williams I am sticking to my vote

Chair Russel I would also like to hear from you? Are you sticking to your vote?

Dominguez: yes, but my question to you is why did you gave someone the job without doing the interview?

Chair Russel that is not all correct. Everyone has their own opinion on how they look at it.

C. Delaine based on the votes tonight, we can work on the interim on the selected candidate that the board had made.

Chair Russell attorney has agreed that she will work with the incoming attorney that the agenda items for the next meeting.

C. Delaine h1 & h2 is being pulled from the agenda. That is correct chair Russell

Chair Russel I apologize to introduce we have a new board member Nikisha Williams everyone let's welcome her thank you. Everyone has a goodnight. Thank you.

Meeting Link: https://www.youtube.com/watch?v=WFo5_sfRUB8&t=145s

ATTEST:

Marlon A. Hill, Esq.
CRA Board Attorney

Tiffany Dallas, MPA
CRA Board Clerk

Jannie Russell
CRA Board Chair



**MEETING MINUTES
CITY OF OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY
FEBRUARY 21, 2023, 6:00 P.M.**

CALL TO ORDER:

Chair Russell called the City of Opa-Locka Community Redevelopment Agency Board of Directors meeting to order at 6:08 p.m. on Tuesday, February 21, 2023.

ROLL CALL:

The following members of the Opa-Locka Community Redevelopment Agency (CRA) Board of Directors were present: Chair Jannie Russell, Board Member Dr. Sherelean Bass (arrived 6:11 p.m.), Board Member Natasha L. Ervin, Board Member Joseph L. Kelley (departed 7:25 p.m.), Board Member John Taylor (via communications technology), Board Member Nikisha Williams, and Board Member Veronica Williams. Also present were Board Attorney Candice Cobb (via phone), CRA Executive Director Darvin Williams, CRA Manager Corion Delaine, CRA Staff Members Gregory Gay and Gerald Lee, and Board Clerk Tiffany Dallas.

PRAYER

PLEDGE OF ALLEGIANCE

All present stood for the Invocation and Pledge of Allegiance.

ADD-ON ITEMS

None.

Board Member Bass arrived at 6:11 p.m.

APPROVAL OF MINUTES

Motion made by Board Member V. Williams, seconded by Board Member Ervin, to approve the minutes of the June 14, 2022 meeting as submitted. In a roll call vote, the **motion** passed 7-0 (Board Member Williams abstained).

PUBLIC COMMENTS:

Audrey Dominguez, resident, addressed Resolutions 3 and 4, requesting clarification of the entity that appoints the Board's Chair and Vice Chair, whether or not there are term limits, and how long Chair Russell has chaired the CRA Board.

Captain Barrington Irving gave a presentation on Flying Classroom, which has been based at the Opa-locka Airport since 2005. Flying Classroom has worked with students in the local community to build airplanes, race cars, and other designs. The National Business Aviation Association (NBAA) plans to launch an innovation lab at the Opa-locka Airport, which will begin in June 2023. The program will focus on developing skills ranging from aerospace to business aviation, green technologies, manufacturing, and more. He encouraged students and adults in the Opa-locka community to participate in this program.

RESOLUTIONS: 23-01

- 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 FOR AN EFFECTIVE DATE.**

Motion made by Board Member V. Williams, seconded by Board Member N. Williams, to approve.

Board Member Taylor advised that the proposed contract includes a reference to "other business operations/contracts associated with the City of Opa-locka CRA and affiliate entities." He requested clarification of these entities.

Board Member Taylor also noted that the contract's fees and services list a fee of \$2500 for eight hours, which would come to \$312.50/hour. It also refers to billing at a discounted rate of \$350. He asked for additional information on the proposed discounted rate.

Board Attorney Candice Cobb explained that the Board is asked to vote on the professional services contract, which has undergone amendment since the previous meeting. This is different from both the retainer agreement and from provisions approved or authorized by the engagement letter.

Board Member Taylor requested clarification of the term "affiliated entities," as well as the discrepancy between the hourly rate and the discounted rate. Attorney Cobb

explained that the Board is not voting on the engagement letter, which includes the information to which Board Member Taylor had referred.

Board Member N. Williams also pointed out there are discrepancies between what was discussed and agreed upon at a previous meeting and what is presented in the contract. She asked if the Board Attorney's firm participated in the crafting of both the engagement letter and the contract, or of the contract alone. She also asked whether or not the engagement letter had been presented to the previous Board Attorney so comparisons could be made and discrepancies addressed.

Chair Russell recalled that when the Board reviewed the documents the previous week, the letter had not been included in those documents. She had asked the CRA Manager and Board Attorney at that time why they had not included the letter.

CRA Manager Corion Delaine explained that the letter dated February 21, 2023, which is included in the Board members' backup materials, should have been included in the previous week's Agenda as a companion document to the contract. The letter is included in the documentation for tonight's meeting because it was not provided at the previous meeting.

Manager Delaine continued that the Board Attorney has reviewed the Board's comments from the previous meeting and included them in the updated contract. He pointed out that the letter in its entirety is not presented for approval: the Board will only vote on the contract, which includes terms and conditions taken from the letter.

David Tolces, representing Weiss Serota Helfman Cole & Bierman, advised that the engagement letter was intended to serve as an introduction of the firm to the CRA. The contract on which the Board will vote provides the scope of services for the Opa-locka CRA only, with no reference to any affiliated entities. He explained that that reference had been included in the firm's engagement letter because some governmental entities have nonprofits or other affiliated organizations.

Attorney Tolces continued that the cost of services provided to the CRA will be a flat monthly rate of \$2500 for eight hours of work. If more work beyond eight hours is required, the firm will consult with the Executive Director and the Board before performing any additional work.

With regard to the reduced rate, Attorney Tolces stated that eight hours at \$2500 is the proposed rate, while \$350/hour is the firm's standard hourly rate for governmental clients. He referred to Section 4 of the professional services contract, which specifies both the reduced rate and the hourly rate if eight hours' work is exceeded.

Board Member N. Williams asked if the firm will pay its paralegals from the \$350/hour rate. Attorney Tolces replied that this fee applies to attorney work only: a paralegal rate

would be less. He reiterated that any additional fees would apply only to work done in excess of eight hours/month, following consultation with the CRA's Executive Director and approval by the Board.

Board Member Ervin recalled that while the Board had not discussed any payment of paralegals at the previous week's meeting, she had also seen a reference in last week's documentation to a rate of \$175/hour for paralegals. Attorney Tolces advised that if work can be done by a paralegal at a lower rate, the firm would ask a paralegal to perform the work in order to save the City money. He stated once more that any additional work over eight hours would come back before the Board before it is begun.

Board Member Taylor commented that the retainer agreement should not be part of tonight's discussion, as it has only contributed to confusion among the Board. He emphasized that Staff should make sure any information requested by the Board is provided to them in a timely manner so they have time to examine it and ask questions.

Chair Russell stated that the Board must verbally indicate whether or not Board Member Taylor, who was attending the meeting virtually, would be permitted to vote on items. All the Board members present agreed to allow Board Member Taylor to vote.

In a roll call vote, the **motion** passed unanimously (7-0).

Chair Russell stated that Attorney Tolces would serve as Board Attorney for the remainder of the meeting.

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.

Motion made by Board Member Ervin, seconded by Board Member Bass, to approve.

Chair Russell advised that she met with Manager Delaine earlier in the day and recommended that he discuss this Item with the Board Attorney, as the CRA's By-laws do not address an Interim Executive Director position. She had also suggested that Manager Delaine speak with former CRA Executive Director Darvin Williams to ask if he might consider appointing Manager Delaine as CRA Manager until the By-laws can be amended to include the Interim position.

Attorney Tolces stated that there is nothing in the CRA's By-laws which would prohibit the Board from hiring an Interim Executive Director.

Board Member Kelley asked when the appointment of Manager Delaine had occurred, as this was not addressed on the previous week's special Agenda. He also requested clarification of how this position would be separated from a City position in terms of payment, as the CRA is a separate entity from the City.

Chair Russell added that she had requested a separation letter be provided to the Board from the CRA's previous Executive Director. She continued that Manager Delaine was previously considered to be employed 25% by the City and 75% by the CRA. She has not received the requested separation letter.

Attorney Tolces stated that because the CRA is a separate entity from the City, they would enter into a separate employment agreement with Manager Delaine for the position of Interim Executive Director, with the standard terms and conditions of an employment agreement of this nature.

Board Member Kelley expressed concern with the lack of clarity regarding this Item, including the extent to which Manager Delaine would be working for the CRA and possibly for the City as well. He recommended that this Item be deferred until the Board's questions and concerns have been answered.

Board Member V. Williams stated that she agreed with deferring the Item for greater clarity. She asked if the separation letter requested by Chair Russell was considered a legally binding document.

Board Member N. Williams added that she would like to ensure there is an operating agreement between the CRA and the City. She also asked if the CRA has an agreement in place with the City to manage their fees, such as how space will be rented and payroll will be managed.

Chair Russell confirmed that the CRA pays the City rent, as well as payment for other City services the CRA uses, such as information technology. Board Member Kelley stated that while this is correct, the appointment of a CRA Executive Director may change this dynamic, as the Executive Director will report only to the CRA.

The Board determined by consensus to defer this Item to a later date.

Attorney Tolces noted that the Board's next meeting is scheduled for March 14, 2023, at which time the members should receive a package that answers their questions and fully explains the relationships between the City, Mr. Delaine, and the CRA.

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 IN AN AMOUNT NOT TO EXCEED

TWENTY-SIX THOUSAND DOLLARS (\$26,000.00), AND AS SET FORTH IN EXHIBIT “A”; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Board Member Bass, seconded by Board Member V. Williams, to approve.

Manager Delaine recalled that at the CRA’s Board Orientation Workshop in December 2022, the Board requested review of proceeding with a strategic planning session. Staff has reviewed the opportunity to work with an agency that has been vetted by both Miami-Dade County and the Florida Redevelopment Association. This firm, Businessflare Academy, was recommended to the CRA.

A representative of BusinessFlare Academy advised that the Board members were provided with a proposal for a strategic planning session. The firm has done previous work in the City of Opa-locka. Representatives of BusinessFlare are expected to meet with City Staff, who will then meet with the individual Board members in advance of the strategic planning session. It was estimated that the session would be scheduled for a Saturday morning and last approximately one half-day.

Following the strategic planning session, BusinessFlare would make a presentation to Staff and then debrief each Board member individually. They would then prepare a plan and present it to the Board and Staff for final approval. The intent is to help the CRA find their direction forward in a structured and coordinated manner.

A more detailed overview of the strategic planning process was requested. It was clarified that BusinessFlare would work with Staff, requesting documents and background information, and speak with County officials as well, as they must approve the CRA plan. The next step would likely be to send out a survey to each of the Board members, followed by review of additional background information. BusinessFlare would then meet with each Board member individually.

All information collected during these preparations would be compiled into an information packet, which would be provided to the Board members in advance of the strategic planning retreat. BusinessFlare would then facilitate the retreat on a Saturday morning. They would then share a debriefing document with Staff and the Board members and draft a Strategic Plan for the Opa-locka CRA.

BusinessFlare would then meet with Staff and the Board members to hear feedback on the draft plan. They would then finalize the plan and bring it back to the Board for approval.

Board Member V. Williams asked if there would be a place for community feedback, such as a public workshop, within this process. It was clarified that this is not part of the

current proposal, although it has been previously discussed between CRA Staff and the CEO of BusinessFlare. All Board meetings are public.

Board Member N. Williams noted that the CRA Board has not yet received ethics training, which has been recommended for the members. Training was also suggested for CRA Staff.

A question was also asked regarding how the proposed consultant agreement was procured. Manager Delaine replied that under the CRA's By-laws, certain consulting services may be recommended by the CRA Manager to the Board. The CRA may also go through the procurement process for these services if that is the Board's desire. Tonight's Item was simply a recommendation.

Board Member N. Williams stated that she would like to see options presented, about which the Board could ask questions. She emphasized the need for Board members to have information in advance of the meetings, and reiterated the need for in-house training as soon as possible.

Board Member Kelley stated that he did not feel it would be appropriate for the Board to move forward with creating a Strategic Plan at this time, pointing out that the Board currently does not have an Interim Executive Director to execute the contract. He felt a request for proposal (RFP) should be created and approved by the Board before it is released. The RFP should also include components such as community engagement.

Board Member Kelley recommended that this Item be deferred, pending the appointment of an Interim Executive Director as well as Staff training. He also emphasized the importance of moving forward with a rental assistance program for the CRA in the near future.

Board Member Kelley also stated that the Board should have a say in approval of any contract over the amount of \$5000, even if the RFP process is not required for those items. He concluded that he would like the Board to discuss the rental assistance program as soon as possible.

Board Member Kelley left the meeting at 7:25 p.m.

Manager Delaine confirmed that he would move forward with the direction provided by the Board.

The Board members determined by consensus to defer the Item to a later date.

Chair Russell advised that the Board has discussed the rental assistance program with Manager Delaine and he is aware that it is a priority for the Board.

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.

Chair Russell requested clarification of which Board member had proffered this Item. Board Member Taylor stated that during the previous special Board meeting, he had recommended this Item be brought forward.

Motion made by Board Member Taylor, seconded by Board Member Ervin, to approve. In a roll call vote, the Item passed unanimously (6-0).

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.

Board Member Taylor advised that the Board is required to vote on this Item before March 10, 2023 according to the By-laws.

Motion made by Board Member Bass, seconded by Board Member V. Williams, to approve. In a roll call vote, the **motion** passed unanimously (6-0).

FINANCIAL REPORT:

February 2023 Financial Statement – OCRA Expenditure Report

Bob Anathan, Budget Administrator for the City of Opa-locka, stated that he was present to answer any questions the Board might have regarding the OCRA Expenditure Report.

Chair Russell recalled that she had requested the Board see their Expenditure Report on a quarterly basis, as their bank statement alone did not include all the information they needed to see.

Chair Russell continued that the Expenditure Report includes a number of dates in the category of “General Expenses,” spanning a time period of October through November 29, 2022; however, there were no CRA events on the dates included.

Mr. Anathan replied that he had spoken with Manager Delaine on this issue, and pointed out that many of these charges have been reversed. The dates to which the charges refer would need to be verified.

Chair Russell advised that CRA and City events should not be commingled, but should be clarified on the invoices received, as they are separate entities. She recalled that this issue had been a finding on the CRA Board's 2019 audit, and strongly emphasized the need to correct this going forward. Mr. Anathan agreed this would be researched further.

Chair Russell continued that the Board needs to ensure differentiation between Board business and City business conducted by Manager Delaine, including payment for travel expenses. If Board members are accompanying Manager Delaine on a trip, their expenses should fall under their own names rather than his so no incorrect charges are attributed to him.

Chair Russell also requested that the Expenditure Report be provided to the Board members in advance of any meetings at which it would be presented or discussed. This would allow them time to review the document and identify any discrepancies that may need to be addressed.

Chair Russell recalled that the previous year, the CRA Board had issued an RFP for accounting services. She strongly emphasized the need for the CRA to have its own accountant in order to separate CRA and City expenses, and to secure its own independent auditor for the 2022 CRA audit.

Board Member Taylor asked if Manager Delaine could provide the Board members with a list of all the audit's findings, as well as the corrective actions taken to address them thus far. He requested that the document be updated and provided to the Board members again after these updates have been made.

Board Member V. Williams noted once more that the CRA needs to move forward with its priority budget items, some of which have a target end date of 2021 or 2022.

BOARD COMMENTS:

Board Member Taylor requested clarification of the Board's plan to roll out the rental/mortgage assistance program. Manager Delaine replied that the Board was emailed a Director's Report earlier in the afternoon, which includes an item addressing this program. Staff has been in contact with the first round of applicants to this program, most of whom reside in two of the City's apartment complexes. He has spoken with the landlord of one of these properties and a check is being prepared for issuance. Manager Delaine added that he will also speak directly with each of the Board members with regard to the rental/mortgage assistance program.

Board Member V. Williams requested that the CRA retain a consultant to work on this assistance program as well, as they may have greater knowledge of and experience with programs of this nature than City Staff.

Motion made by Board Member V. Williams, seconded by Board Member Taylor, that the CRA hire a consultant to assist with the rental/mortgage assistance program.

Attorney Tolces recommended that the **motion** be considered a request to place that item on the next Board Agenda for discussion and possible action. He pointed out that Florida's Sunshine Law restricts actions at meetings to items on those meetings' agendas, and the rental/mortgage assistance program was not on tonight's Agenda.

Board Member V. Williams **amended** her **motion** accordingly, stating that it was a motion to place the item on the next Agenda.

Chair Russell continued that another item for the next Agenda would be her discussion with former CRA Executive Director Darvin Williams, including a request for his separation agreement as well as any other documents the Board may need in order to proceed with the appointment of Manager Delaine to the position of Interim Executive Director. She added that when these documents are provided to Manager Delaine, she would like him to meet individually with every Board member to discuss them.

Board Member Taylor requested additional information on what will be discussed at the March 14, 2023 meeting. Chair Russell replied that Manager Delaine will continue to function in this position, as appointed by the former CRA Executive Director, until changes are made.

In a roll call vote, the **motion** passed unanimously (6-0).

It was clarified that because the CRA is a separate entity from the City, the Board members will need to undergo ethics training for the CRA as well, even if they have already received this training at a City or County level. Chair Russell asked if members of Staff have already undergone this training as well. It was clarified that the Board Clerk has received ethics training thus far.

It was also requested that the complete names of the Board members be included on future Agendas. Vice Chair N. Williams added that she would also like the Agenda to reflect the names of any Staff members who present or provide updates to the Board.

ADJOURNMENT:

There being no further business to come before the Board at this time, the meeting was adjourned at 8:00 p.m.

ATTEST:

Tiffany Dallas CRA Board Clerk

Jannie Russell, CRA Board Chair



Opa-locka Community Redevelopment Agency (OCRA)

Directors Report/Board Updates

June 13th, 2023

- **Rental and Mortgage Assistance Program Update**

The updated application is posted to the website. Zonya Ray, Parks and Recreation Department staff assisting with distribution to residents. Requisitions have been completed for 21 applications within the OCRA area. Approximately 20 applications have been transferred to the City Manager's Office, as they are outside OCRA area.

Expended to date: Rent – \$41,853.00 (\$58,147 remaining)
Mortgage - \$7,725.18 (\$92,274.82 remaining)

Marketing efforts are underway. Staff has engaged with the new Marketing and PR firm to create a marketing strategy that will ensure proper and effective distribution of information such as door hangers, social media posts and general flyers. Advertising will be translated in Spanish and Kreyol. Once translations are received and door knockers/flyers printed an option for distribution to households will be to use a selected distribution company to distribute.

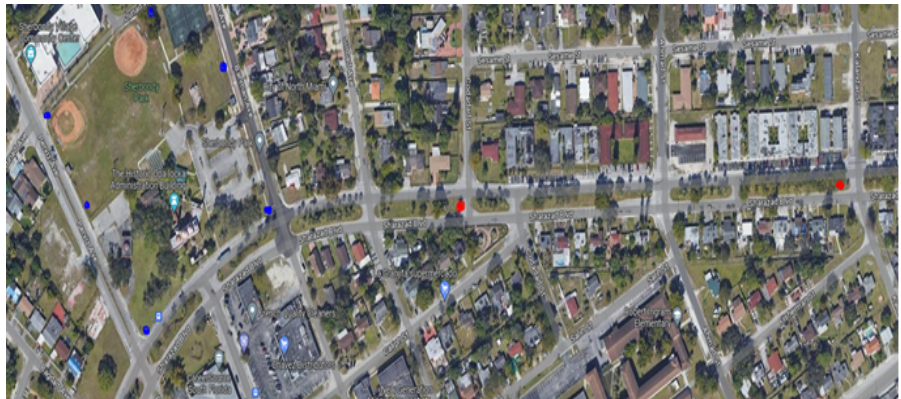
ACTIONS TO DISCUSS FOR CONSIDERATION

- Constituents with evictions notices are unable to apply for assistance. At the request of staff to expedite expenditures, staff recommends amending the requirements to include eviction notices to allow CRA to assist the needs of more residents. The maximum benefit suggested would be up to \$6,000 for first, last and deposit requirements. Benefit stipulation would mirror rental in that the eligible amount would be the amount indicated to move in, which, in some cases may be less than \$6,000. Research indicates a 3-bedroom apartment or house in Opa-locka ranges between \$1,300 - \$3,000.
 - Move \$50,000 from mortgage to rent as there are more requests for this assistance.
 - "Why not Opa-locka?" Amend requirements to cover persons seeking to relocate to the great city of Opa-locka. Stipulation could include eviction or condemnation notices or persons relocating.
- **Pet Waste Stations at City Parks and Open Spaces**
The OCRA wishes to increase awareness about the negative impacts of pet waste and encourage residents to pick up after their pets. To ensure proper cleanup and disposal of pet waste, the OCRA will be initiating the placement of Pet Waste Stations at our parks and open spaces located within the OCRA area. This initiative makes waste disposal bags available to residents at conveniently located stations throughout



the CRA and increases awareness of the impacts pet waste has on our community and environment. Pet Waste Station Locations:

1. Location One will be located at Sherbondy Park, outside of the fence, adjacent to the baseball field,
2. Location Two will be located Sherbondy Park between the basketball court and the playground on the sidewalk, not to interfere with recreational space.
3. Location Three will be located on Sharazad Blvd on the median between 1052 Sharazad and 1065 Sharazad.
4. Location Four will be located on Sharazad Blvd across from on the median across from 1265 Sharazad Blvd.



Installation of the Pet Waste Stations are currently targeted for the end of the month of June. An update will be provided at the July 11th meeting.

- **Partnership with Opa-locka Police Department/Community Policing Initiative**
OCRA Staff has communicated with the Opa-locka Police Department on the coordination of an OCRA/OLPD community policing initiative which will engage the community with a Safety Workshop and giveaways. The OCRA seeks to assist Seniors and Homeowners with safety features as well as engagement with our police department to ensure a safe environment and transparent communications with our Residents and Police Department. **The Agency is anticipating hosting the community safety workshop within the month of July.**



- **Property and Business Assistance Program**

OCRA seeks to provide initiate the Property and Business Assistance Grant Program for Businesses within the Opa-locka CRA Area. For the administration of the grant program, staff is recommending the board authorizes a selection process for a qualified firm with the most applicable approach towards the services recommended for the administration of the Property and Business Assistance Grant Program. Staff has previously received proposals, however, due to a lack of a third quote and to move the project forward staff is recommending proceeding with an RFP process for the selection of a qualified firm.

- **CRA/Economic Development Plan Update**

The OCRA board previously set aside funding for the update of the Opa-locka CRA plan to complete during FY23. To move this activity forward, staff provided the board with three proposals that were provided for the services. OCRA Staff is recommending moving forward with this item with either a selection of the provided firm or the issuance of an RFP process for the selection of a qualified firm.

- **Public Art Installation**

As the OCRA seeks to beautify the CRA Area, the agency has an obligation to review any opportunities to incorporate Public Art in key locations of the OCRA area. OCRA staff are engaged with Art Codes International, which will also be doing beautification work with the City of Opa-locka and would like to review potential projects for execution. As a recommendation, staff would like to review with the OCRA Board the work to be done to provide beautification opportunities to the area. One of the recommendations is to provide beautification to Electrical Boxes as well as streetlights along major corridors. Below are examples of work that the Art Codes have completed in North Miami. **With the will of the board and approval, the agency seeks to commence this project immediately and will provide a timeline in conjunction with the selected firm to the board to ensure delivery of services.**



RESOLUTION NO. _____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), APPROVING A SUPPLEMENTAL PROFESSIONAL SERVICES CONTRACT WITH WEISS SEROTA HELFMAN COLE & BIERMAN, P.L. FOR REAL ESTATE TRANSACTION SERVICES AND 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 entered into a professional services agreement with the law firm of Weiss Serota Helfman Cole & Bierman, P.L., dated _____, 2023, with Marlon Hill and David Tolces being the primary attorneys, or designees, providing the contract services; and

WHEREAS, the OCRA and Weiss Serota Helfman Cole & Bierman, P.L desire to enter into the supplemental contract for the provision of real estate transaction services, 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 Supplemental Professional Services Contract with the Weiss 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, MPA
OCRA Clerk

Marlon A. Hill, Esq., WSHCB

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 V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairwoman Russell	(Yes) _____	(No) _____



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

May 16, 2023

VIA E-MAIL (cdelaine@opalockafl.gov)

Mr. Corion J. DeLaine, Interim Executive Director
Opa-Locka Community Redevelopment Agency
780 Fisherman Street, Fourth Floor
Opa-Locka, FL 33054

Re: Supplement to Retainer Agreement – Real Estate Legal Services

Dear Mr. DeLaine:

The following is a supplement to the Retainer Agreement dated February 7, 2023 between our Firm and the Opa-Locka Community Redevelopment Agency (the “OPA-LOCKA CRA”). This letter is intended to set forth our understanding as to the nature and scope of the legal services related to any potential real estate transactions for the OPA-LOCKA CRA.

We would anticipate that for each real estate transaction, we would bill the OPA-LOCKA CRA at our agreed upon hourly rate of \$350.00 per hour for services performed by an attorney, and \$175 per hour for services provided by a paralegal. Based upon our past experience, we would estimate that the total fees for each transaction would not exceed \$2,500. The fees cover legal work associated with drafting the purchase and sale agreement, review of title work tax and lien search information, and all services up through closing.

The fee estimate is based upon a standard real estate transaction; however, depending upon the issues related to the transaction, the fees incurred could be more than \$2,500. In the event we find that the fees incurred will exceed \$2,500, we will advise you as soon as possible in order to obtain additional authorization.

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 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,

Mr. Corion J. DeLaine
May 16, 2023
Page 2 of 2

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.



Marlon Hill

AGREED AND ACCEPTED on this _____ day of _____ 2023.

Opa-Locka Community Redevelopment Agency

Corion J. DeLaine, Interim Executive Director

RESOLUTION NO. 23-_____

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY BOARD ESTABLISHING THE OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY POLICES AND
PROCEDURES HANDBOOK; PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Opa-locka Community Redevelopment Agency (OCRA) desires to establish a policies and procedures handbook for the management of OCRA operations; and

WHEREAS, in our efforts to accomplish our goals and tasks effectively, the OCRA needs a manual to advise staff and board members of the functions and mechanisms of the agency to ensure proper and streamlined services; and

WHEREAS, be it the will of the board to establish a policies and procedures handbook for 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 Board of the Opa-locka Community Redevelopment Agency hereby establishes a Opa-locka Policies and Procedures Handbook which shall establish rules and regulations of the agency.

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, MPA
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 V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairwoman Russell	(Yes) _____	(No) _____



OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY



Policies and Procedures Handbook

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

OFFICE POLICIES AND PROCEDURES HANDBOOK

TABLE OF CONTENTS

1| WELCOME

3| PURPOSE OF THE HANDBOOK

4| WHAT YOU CAN EXPECT FROM US

- **OUR RESIDENT RELATIONS PHILOSOPHY**
- **OUR EMPLOYEE RELATIONS PHILOSOPHY**
- **IF YOU HAVE A PROBLEM**
- **EQUAL EMPLOYMENT OPPORTUNITY**
- **NO HARASSMENT POLICY**
- **INTRODUCTORY PERIOD**
- **WORK SCHEDULE**
- **EMPLOYEE STATUS**
- **ORGANIZATIONAL AND FLOW CHART**

8| AGENCY BENEFITS

- **YOUR PAY**
- **HOLIDAYS**
- **VACATION**
- **FAMILY AND MEDICAL LEAVE**
- **SICK LEAVE**
- **CIVIC DUTIES**

15| WHAT WE EXPECT OF YOU

- **AGENCY POLICIES**
- **RULES TO PROTECT US ALL**
- **THE BASICS**

16| AGENCY POLICIES

23| ACKNOWLEDGEMENT OF RECEIPT OF POLICIES AND PROCEDURES HANDBOOK

WELCOME

Welcome to Opa-locka Community Redevelopment Agency! We are pleased that you are joining us and we know that your contributions will assist us in remaining a leader in this community and in our industry.

As an employee of Opa-locka Community Redevelopment Agency, you will want to know what you can expect from us and what we expect from you. This manual will give you that information by outlining our agency's current benefits, practices, and policies.

The Opa-locka Community Redevelopment Agency (Opa-locka CRA/OCRA) strives to retain the best employees possible. In keeping with this commitment, it is necessary to adopt administrative regulations that compliment and supplement the CRA's personnel rules and collective bargaining agreements. These administrative regulations apply to all non-certified employees. These administrative regulations apply to certified employees when the personnel rules need further explanation or when the personnel rules do not address the conduct or benefit covered by these administrative regulations. Similarly, these administrative regulations apply to collective bargaining unit employees when the respective contract does not address the conduct or benefit covered by these administrative regulations.

This Handbook is not a contract guaranteeing employment for any specific length of time. The OCRA can terminate the employment relationship at any time, for any reason, and with or without cause or notice unless otherwise required by a collective bargaining agreement, the personnel provisions of the Memorandum of Understanding, or other mandates. Only the Executive Director has the authority to enter into an employment agreement with employees for any specified period of time.

The Opa-locka CRA provides an Administrative Personnel Handbook to place in a location so that all employees have access to the Manual. The Administrative Personnel Handbook may contain more in-depth information regarding the CRA's Administrative Regulations, procedures, and benefits. All employees will receive a manual to answer some of the questions employees may have concerning the Opa-locka CRA and its administrative regulations, procedures, and practices. Employees should read their Handbooks thoroughly and retain it for future reference.

From time to time, the Opa-locka CRA may change, remove, or add new administrative regulations to the Handbook. Employees should be sure to read the notices on OCRA/City bulletin boards and other OCRA/City communications for changes to the Personnel Administrative Regulations. Should managers or non-management employees have any questions or wish to make recommendations concerning any Personnel Administrative regulations, procedures, or benefits, please contact a Human Resources Department representative.

In writing the Handbook, the Opa-locka CRA avoided the use of specific pronouns whenever possible. However, sometimes these pronouns are necessary to avoid awkward sentences. When you see "he" or "his," remember that in either case the terms refer to both genders.

No Handbook can address every situation that could possibly occur at work. For that reason, whenever you see a list of examples, these examples are used only to help explain a particular idea or administrative regulation. No list of examples is all-inclusive. Examples are merely illustrative of types of behavior that would fall under a particular administrative regulation.

You should keep this Handbook handy as a guide and ready reference throughout your employment here. If you have any questions as you read through this Handbook, please do not hesitate to discuss them with your supervision or the Human Resources Department. Your supervisor is a very important source of information and will be more than glad to assist you.

DRAFT

PURPOSE OF THE HANDBOOK

This Handbook has been prepared to acquaint you with the Agency and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Handbook to offer two-way communication: what you can expect from us, and what we expect from you. However, the contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. In the case of insurance and pension benefits, the current insurance or pension plan documents will control.

This Handbook supersedes all previous handbooks, policies and practices which are in some way inconsistent with the contents of this Handbook. Finally, this Handbook should not be construed as creating any kind of “employment contract”, since the Agency reserves the right to add, change or delete benefits and policies as it deems appropriate.

THIS HANDBOOK DOES NOT ALTER THE “AT-WILL” NATURE OF YOUR EMPLOYMENT. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE AGENCY HAS THE SAME RIGHT. YOUR STATUS AS AN “AT-WILL” EMPLOYEE MAY NOT BE CHANGED, EXCEPT IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR OF THE AGENCY.

WHAT YOU CAN EXPECT FROM US:

OUR RESIDENT RELATIONS PHILOSOPHY

Our most important goal is resident/property owner satisfaction. They are most important and each of us depends on them.

OUR EMPLOYEE RELATIONS PHILOSOPHY

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications and employee involvement.

Over the years, the agency has earned a fine reputation. We know that our reputation is a direct result of the loyalty, commitment and continued efforts of our employees.

We are non-union and we prefer to remain that way. Our non-union status has allowed us to deal directly with our employees – rather than through some third party - and to treat you as individuals. We sincerely believe that our success over the years is due in no small part to the cooperative relationship between the District and our employees.

IF YOU HAVE A PROBLEM

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is we can do.

Our "Problem Solving Procedure" offers all employees the freedom to discuss anything they wish with their supervisor(s). Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
2. If your supervisor cannot solve the problem or if you are not satisfied after Step 1, you should request to speak to the Executive Director.
3. If you still feel the need to speak to other members of management after you have spoken with your supervisor and the Executive Director, we encourage you to speak to the Human Resources Department.

In the event you have concern, and for personal reasons you cannot follow the steps in this procedure, you may request to go directly to the Executive Director. This person is available for advice and assistance in solving your problem at any time. When you inform us of a concern or problem, we will try to answer you as soon as possible under the circumstances.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring promotion, transfer and compensation, to all qualified applicants and employees with regard to age, race, religion, color, sex, sexual orientation, national origin, marital status, citizenship status, disability or any other protected status in accordance with the requirements of all federal, state and local laws. The Agency expressly prohibits discrimination based on any of the above protected characteristics.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Opa-locka Community Redevelopment Agency does not and will not tolerate any type of unlawful discrimination or harassment of our employees, applicants or residents. The term “harassment” includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual’s race, color, sex (including same-sex sexual harassment), religion, national origin, citizenship, age or disability. “Harassment” also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (e-mail) of a sexual nature involving either members of the opposite or same sex.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

If you feel that you are being discriminated against or harassed in any way by a coworker, a resident or a vendor, you should notify your supervisor or manager immediately. The matter will be thoroughly investigated and where appropriate disciplinary action will be taken.

Our supervisor(s) and managers are also covered by this policy and are prohibited from engaging in any form of discriminatory or harassing conduct. Further, no supervisor or other member of management had the authority to suggest to any employee or applicant that the individual’s employment, continued employment or future advancement will be affected in any way by the individual’s entering into (or refusing to enter into) any form of personal relationship with the supervisor or member of management. Such conduct is a direct violation of this policy.

If you believe that supervisor or member of management has acted inconsistently with this policy, if you are not comfortable bringing a complaint regarding harassment to your immediate supervisor, or if you believe that your complaint concerning a coworker, a resident or vendor has not been handled to your satisfaction, you must immediately contact the Executive Director.

The Agency will investigate the reported matter and take appropriate action to end any inappropriate conduct found—whether that conduct constitutes harassment or rises to the level of a violation of laws—including disciplining or discharging the offending individual, if appropriate. All complaints will be handled promptly. The privacy of all people involved, and the complaints will be kept confidential to the extent possible while conducting a thorough investigation.

YOU WILL NOT BE PENALIZED IN ANY WAY FOR REPORTING SUCH IMPROPER CONDUCT.

This policy strictly prohibits retaliation against anyone for making a good faith complaint or for cooperating with an investigation. The Agency will not retaliate against any employee for making or filing a complaint or for offering evidence, statements, testimony, etc. of a complaint made under this policy. In addition, the agency will not knowingly tolerate or permit retaliation by management, employees, or co-workers. False or malicious reports or information in connection with reports of harassment or discrimination may also result in disciplinary action, up to and including termination, depending on the severity of the falsehood or maliciousness.

Please do not assume that the agency is aware of your problem. Bring your complaints and concerns to our attention so that we can resolve them.

INTRODUCTORY PERIOD

For every new employee, the first 90 days of full-time employment is an introductory period for both you and the agency. During this time, you will have the opportunity to learn about the agency, your job and your new surroundings. Your supervisor will be available to answer any questions that you may have.

During this period your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by your supervisor. The agency will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five (5) days during your introductory period, we may choose to extend your introductory period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Should an employee's performance become unsatisfactory at any time during this introductory period, the employee will be subject to discharge at that time. If the agency terminates an employee for unsatisfactory work performance during their introductory period, the agency's account will not be charged for unemployment benefits. Completion of the introductory period does not confer any expectation of continuation in employment; continuation depends on the needs of the agency and the performance and conduct of the employee.

WORK SCHEDULE

Our normal workweek is as follows: 8:00 a.m. to 5:00 p.m. Monday through Friday, which includes one (1) hour for lunch. However, due to changing production requirements, your actual work schedule may vary. Please contact your supervisor if you have any questions. Employees are not permitted to arrive more than ten (10) minutes prior to their regular start time and are not expected by the agency to clock in for work or perform any work prior to their regularly scheduled start time. Employees who violate this policy will be subject to discipline including termination of employment.

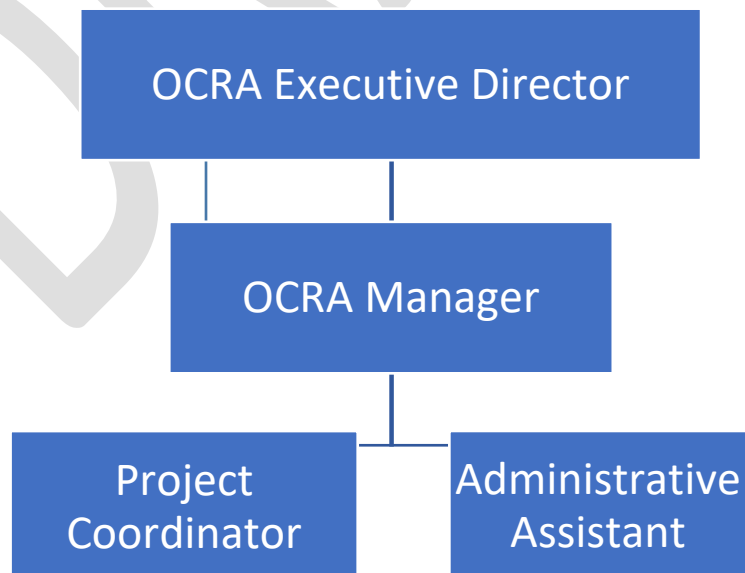
EMPLOYEE STATUS

Full-time employees are active employees who are normally scheduled to work forty (40) hours a week. After successful completion of the introductory period full-time employees are eligible for health insurance benefits paid for the employee by the agency. The employee is responsible for the payment of premiums attributable to health insurance coverage for his/her spouse and dependents. All employees are immediately eligible to participate in the Florida State Retirement System.

Part-time employees are active employees who are normally scheduled to work fewer than thirty (30) hours a week. Part-time employees are not eligible for benefits.

If you have any questions concerning your status or the benefits for which you qualify, please contact the Personnel Department.

ORGANIZATIONAL AND WORKFLOW CHART



AGENCY BENEFITS

YOUR PAY

We distribute paychecks for most employees every other Friday, covering the hours worked during the previous pay period.

Each employee is responsible for picking up his or her own paycheck on the normally scheduled pay day. Any questions or concerns about your pay amount or deductions should be brought to the attention of your supervisor immediately.

HOLIDAYS

All full-time employees other than commission-paid employees will receive the following days off with pay, any time they fall on a regular workday:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day and Day After
Christmas Day
One (1) Personal Day

To be eligible for the holiday pay, you must have been employed for at least ninety (90) days and you must work your last scheduled day before the holiday and your first scheduled day after the holiday.

Holiday pay will not be counted as hours worked for the purpose of determining overtime.

Personal days may not be rolled over to the following year and will not be paid out upon termination of employment if unused.

VACATION

Vacation requests must be submitted to the Human Resources Department as early as possible and must be approved by the Executive Director. Conflicting requests or vacations scheduled during peak season may require a change.

Vacation time is provided to full-time employees based on years of continuous employment as follows:

- One to five years of employment: ten (10) days per year;
- Six to fifteen years of employment: fifteen (15) days per year;
- More than fifteen years of employment: twenty (20) days per year

To be eligible for vacations, you must have been employed by the agency for one full year from your employment start date. Vacation days are awarded on January 1. Vacation time must be taken within twelve (12) months of the employment year in which it accrued. Unused vacation time shall not carry over from year to year and will not be paid out at the end of the year. Vacation time will not be paid out upon separation from the agency.

SICK LEAVE

An employee who is ill and will not report to work for a full day or half day shall Notify the Executive Director as soon as possible but no later than two hours before the employee's start time.

In the event the employee is incapacitated to such an extent that it is physically impossible for the employee to notify their Executive Director of the absence on account of sickness, the employee shall have a family member or significant other notify the Executive Director in a timely manner.

FAMILY AND MEDICAL LEAVE

Eligible employees may take up to 12 weeks of unpaid, job protected leave each year for specified family and medical reasons, provided that such employees have worked for the Agency for at least one year and for 1,250 hours over the previous 12 months and work at a location where there are at least 50 team members within 75 miles. For any eligible employee, FMLA leave shall apply as follows:

Conditions Triggering Leave:

Family and medical leave must involve one or more of the following reasons:

- To care for the employee's newly born child or placement for adoption or foster care;
- To care for the employee's spouse, domestic partner (partners must share a common address), son or daughter (under age 18) or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the team member's job.

- For qualified exigencies for an employee's spouse, son, daughter or parent who is a member of the Armed Forces on active duty or who is called to active duty in support of a contingency operation.

Additional Military Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness as defined in the FMLA regulations.

Duration Of Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12 month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

You may take family and medical leave intermittently -- which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule -- whenever it is medically necessary to care for a seriously ill family member, or because you are seriously ill and unable to work. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or placement of a child for adoption or foster care.

Depending on the purpose of your leave request, and if available, the Agency requires you to use accrued paid leave as a substitute for some or all of the family and medical leave.

Maintenance Of Health Benefits

If you and/or your family participate in a group health plan, the Agency will maintain coverage under the plan during your family and medical leave. This coverage will be provided if you or your family were covered under the plan before the leave was taken and on the same terms as if you had continued to work. Where appropriate, you must make arrangements to pay your share of health plan premiums while on leave.

In some instances, the Agency may recover premiums it paid to maintain health coverage for a team member and family.

Job Restoration

Upon returning from a family and medical leave, you will normally be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

Notice And Medical Certification

When seeking family and medical leave, you must provide:

1. 30 days advance notice of the need to take family and medical leave, if the need is foreseeable.
2. Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member. Second or third medical opinions and periodic recertification at the Agency's expense may also be required.
3. Such periodic reports as deemed appropriate during the leave regarding your status and intent to return to work.
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition.

When leave is needed for a planned medical treatment for your own serious health condition or that of an immediate family member, you must try to schedule treatment so that it will not unduly disrupt the Agency's operation. Failure to comply with these requirements may result in delay or denial of leave.

CIVIC DUTIES

We encourage each our employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

Jury Duty – If you are called to jury duty, please notify your supervisor immediately so we can plan the department's work with as little disruption as possible.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Voting – We want every employee to have the opportunity to vote in every election. Generally, there will be sufficient time to vote either before or after your scheduled shift. However, if you foresee a problem getting to the polls, please notify your supervisor so that arrangements can be made.

WHAT WE EXPECT OF YOU:

AGENCY POLICIES

This section of your Handbook discusses your responsibilities to the agency as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive and pleasant atmosphere for you, your co-workers and our residents.

RULES TO PROTECT US ALL

Every city, nation and society has rules for the orderly conduct of business. People cannot live and work together successfully and enjoyably without order.

The agency is the same way. We need to have certain reasonable policies and rules for the conduct of our business. Our most important rule is the “rule of reason”. However, there are a few basic rules that should not be violated under any circumstances. Violation of any of these rules can result in immediate termination.

THE BASICS

Absenteeism and Tardiness – It is difficult for us to properly serve our resident when an employee does not report to work as scheduled. It also creates an unnecessary burden on fellow employees. Therefore, we cannot tolerate absenteeism or tardiness.

Conflict of Interest – It is our policy to forbid employees to deal in any other business which competes with the agency. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify your supervisor.

Courtesy – Courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite and friendly both to our residents and to their fellow employees. No one should be disrespectful to a resident, use profanity or engage in any activity which injures the image or reputation of the agency.

Damage to Property – We have made a tremendous investment in our facilities and equipment in order to better serve our residents and to make your job easier. Deliberate or careless damage to the agency’s property will not be tolerated.

Fighting, Threats and Weapons – Obviously, we cannot allow fighting or threatening words or conduct. Nor can we allow the possession of weapons of any kind on agency premises.

Fraud, dishonesty and false statements – Falsification of any application, medical history record, invoice, paperwork, time record or any other document is strictly prohibited, if you observe any such violations, please report them to your supervisor or the Executive Director immediately.

Gifts and Gratuities – Employees may not request or accept any gift or gratuity of any kind from a resident or supplier without the express authorization of the Executive Director.

Harassment – The agency strictly prohibits all forms of harassment. Please review the No Harassment Policy in this Handbook.

Insubordination – We expect every employee to follow the instructions of supervisor(s) and other management officials. Failure to do so constitutes insubordination.

Misuse of Property – Our policy prohibits the misuse or use without authorization of the equipment, vehicles or other property of residents, vendors, other employees or the agency.

Poor Performance – Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

Safety – We are committed to providing a safe place for you to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires each of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and therefore are not permitted.

Sleeping and Inattention – We expect every employee to be fully alert while on the job to ensure the safety of all employees and to properly serve our residents. Therefore, we cannot tolerate sleeping or inattention on the job.

Solicitation/Distribution – Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times. Solicitation and distribution by non-employees are prohibited on agency premises at all times.

Substance Abuse – Substance abuse is not tolerated in this agency. Our Drug and Alcohol Policy, which is set forth in detail in this Handbook, explains our position and policy regarding alcohol and drug use as well as the use of other intoxicant and mind-altering substances.

Theft – We do not tolerate theft in any form. In order to protect you, your co-workers, our residents and the agency, we reserve the right to inspect all lockers, desks, toolboxes, purses, briefcases, packages, vehicles and any other personal property which is brought onto agency property. If you wish to remove any agency property – including scrap – from the premises, you must obtain written permission in advance from your supervisor.

Unlawful Activity – No employee may engage in any unlawful activity on or off the job as this can adversely affect the agency's reputation.

Violation of any of these rules may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about these basics, or what we expect of you as one of our employees, please discuss them with your supervisor.

DRAFT

AGENCY POLICIES

DRUG AND ALCOHOL POLICY

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. Our employees will be required to submit to drug screens, blood alcohol tests, Breathalyzer tests and medical examinations under the following circumstances: a) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; b) within twenty-four (24) hours of the time an employee suffers an on-the-job injury or is involved in an accident while at work; c) when an employee returns to work after a leave of absence of two weeks or more. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on agency property or in agency vehicles. Off-premises possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse may reflect unfavorably on the agency's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or non-prescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

In order to protect the safety and property of all employees, the agency reserves the right to inspect employee's lockers, toolboxes, desks and cabinets as well as motor vehicles and any other personal belongings brought onto agency property. Failure to cooperate with such inspections is a violation of this policy.

Violation of any aspect of the agency's Drug and Alcohol policy will result in discipline up to and including termination.

ABSENTEEISM AND TARDINESS

Each of our employees play an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our residents' needs. Excessive absenteeism or tardiness can result in discipline up to and including discharge.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases, we expect you to notify your supervisor as soon as possible. Leaving a message does not qualify as notifying your supervisor – you must personally contact your supervisor. When absence is due to illness, the agency reserves the right to request appropriate medical documentation.

OVERTIME

The agency may periodically schedule mandatory overtime or weekend work in order to meet business or resident needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor.

TIMEKEEPING PROCEDURES

Unless otherwise notified, each employee is required by federal law and by this agency to keep an accurate record of his or her hours worked each day and each week. You should not work any hours outside of your scheduled workday unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded on your timecard. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination of employment.

Your supervisor will advise you how you are to record your time, either on a time card or a hand written time sheet. We expect you to record on your time record all time that you work for the District.

The agency makes every effort to ensure employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please notify the Executive Director immediately to address your concerns. No employee who reports an incorrect deduction or payment error will be retaliated against. Any

changes or corrections to your timecard or time record must be initialed by you and your supervisor.

Under no circumstances may any employee punch another employee's time card. If an employee is found to have clocked in or out for someone else, both employees may be subject to discipline including immediate termination of employment.

BULLETIN BOARDS

We maintain bulletin boards at various locations throughout the agency as an important information source. These bulletin boards are to be used solely to post information approved by the agency regarding agency policies, governmental regulations, and other matters of concern to all employees which are related to the employees' employment by the agency. Please develop a habit of checking the bulletin boards daily so that you will be familiar with the information posted there. No information may be placed on these bulletin boards without the approval of the Executive Director.

AGENCY PROPERTY AND VEHICLES

Only authorized employees may use agency vehicles. If an agency vehicle incurs any damages while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately and may be responsible for paying the deductible amount toward repair.

Any employee whose duties included the operation of agency vehicles who is cited for D.U.I. or D.W.I. or for any other serious moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

If an employee receives a traffic citation while operating an agency vehicle, the employee will be responsible for paying any fine or penalty.

Only the Executive Director is permitted to take an agency vehicle to and from the workplace. All other employees are strictly prohibited from using agency vehicles outside of normal working hours or for non-work-related purposes. Violation of this policy may result in disciplinary action, up to and including termination of employment.

SAFETY

It is our policy to promote safety on the job. The health and wellbeing of our employees is the foremost amount of our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, defective tool, or equipment to your supervisor. Employees are required to utilize an agency providing safety equipment. Each employee is expected to assist the agency in maintaining safe working conditions. Safety is a state of mind, and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

All accidents – including those which do not involve serious injury and those involving residents – must be reported immediately to your supervisor. Failure to immediately report an on-the-job accident, no matter how small or seemingly insignificant, may result in discipline up to and including immediate termination of employment.

Employees who suffer a job related injury for which they receive workers compensation may return to work on a light duty basis, with the written permission of a medical doctor, if they are still receiving workers compensation or other disability benefits for the injury.

HAZARDOUS AND TOXIC MATERIALS

If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss them with your supervisor.

PARKING

So that we have sufficient parking for our residents, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

LOANS AND PAY ADVANCES

During our years in business, we have learned that loans to employees or advances in pay do little in the long run to help an employee meet his or her financial obligations. At the same time, we may be put in a very difficult and unpleasant position if we were required to collect a past due loan. For these reasons, it is our policy not to make loans or pay advances to employees.

PERSONAL APPEARANCE

First impressions are lasting impressions. Residents and prospective residents and employees see the Opa-locka CRA and observe its operation. Employees are an integral part of the image residents and visitors have of this municipality, and employees' personal appearance can influence the opinion others have of the OCRA.

To ensure an excellent lasting impression, employees must always maintain a professional image. Personal Appearance All employees should always convey a professional and businesslike appearance. All employees are expected to be well-groomed and to have good hygiene. We will not restrict styles that are dictated by religion or ethnicity. All attire must be appropriate for work, do not show up in workout or outdoor activity dresswear.

Extremes of any sort, whether in dress, jewelry, or hairstyle, should be avoided. All employees should wear their identification badges during working hours and at OCRA/City-sponsored events.

Acceptable dress for men includes short-sleeved button-down shirts, button-up or collared shirt, polos, sports coat, sweaters. Men who are attending certain meetings are encouraged to wear a

business suit or sports jacket. Appropriate business attire for women includes Elegant sleeveless shirts and blouses, blazers, vests, turtlenecks, dressy tops, sheath or casual dresses. Note that all dresses should have a length that is below the knee, pencil-cut or knee-length skirts, dress pants (khaki, corduroy, twill, or cotton).

The uniform also should be free of holes and tears. All employees must have an identification badge in their possession at all times. Clothing such as jeans, t-shirts, sweatshirts, or sweat suits is unacceptable unless approved Executive Director. Tight clothing, shorts, or leggings, see through blouses dresses or pants, sleeveless dresses or blouses, skirts, or splits in skirts more than 3 inches above the knee, and sun dresses also are considered unprofessional in the workplace.

VISITORS

Visits by friends or relatives can be disturbing to our operations. Therefore, we strongly discourage such visits during working hours.

PERSONAL MAIL

All mail which is delivered to the agency is presumed to be related to our business. Mail sent to you from the agency will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

OUTSIDE EMPLOYMENT

There have been times when most of us have had the opportunity or the need to have two jobs at one time. However, it is important that other employment and outside interests do not interfere in any way with your job at this agency. Directly or indirectly engaging in outside work will interfere with the employee's primary job with the city. Prior to accepting outside employment, the employee must provide a written letter to the Executive Director and receive approval from the Executive Director upon review. If you do hold a second job, we expect that you will be careful that extra hours of work of not affect your performance here.

CHANGES IN PERSONNEL RECORDS

To keep your personnel records up to date, to ensure that the agency has the ability to contact you, and to ensure that the appropriate benefits are available to you, we ask that you notify is promptly of any change of name, address, phone number, marital status, number of dependents, or other applicable information. Personnel records will be maintained in accordance with local, state, and federal laws. Personnel records are the property of the agency and will not be provided to employees.

TRAVEL

All travel, other than local travel in connection with day-to-day agency operations, requires the prior approval of the Board. Travel expenses shall be reimbursed in accordance with Chapter 112, Florida Statutes.

TELECOMMUTING POLICY

In certain circumstances, the Agency may grant employees the ability to temporarily telecommute (work from home). This policy applies to any employees who have received approval to telecommute. The Agency retains the right to approve or disapprove requests to telecommute depending on a variety of factors, including Agency needs; the employee's disciplinary history, attendance, and performance; etc. The Agency reserves the right to terminate an employee's work from home arrangement at any time, for any reason. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

Eligibility. Eligibility for working remotely will be determined on a case-by-case basis by the employee's supervisor and human resources. Generally, telecommuting may be available to employees who have been employed by the Agency for at least six (6) months and are in "good standing," meaning that they have not received any disciplinary action in the previous six (6) months.

Equipment. On a case-by-case basis, the Agency will determine the appropriate equipment needs for each telecommuting arrangement. Equipment supplied by the Agency will be maintained by the Agency and, at all times, belongs to the Agency. Equipment supplied by the Agency is for business use only and the telecommuter may be asked to sign an inventory of all Agency property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Security. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Agency and resident information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business

demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a telecommuting arrangement.

Time Worked. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Agency's timekeeping procedures. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement. Remote employees are expected to follow the same schedule as they have in the office, unless the employee has obtained prior approval to work different hours. Employees are also expected to be available to work during their regularly scheduled hours and are expected to be in regular communication with supervisors and co-workers.

Expectations. Remote employees are expected to fully adhere to all Agency policies and procedures regardless of where work is performed. Any telecommuter who violates this policy or any Agency policy may be subjected to discipline, up to and including termination.

NOTICE OF RESIGNATION

In the event you choose to resign from your position, we ask that give us at least two weeks' notice. We expect you to take care of all your outstanding accounts with the agency and return all agency property prior to picking up your final paycheck.

EXIT INTERVIEW

Any employee leaving the agency is required to attend an exit interview conducted by the employee's Executive Director. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of agency property, or other related items.

TO SUM IT ALL UP

This Handbook highlights your opportunities and responsibilities at Opa-locka Community Redevelopment Agency. It is a guide to your bright future here. By always keeping the contents of the Handbook in mind, you should be successful and happy in your work at Opa-locka Community Redevelopment Agency. Once again, welcome to the agency, and we look forward to working with you.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This will acknowledge that I have received my copy of the Opa-locka Community Redevelopment Agency Employee Handbook and that I will familiarize myself with its contents.

I understand that this Handbook represents only current policies, regulations and benefits, and that it does not create a contract of employment. The agency retains the right to change these policies and benefits, as it deems advisable.

I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYEMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND THAT THE AGENCY HAS THE SAME RIGHT. I FURTHER UNDERSTAND THAT MY STATUS AS AN AT-WILL EMPLOYEE MAY NOT BE CHANGED EXCEPT IN WRITING SIGNED BY THE EXECUTIVE DIRECTOR OF THE AGENCY.

PRINT FULL NAME: _____

SIGNED: _____

DATE: _____

RESOLUTION NO. 23-XXXXXXX

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) APPROVING AN AMENDMENT TO THE BY-LAWS OF THE OCRA TO PROVIDE FOR CLARIFICATION OF TERMS OF OFFICE FOR OCRA BOARD MEMBERS APPOINTED BY MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Chair and Board members of the Opa-locka Community Redevelopment Agency (the “OCRA”) have previously considered the terms and provisions of the By-Laws of the OCRA in the form attached hereto as Exhibit “A” (the “By-Laws”); and

WHEREAS, OCRA staff is recommending the following amendment to the By-laws to ensure compliance with Florida Statutes:

- **Article 1 Section 1.4 Members and Terms – Term Limits** for county appointed board members, (Pursuant to F.S. 163.357 sec. C; A governing body which consists of five members may appoint two additional persons to act as members of the community redevelopment agency. The terms of office for the additional members shall be for 4 years, except that the first person appointed shall initially serve a term of 2 years. Persons appointed under this section are subject to all provisions of this part relating to appointed members of a community redevelopment agency.)

WHEREAS, the Agency desires to approve the amendment to the Agency’s By-Laws as provided herein.

NOW THEREFORE BE IT RESOLVED BY 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 an amendment to the Opa-locka Community Redevelopment Agency's By-Laws, as 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 _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Tiffany Dallas, MPA
OCRA Clerk

Weiss Serota Helfman Cole & Bierman, P.L.
OCRA Attorney

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 V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairwoman Russell	(Yes) _____	(No) _____



Memorandum

TO: OCRA Board Members

FROM: Corion DeLaine, Interim Executive Director
Tiffany Dallas, Project Coordinator/Board Clerk

DATE: June 13th, 2023

RE: Amendment recommendation of Opa-locka CRA By-laws

After legal review by both Miami Dade County and the OCRA Attorneys, OCRA staff is providing the following recommendation regarding an amendment to the By-Laws of the Opa-locka CRA to address the following which will address the Florida Auditor General Finding #95 CRA Board Member Terms:

- **Amending section 1.4 Members and Terms:** Term Limits for county appointed board members, (Pursuant to F.S. 163.357 sec. C, A governing body which consists of five members may appoint two additional persons to act as members of the community redevelopment agency. The terms of office of the additional members shall be for 4 years, except that the first person appointed shall initially serve a term of 2 years. Persons appointed under this section are subject to all provisions of this part relating to appointed members of a community redevelopment agency.)

END OF MEMORANDUM

SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
180-5500-515-150-77 - CRA									
515601					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				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
581320					.00	.00	.00	BEGINNING BALANCE	
TOTAL					.00	.00	.00		.00
541838					.00	.00	.00	BEGINNING BALANCE	
01/22/23	11-4				.00				
01/22/23	13-4				50,000.00				
TOTAL					50,000.00	.00	.00		50,000.00
5776001					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				1,600,000.00				
TOTAL					1,600,000.00	.00	.00		1,600,000.00
5776003					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				20,000.00				
11/15/22	13-2				.00				
TOTAL					20,000.00	.00	.00		20,000.00
5776004					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				50,000.00				
TOTAL					50,000.00	.00	.00		50,000.00
5776005					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				100,000.00				
TOTAL					100,000.00	.00	.00		100,000.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 06/07/2023
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CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 2
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
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FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT DATE	T/C	PURCHASE 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5776006					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				250,000.00				
TOTAL					250,000.00	.00	.00		250,000.00
5776007					.00	.00	.00	BEGINNING BALANCE	
11/15/22	13-2				119,007.00				
TOTAL					119,007.00	.00	.00		119,007.00
5776008					.00	.00	.00	BEGINNING BALANCE	
01/22/23	13-1				30,000.00				
11/15/22	13-2				.00				
TOTAL					30,000.00	.00	.00		30,000.00
5776009					.00	.00	.00	BEGINNING BALANCE	
TOTAL					.00	.00	.00		.00
515547					.00	.00	.00	BEGINNING BALANCE	
01/22/23	11-4				.00				
01/22/23	13-4				5,100.00				
04/06/23	17-7	23001588-01		20862 GREATER MIAMI CH			45.00	REAL ESTATE COMMITTEE: CO	
04/17/23	17-7	23001648-01		20862 GREATER MIAMI CH			159.00	APRIL 5TH TRUSTEE LUNCHEO	
04/20/23	21-7	23001588-01 107399		20862 GREATER MIAMI CH		45.00	-45.00	MEMBER ID: 57344	
05/04/23	21-7	23001648-01 107514		20862 GREATER MIAMI CH		159.00	-159.00	MEMER ID 57344	
TOTAL					5,100.00	204.00	.00		4,896.00
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					1,000.00	.00	.00		1,000.00
515342					.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				

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 06/07/2023
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CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 3
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515342	MINUTES PROCESSING (cont'd)									
	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
515110	SALARIES - EXECUTIVE					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				54,366.00				
	03/07/23	19-5	6937				2,942.31		WK5 REGULAR EARNINGS EX	
	03/07/23	19-5	6938				3,269.23		WK7 REGULAR EARNINGS EX	
	05/08/23	19-6	7234				3,269.23		WK11 REGULAR EARNINGS EX	
	05/09/23	19-6	7236				3,269.23		WK13 REGULAR EARNINGS EX	
	05/22/23	19-7	7304				3,269.23		WK17 REGULAR EARNINGS EX	
	05/31/23	19-8	7354				3,269.23		WK19 REGULAR EARNINGS EX	
	05/31/23	19-8	7359				3,269.23		WK21 REGULAR EARNINGS EX	
TOTAL	SALARIES - EXECUTIVE					54,366.00	22,557.69	.00		31,808.31
515120	SALARIES - REGULAR					.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				95,831.00				
	01/31/23	19-3	6651				4,817.04		W51 REGULAR EARNINGS	
	01/31/23	19-3	6629				1,596.64		W49 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	
	02/01/23	19-4	6699				2,288.46		WK3 REGULAR EARNINGS	
	03/07/23	19-5	6937				1,915.96		WK5 REGULAR EARNINGS	
	03/07/23	19-5	6938				3,462.71		WK7 REGULAR EARNINGS	
	05/08/23	19-6	7233				3,269.23		WK9 REGULAR EARNINGS EX	
	05/08/23	19-6	7233				3,367.70		WK9 REGULAR EARNINGS	
	05/08/23	19-6	7234				3,628.85		WK11 REGULAR EARNINGS	
	05/09/23	19-6	7236				3,564.54		WK13 REGULAR EARNINGS	
	05/08/23	19-7	7249				3,671.04		WK15 REGULAR EARNINGS	
	05/08/23	19-7	7249				3,269.23		WK15 REGULAR EARNINGS EX	
	05/22/23	19-7	7304				3,760.00		WK17 REGULAR EARNINGS	
	05/31/23	19-8	7354				3,606.73		WK19 REGULAR EARNINGS	
	05/31/23	19-8	7359				2,947.28		WK21 REGULAR EARNINGS	
TOTAL	SALARIES - REGULAR					95,831.00	50,563.48	.00		45,267.52
515140	SALARIES - OVERTIME					.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515140										
	11/15/22	11-2				.00				
	11/15/22	13-2				500.00				
	05/08/23	19-6		7234			.84		WK11 OVERTIME EARNINGS	
	05/09/23	19-6		7236			2.25		WK13 OVERTIME EARNINGS	
TOTAL						500.00	3.09	.00		496.91
515210										
	11/15/22	13-2				.00	.00	.00	BEGINNING BALANCE	
	01/31/23	19-3		6651		12,419.00	78.77		W51 EMPLOYER MEDICARE TAX	
	01/31/23	19-3		6651			336.85		W51 EMPLOYER SS TAX	
	01/31/23	19-3		6629			71.56		W49 EMPLOYER MEDICARE TAX	
	01/31/23	19-3		6629			305.93		W49 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	
	03/07/23	19-5		6937			77.55		WK5 EMPLOYER MEDICARE TAX	
	03/07/23	19-5		6937			331.61		WK5 EMPLOYER SS TAX	
	03/07/23	19-5		6938			96.90		WK7 EMPLOYER MEDICARE TAX	
	03/07/23	19-5		6938			414.31		WK7 EMPLOYER SS TAX	
	05/08/23	19-6		7233			96.67		WK9 EMPLOYER MEDICARE TAX	
	05/08/23	19-6		7233			413.37		WK9 EMPLOYER SS TAX	
	05/08/23	19-6		7234			99.32		WK11 EMPLOYER MEDICARE TX	
	05/08/23	19-6		7234			424.65		WK11 EMPLOYER SS TAX	
	05/09/23	19-6		7236			99.12		WK13 EMPLOYER MEDICARE TX	
	05/09/23	19-6		7236			423.83		WK13 EMPLOYER SS TAX	
	05/08/23	19-7		7249			99.92		WK15 EMPLOYER MEDICARE TX	
	05/08/23	19-7		7249			427.22		WK15 EMPLOYER SS TAX	
	05/22/23	19-7		7304			101.20		WK17 EMPLOYER MEDICARE TX	
	05/22/23	19-7		7304			432.74		WK17 EMPLOYER SS TAX	
	05/31/23	19-8		7359			89.42		WK21 EMPLOYER MEDICARE TX	
	05/31/23	19-8		7359			382.35		WK21 EMPLOYER SS TAX	
	05/31/23	19-8		7354			98.98		WK19 EMPLOYER MEDICARE TX	
	05/31/23	19-8		7354			423.23		WK19 EMPLOYER SS TAX	
TOTAL						12,419.00	6,143.52	.00		6,275.48
515220										
	11/15/22	13-2				.00	.00	.00	BEGINNING BALANCE	
TOTAL						19,334.00	.00	.00		19,334.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 5
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515230					.00	.00	.00	BEGINNING BALANCE	
03/04/23	13-1				1.00				
03/04/23	13-1				.00				
11/15/22	13-2				17,362.00				
TOTAL				LIFE AND HEALTH	17,363.00	.00	.00		17,363.00
515312					.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	
03/21/23	17-6	23001296-01		13230 BURNADETTE NORRI			2,000.00	LEGLS SERVICES RENDERED 0	
03/21/23	17-6	23001296-02		13230 BURNADETTE NORRI			2,000.00	LEGAL SERVICES RENDERED F	
03/28/23	21-6	23000937-01	107233	17015 ROBERT HALF INTE		848.00	-848.00	ROBERT HALF TEMP 32 HOURS	
04/06/23	17-7	23001521-01		20816 LAKIESHA NICOLE			200.00	AD PHOTOGRAPHY	
04/13/23	21-7	23000965-01	107324	19836 ST OF FL DEPT OF		225.00	-225.00	FY2022-23 SD STATE FE	
04/13/23	21-7	23001296-01	107321	13230 BURNADETTE NORRI		1,000.00	-1,000.00	FEB 2023 CRA SRVS	
04/13/23	21-7	23001296-01	107321	13230 BURNADETTE NORRI		1,000.00	-1,000.00	JAN 2023 CRA SRVS	
04/13/23	21-7	23001296-02	107321	13230 BURNADETTE NORRI		1,000.00	-1,000.00	JAN 2023 CRA SRVS	
04/13/23	21-7	23001296-02	107321	13230 BURNADETTE NORRI		1,000.00	-1,000.00	FEB 2023 CRA SRVS	
04/17/23	17-7	23001656-01		20805 PROTOTYPE INC			281.25	PREPARATION OF MINUTES: 2	
04/20/23	21-7	23000966-01	107446	15616 ROBAYNA AND ASSO		1,425.00	-1,425.00	JOB: 220166	
04/20/23	21-7	23001521-01	107408	20816 LAKIESHA NICOLE		200.00	-200.00	AD PHOTOGRAPHY	
04/20/23	17-7	23001770-01		20941 LINDA S. TAYLOR			2,500.00	CONSULTANT 48 BILLED HOUR	
05/04/23	21-7	23001656-01	107537	20805 PROTOTYPE INC		281.25	-281.25	SUMMARY MINS FEB MAR	
05/04/23	21-7	23001770-01	107521	20941 LINDA S. TAYLOR		2,500.00	-2,500.00	CONSULTANT 48HR	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 06/07/2023
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CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 6
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515312	OTHER PROFESSIONAL SRVC	(cont'd)								
	05/18/23	21-7	23001885-01	107598	20941 LINDA S. TAYLOR		2,500.00	-2,500.00	CONSUTANT 48HRS	
	05/03/23	17-8	23001885-01		20941 LINDA S. TAYLOR			2,500.00	APRIL 15TH-APRIL 28TH 48	
	06/01/23	17-9	23002150-01		20941 LINDA S. TAYLOR			2,500.00	PYMT FOR OCRA CONSULTANT	
	06/01/23	17-9	23002159-01		20941 LINDA S. TAYLOR			2,500.00	INVOICE PERIOD: 05.15.23-	
TOTAL	OTHER PROFESSIONAL SRVC					100,000.00	19,039.25	6,060.00		74,900.75
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	
	04/06/23	17-7	23001549-01		20805 PROTOTYPE INC			150.00	SUMMARY OF MINUTES (2) FE	
	04/13/23	21-7	23000985-01	107348	13547 MIAMI-DADE CHAMB		390.00	-390.00	CB DUES & ADMIN FEE	
	04/20/23	21-7	23001549-01	107436	20805 PROTOTYPE INC		150.00	-150.00	SUMMARY MINS 2/21/23	
	05/18/23	21-7	23001841-01	107579	20821 PROFESSIONAL ENG		260.00	-260.00	5-PLATE & 1-GAVEL 10	
	05/18/23	21-7	23001886-01	107614	20805 PROTOTYPE INC		112.50	-112.50	SUMMARY MINS - CRA	
	05/01/23	17-8	23001841-01		20821 PROFESSIONAL ENG			260.00	NAME PLATES & GAVEL	
	05/03/23	17-8	23001886-01		20805 PROTOTYPE INC			112.50	PREPARATION OF SUMMARY MI	
	05/19/23	17-8	23002024-01		20365 MINUTEMAN PRESS			319.50	INV. 72547	
	06/01/23	21-8	23002024-01	107684	20365 MINUTEMAN PRESS		319.50	-319.50	JOB: 135974	
TOTAL	OTHER CONTRACTED SRVCS					302,000.00	4,332.50	.00		297,667.50
515400	TRAVEL & PER DIEM					.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				
	04/17/23	19-7		7116			-587.25		22002247-01 CHK#106478	
	04/17/23	19-7		7116			-135.19		22002374-01 CHK#106478	
TOTAL	TRAVEL & PER DIEM					11,675.00	-722.44	722.44		11,675.00
515420	POSTAGE					.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

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 7
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515480				PROMOTIONAL ACTIVITIES		.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				
	04/07/23	21-5	23001276-01	107300	20670 FREEZ FRAME MARK		3,200.00	-3,200.00	CRA BLACK HISTORY MONTH	
	03/01/23	17-6	23001069-01		12934 ADAMS CATERING,			560.00	CATERING INVOICE. MAIN ST	
	03/15/23	17-6	23001276-01		20670 FREEZ FRAME MARK			3,200.00	CRA BLACK HISTORY MONTH	
	03/21/23	17-6	23001291-01		10589 HOMESTYLE RESTAU			360.00	FOOD FOR OCRA BLACK HISTO	
	03/21/23	17-6	23001294-01		20896 FATHIYYAH DOSTER			350.00	INVOICE# 0540 DATE 02/18/	
	03/22/23	21-6	23001069-01	107179	12934 ADAMS CATERING,		560.00	-560.00	CATERING INVOICE. MAIN ST	
	04/13/23	21-7	23001291-01	107343	10589 HOMESTYLE RESTAU		360.00	-360.00	OCRA BHM EVENT 2/25	
	04/13/23	21-7	23001294-01	107330	20896 FATHIYYAH DOSTER		350.00	-350.00	OCRA EVENT 2/18/2023	
TOTAL				PROMOTIONAL ACTIVITIES		50,000.00	4,470.00	3,098.86		42,431.14
515493				GENERAL EXPENSES		.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	

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SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 8
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515493	GENERAL EXPENSES			(cont'd)						
	02/09/23	19-5		6783			-737.79		RVS CHK# 106522 JNL6826	
TOTAL	GENERAL EXPENSES					.00	400.00	525.00		-925.00
515540	PUB/SUBS/MEMBERSHIPS					.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					.00	.00	.00	BEGINNING BALANCE	
	10/13/22	17-1	22002208-01		16393 FLORIDA REDEVELO			495.00	ENCUMB CARRIED FORWARD	
	10/13/22	17-1	22002209-01		16393 FLORIDA REDEVELO			395.00	ENCUMB CARRIED FORWARD	
	11/15/22	13-2				.00				
	11/15/22	13-2				5,000.00				
	04/17/23	19-7		7116			-495.00		22002208-01 CHK#106489	
	04/17/23	19-7		7116			-395.00		22002209-01 CHK#106489	
TOTAL	EDUCATIONAL COSTS					5,000.00	-890.00	890.00		5,000.00
581921	FUND BALANCE RESERVE					.00	.00	.00	BEGINNING BALANCE	
TOTAL	FUND BALANCE RESERVE					.00	.00	.00		.00
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
515510	OFFICE SUPPLIES AND EXPEN					.00	.00	.00	BEGINNING BALANCE	
	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	
	04/18/23	17-7	23001709-01		20365 MINUTEMAN PRESS			187.25	INV. 72212	
	04/18/23	17-7	23001740-01		10161 STAPLES BUSINESS			112.36	INV. 3534264401	
	04/18/23	17-7	23001740-02		10161 STAPLES BUSINESS			10.38	INV. 3534264403	
	05/04/23	21-7	23001709-01	107533	20365 MINUTEMAN PRESS		187.25	-187.25	JOB# 135986	
	05/04/23	21-7	23001740-01	107544	10161 STAPLES BUSINESS		9.50	-9.50	CUST# ATL 1828725	
	05/04/23	21-7	23001740-01	107544	10161 STAPLES BUSINESS		102.86	-102.86	CUST# ATL 1828725	
	05/04/23	21-7	23001740-02	107544	10161 STAPLES BUSINESS		.88	-	.88 CUST# ATL 1828725	

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SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 9
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515510	OFFICE SUPPLIES AND EXPEN (cont'd)									
	05/04/23	21-7	23001740-02	107544	10161 STAPLES BUSINESS		9.50	-9.50	CUST# ATL 1828725	
	05/19/23	17-8	23002007-01		10161 STAPLES BUSINESS			72.07	INV. 3536417239	
	05/19/23	17-8	23002007-02		10161 STAPLES BUSINESS			15.21	INV. 3536417240	
	06/01/23	21-8	23002007-01	107693	10161 STAPLES BUSINESS		72.07	-72.07	CUST# ATL 1828725	
	06/01/23	21-8	23002007-02	107693	10161 STAPLES BUSINESS		15.21	-15.21	CUST# ATL 1828725	
TOTAL	OFFICE SUPPLIES AND EXPEN					1,000.00	600.85	.00		399.15
515130	SALARIES - PART TIME					.00	.00	.00	BEGINNING BALANCE	
TOTAL	SALARIES - PART TIME					.00	.00	.00		.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	
	11/15/22	13-2				24,000.00				
	02/09/23	19-5		6783			-14,510.00		RVS CHK# 106601 JNL6826	
	03/01/23	17-6	23001075-01		17096 MARCUM LLP			5,020.00	OCRA AUDIT 9/30/20 MARCUM	
	03/21/23	21-6	23001075-01	107172	17096 MARCUM LLP		5,020.00	-5,020.00	OCRA AUDIT 9/30/20 MARCUM	
TOTAL	ACCOUNTING & AUDITING					24,000.00	5,020.00	.00		18,980.00
515492	ADVERTISING					.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	
	03/22/23	17-6	23001356-01		10496 MCCLATCHY SHARED			1,355.00	ADVERTISING INVOICE	
	04/05/23	21-7	23001356-01	107294	10496 MCCLATCHY SHARED		1,355.00	-1,355.00	ADVERTISING INVOICE	
	04/06/23	17-7	23001564-01		10496 MCCLATCHY SHARED			315.00	AD INVOICE MARCH 2023	
	04/07/23	17-7	23001615-01		10496 MCCLATCHY SHARED			1,040.00	AD INVOICE OCTOBER	
	04/18/23	17-7	23001704-01		10496 MCCLATCHY SHARED			315.00	JANUARY AD INVOICE	
	04/20/23	21-7	23001564-01	107418	10496 MCCLATCHY SHARED		315.00	-315.00	ACCT# 20310	
	05/03/23	17-8	23001887-01		10496 MCCLATCHY SHARED			2,698.80	FEB INVOICE	
	05/12/23	17-8	23001948-01		10496 MCCLATCHY SHARED			315.00	PUBLIC NOTICE CONFIRMATIO	
	* 05/18/23	21-8	23001887-01	107601	10496 MCCLATCHY SHARED		2,698.80	-2,698.80	ACCT# 20310	
TOTAL	ADVERTISING					7,500.00	4,368.80	1,670.00		1,461.20
515448	RENTAL EXPENSE - TCO					.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
514370	LEGAL COUNSEL COSTS					.00	.00	.00	BEGINNING BALANCE	

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SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 10
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
514370										
	11/15/22	11-2				.00				
	11/15/22	13-2				35,000.00				
	04/06/23	17-7	23001559-01		20934 WEISS SEROTA HEL			2,030.00	LEGAL SERVICES	
	04/20/23	21-7	23001559-01	107470	20934 WEISS SEROTA HEL		2,030.00	-2,030.00	CLIENT: 5573	
	05/18/23	21-7	23001835-01	107629	20934 WEISS SEROTA HEL		2,500.00	-2,500.00	CLIENT: 5573	
	05/01/23	17-8	23001835-01		20934 WEISS SEROTA HEL			2,500.00	INVOICE # 268168 4/20 UPD	
TOTAL			LEGAL COUNSEL COSTS			35,000.00	4,530.00	.00		30,470.00
581950						.00	.00	.00	BEGINNING BALANCE	
	01/23/23	13-1				50,000.00				
TOTAL			CRA RESERVE			50,000.00	.00	.00		50,000.00
515391						.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
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
515441						.00	.00	.00	BEGINNING BALANCE	
TOTAL			INFORMATION TECH CHARGES			.00	.00	.00		.00
515341						.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
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
515321						.00	.00	.00	BEGINNING BALANCE	
TOTAL			REIMBURSEMENT - W & S			.00	.00	.00		.00
515543						.00	.00	.00	BEGINNING BALANCE	

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SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 11
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

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FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515543					TRUST ACCOUNT					
TOTAL					TRUST ACCOUNT	.00	.00	.00		.00
515542					APPRENTICESHIP TRAINING	.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				150,000.00				
TOTAL					APPRENTICESHIP TRAINING	150,000.00	.00	.00		150,000.00
515544					COMMERCIAL GRANTS	.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	.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				240,000.00				
	04/27/23	17-7	23001797-01		20948 CONCESSION MANAG			3,000.00	LOUCILE AUGUSTE (JAN, FEB	
	04/27/23	17-7	23001798-01		20947 1265 BEL AIR LLC			1,900.00	D. MEJIA : MARCH \$ 1900	
	04/27/23	17-7	23001799-01		20946 OUR HOME APARTME			2,300.00	F. GARVIN = MARCH, APRIL	
	04/27/23	17-7	23001800-01		20945 RNDG TOWN CENTER			1,916.00	D. CHARLTON: JAN, FEB \$ 1	
	04/27/23	17-7	23001801-01		20944 MICHELLE LUR, LL			3,000.00	K. CASTRO- MARCH , ARPIL	
	04/27/23	17-7	23001802-01		20943 THE NORTHERN TRU			1,098.00	T. JONES \$ 1098	
	04/27/23	17-7	23001803-01		20942 JORGE BRACERAS			3,000.00	M.MARTINEZ - FEB, MAR \$30	
	04/27/23	17-7	23001804-01		20946 OUR HOME APARTME			2,700.00	RENT MARCH/ APRIL	
	04/27/23	17-7	23001805-01		20950 ALPINE TOWNHOMES			1,071.00	RENT FOR APRIL \$1071	
	04/27/23	17-7	23001806-01		20946 OUR HOME APARTME			3,000.00	T. LAWSON= SEPT, OCT, NOV	
	04/27/23	17-7	23001807-01		20946 OUR HOME APARTME			3,000.00	M MANSFIELD- OCT, NOV, DE	
	04/27/23	17-7	23001808-01		20946 OUR HOME APARTME			3,000.00	D. EDIE SEPT, OCT, NOV- \$	
	04/27/23	17-7	23001809-01		20947 1265 BEL AIR LLC			2,700.00	V COLON - OCT, NOV, DEC \$	
	04/27/23	17-7	23001810-01		20947 1265 BEL AIR LLC			1,600.00	S CRUZ= APRIL \$ 1600	
	04/27/23	17-7	23001815-01		20952 MIDLAND MORTGAGE			1,935.09	SHIRLEY JADOTTE MORTGAGE	
	04/28/23	21-7	23001800-01		20945 RNDG TOWN CENTER		.00	-1,916.00	D. CHARLTON: JAN, FEB \$ 1	
	04/28/23	21-7	23001801-01		20944 MICHELLE LUR, LL		.00	-3,000.00	K. CASTRO- MARCH , ARPIL	
	05/02/23	17-8	23001864-01		20884 RUDG TOWN CENTER			1,916.00	D.CHARLTON, JANUARY & FEB	
	05/02/23	17-8	23001865-01		20962 ORENGO INVESTMEN			3,000.00	R. IGLESIAS - FEB, MARCH,	
	05/03/23	17-8	23001884-01		20885 MICHELLE LVR, LL			3,000.00	K. CASTRO - MARCH, APRIL	
	05/18/23	21-8	23001797-01	107582	20948 CONCESSION MANAG		3,000.00	-3,000.00	RENT ASST - APT# 3	
	05/18/23	21-8	23001798-01	107571	20947 1265 BEL AIR LLC		1,900.00	-1,900.00	RENT ASST - APT# 7	
	05/18/23	21-8	23001799-01	107610	20946 OUR HOME APARTME		2,300.00	-2,300.00	RENT ASST - APT# A23	
	05/18/23	21-8	23001802-01	107624	20943 THE NORTHERN TRU		1,098.00	-1,098.00	ACCT# 010100232800001	
	05/18/23	21-8	23001803-01	107596	20942 JORGE BRACERAS		3,000.00	-3,000.00	RENT ASST-1100 JANN A	
	05/18/23	21-8	23001804-01	107610	20946 OUR HOME APARTME		2,700.00	-2,700.00	RENT ASST - APT# A19	
	05/18/23	21-8	23001805-01	107576	20950 ALPINE TOWNHOMES		1,071.00	-1,071.00	RENT ASST 14336 NW 17	

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SUPERION
DATE: 06/07/2023
TIME: 16:01:17

CITY OF OPA LOCKA
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 12
AUDIT21

SELECTION CRITERIA: orgn.fund='180'
ACCOUNTING PERIODS: 1/23 THRU 9/23

SORTED BY: FUND,FUNCTION,ACTIVITY

TOTALED ON: FUND,FUNCTION,ACTIVITY

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FUND - 180 - CRA FUND
DIVISION - 77 - CRA

ACCOUNT	DATE	T/C	PURCHASE 0	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
515545					HOME OWNER/RENT ASSNT	(cont'd)				
	05/18/23	21-8	23001806-01	107610	20946 OUR HOME APARTME		3,000.00	-3,000.00	RENT ASST - APT# A7	
	05/18/23	21-8	23001807-01	107610	20946 OUR HOME APARTME		3,000.00	-3,000.00	RENT ASST - APT# 3A	
	05/18/23	21-8	23001808-01	107610	20946 OUR HOME APARTME		3,000.00	-3,000.00	RENT ASST - APT# A1	
	05/18/23	21-8	23001809-01	107571	20947 1265 BEL AIR LLC		2,700.00	-2,700.00	RENT ASST - APT# 14	
	05/18/23	21-8	23001810-01	107571	20947 1265 BEL AIR LLC		1,600.00	-1,600.00	RENT ASST - APT# 11	
	05/18/23	21-8	23001815-01	107604	20952 MIDLAND MORTGAGE		1,935.09	-1,935.09	ACCT# 0047610943	
	05/18/23	21-8	23001864-01	107620	20884 RUDG TOWN CENTER		1,916.00	-1,916.00	RENT ASST - APT# 501	
	05/18/23	21-8	23001865-01	107609	20962 ORENGO INVESTMEN		3,000.00	-3,000.00	RENT ASST-1221 SHARAZ	
	05/18/23	21-8	23001884-01	107603	20885 MICHELLE LVR, LL		3,000.00	-3,000.00	RENT ASST - APT# 145	
	05/19/23	17-8	23002032-01		20892 ALPINE TOWNHOMES			1,916.00	RENTAL PYMT \$1916 MAY '23	
	05/19/23	17-8	23002034-01		20962 ORENGO INVESTMEN			3,000.00	APR/MAY PYMTS FOR N. ZELA	
	06/01/23	21-8	23002032-01	107651	20892 ALPINE TOWNHOMES		1,916.00	-1,916.00	RENT ASST - UNIT# 3	
	06/01/23	21-8	23002034-01	107685	20962 ORENGO INVESTMEN		3,000.00	-3,000.00	RENT ASST - APT# 3	
TOTAL			HOME OWNER/RENT ASSNT			240,000.00	43,136.09	.00		196,863.91
5776002			FARMER'S MARKET			.00	.00	.00	BEGINNING BALANCE	
	11/15/22	13-2				20,000.00				
TOTAL			FARMER'S MARKET			20,000.00	.00	.00		20,000.00
TOTAL ACTIVITY - COMPREHENSIVE PLANNING						4,087,208.00	165,001.83	12,966.30		3,909,239.87
TOTAL FUNCTION - ECONOMIC ENVIRONMENT						4,087,208.00	165,001.83	12,966.30		3,909,239.87
TOTAL FUND - CRA FUND						4,087,208.00	165,001.83	12,966.30		3,909,239.87
TOTAL REPORT						4,087,208.00	165,001.83	12,966.30		3,909,239.87

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



Corion J. DeLaine, Interim Executive Director
Opa-locka Community Redevelopment Agency
780 Fisherman Street, 4th Floor, Opa-locka, FL 33054
Phone: (305) 953-2868, Ext. 1250

June 13th, 2023

OCRA – FY24 Budget Review

OCRA seeks to provide initiate the review of the FY23-24 budget. Staff has worked with the Budget Department to review the initial budget and is presented the draft budget for board feedback and input prior to bringing back before the board during the July OCRA meet for final review prior to forwarding to the state auditor general. The Budget Department will be presenting the draft budget to the OCRA Board.

Sincerely,

Corion J. DeLaine, Interim Executive Director,
Opa-locka Community Redevelopment Agency

CC: Tiffany Dallas, MPA, Project Coordinator/Board Clerk



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

Community Redevelopment Agency (CRA) - Summary

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
180	REVENUES					
311110	City Tax Increment Revenue	1,154,464	1,144,986	(9,478)	1,389,326	244,341
311120	County Tax Increment Revenue	568,291	562,525	(5,766)	693,068	130,543
	Total Tax Increment Revenue	1,722,755	1,707,511	(15,244)	2,082,394	374,883
383010	Fund Balance Carryover - Prior Year	2,340,453	2,340,453	-	2,407,887	67,434
361100	Interest Earnings	-	-	-	-	-
369900	Misc. Revenue	24,000	-	(24,000)	50,000	50,000
	REVENUE TOTAL	4,087,208	4,047,964	(39,244)	4,540,281	492,317
	Total Compensation	199,813	217,366	17,553	240,694	23,328
	Adm. Expense	97,113	98,573	1,460	79,646	(18,927)
	Operating Expenditures	1,301,275	619,138	(682,137)	1,300,500	681,362
	Capital Projects - Grants & Other	1,790,000	355,000	(1,435,000)	706,000	351,000
	Capital Projects - Infrastructure	649,007	300,000	(349,007)	2,050,000	1,750,000
581950	Reserve/Contingency	50,000	50,000	-	31,941	(18,059)
	EXPENDITURE TOTAL (B+C+D)	3,887,395	1,640,077	(2,247,318)	4,408,781	2,768,704
	YEAR-END CARRY-OVER	199,813	2,407,887	2,208,074	131,500	(2,276,387)



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

Community Redevelopment Agency (CRA) - Expense & Capital

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
77	EXPENDITURES					
	Total Compensation	199,813	217,366	17,553	240,694	23,328
	Administrative Expenditures:					
515320	Accounting & Audits	24,000	24,000	-	30,000	6,000
515492	Advertising & Notices	7,500	8,000	500	6,000	(2,000)
515401	Local Travel	1,000	500	(500)	2,000	1,500
515341	County Admin Fee 1.5%	8,438	8,438	-	10,396	1,958
515391	Administrative Fees (City)	35,000	35,000	-	5,000	(30,000)
515448	Occupancy (City)	5,000	5,000	-	5,000	-
515442	Insurance (City)	10,000	10,000	-	10,000	-
515510	Office Supplies	1,000	1,000	-	1,500	500
515420	Postage/FedEx/Courier	1,000	500	(500)	2,000	1,500
515342	Minutes Processing	2,000	2,000	-	3,000	1,000
515540	Membership Dues	2,000	2,635	635	2,750	115
515343	General Expense / State Admin Fee	175	1,500	1,325	2,000	500
	Administrative Expense	97,113	98,573	1,460	79,646	(18,927)
	Operating Expenditures:					
513470	Printing & Binding	2,500	2,500	-	2,500	-
515480	Marketing/Promotional Events/Positioning	50,000	45,000	(5,000)	116,000	71,000
515400	Out of Town Travel	11,675	1,700	(9,975)	12,000	10,300
515547	Conferences & Meetings	5,100	1,000	(4,100)	5,000	4,000
515541	Education	5,000	2,000	(3,000)	5,000	3,000
514370	Legal Services/Court Costs	35,000	22,030	(12,970)	50,000	27,970
515312	Professional Services	100,000	38,908	(61,092)	180,000	141,092
515542	Apprenticeship Training	150,000	150,000	-	175,000	25,000
515544	Commercial Grants	400,000	240,000	(160,000)	750,000	510,000
515545	Home Ownership / Rental Assistance	240,000	110,000	(130,000)	-	(110,000)
515340	Other Contracted Services	302,000	6,000	(296,000)	5,000	(1,000)
	Operating Expenditures	1,301,275	619,138	(682,137)	1,300,500	681,362
	CAPITAL PROJECTS - Grants & Other					
5776001	Development Assistance	1,600,000	300,000	(1,300,000)	500,000	200,000
	Carryover Budgeted Grants	-	-	-	-	-
5776002	Farmers Market	20,000	5,000	(15,000)	6,000	1,000
5776003	Community Policing	20,000	-	(20,000)	-	-
5776004	Art in Public Places	50,000	50,000	-	50,000	-
5776005	Housing Initiatives	100,000	-	(100,000)	150,000	150,000
	Carryover Budgeted Grants/Housing	-	-	-	-	-
	Capital Projects - Grants & Other	1,790,000	355,000	(1,435,000)	706,000	351,000
	CAPITAL PROJECTS - Infrastructure					
	Capital Maintenance	-	-	-	-	-
	Capital/Infrastructure Grants	649,007	300,000	(349,007)	2,050,000	1,750,000
	Carryover Funds for Budgeted Proj.	-	-	-	-	-
	Capital Projects - Infrastructure	649,007	300,000	(349,007)	2,050,000	1,750,000
	Total Operating. Expense + Capital	3,740,282	1,590,077	(2,150,205)	4,376,840	2,786,763
581950	Reserve/Contingency	50,000	50,000	-	31,941	(18,059)
	Total Expenditure	3,887,395	1,640,077	(2,247,318)	4,408,781	2,768,704



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

Community Redevelopment Agency (CRA) - Capital Infrastructure

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	<u>CAPITAL INFRASTRUCTURE PROJECTS</u>					
515604	Facades	-	-	-	100,000	100,000
5776006	Historic Building Renovations	250,000	-	(250,000)	200,000	200,000
541838	Park Fences	50,000	-	(50,000)	50,000	50,000
515601	Street Scapes	200,000	200,000	-	200,000	-
5776007	Park Amenities	119,007	100,000	(19,007)	100,000	-
519621	Building Purchase	-	-	-	1,400,000	1,400,000
5776008	Signage / Marquees	30,000	-	(30,000)	-	-
		-	-	-	-	-
	Carryover Funds Budgeted Proj.	-	-	-	-	-
	Total Project Dollars:	649,007	300,000	(349,007)	2,050,000	1,750,000



Community Redevelopment Agency (CRA) - Footnote Detail – Summary Page

Account Name	Footnote Detail	Proposed Budget (\$)
Employee Salary & Fringe	Wages & benefits for Interim CRA Manager (75%) and Project Manager – Details on Administrative Page	240,694
Accounting & Audits	Annual Audit	30,000
County Admin Fee	1.5% fee assessed by County	10,396
Printing & Binding	Printing and binding of plans and projects to be conducted	2,500
Marketing, Prom. Events	Marketing and branding activities	20,000
	PR Firm	96,000
	Total	116,000
Out of Town Travel	Non-local travel for conferences seminars and other out of area meetings	12,000
Local Travel	Local travel for conferences seminars and other business	2,000
Conferences & Meetings	Fees for participating in conferences and meeting	5,000
Education	Professional development	5,000
Legal Services / Court Costs	Legal/ Retainer services in support of the CRA	50,000
Professional Services	Financial Services	30,000
	Project Management (CRA firm)	150,000
	Total	180,000
Apprenticeship Training	Assist local apprenticeship programs to provide residents with career skills	175,000
Commercial Grants	Funding for commercial property and small business improvement	750,000
Home Ownership / Rental Assistance	Rental and mortgage assistance programs	0
Other Contracted Service	Other Services needed	5,000
Development Assistance	Strategic investment program	500,000
Farmers Market	For production of farmer/vendor/street market events	6,000
Art in Public Places	Funding for Public Arts projects	50,000
Housing Initiatives	Subsidies for new residential projects to enable affordable housing (first time buyer)	100,000
Historic Building Renovation	Contribution toward restoration of Historic City Hall	200,000
Parks Fence	Contribution toward enhancing security and appearance of parks within the CRA area	50,000
Streetscape	Streetscape enhancement projects	200,000
Park Amenities	Assistance for Parks & Recreation projects and programs	150,000
Signage / Marquee	Add Signage into CRA gateway	0
Purchase Building	Purchase of two properties in the CRA	1,400,000
Facades	Revitalize storefront for beautification of CRA	100,000



**Community Redevelopment Agency (CRA) - Footnote Detail –
Compensation & Administrative Page**

Account Name	Footnote Detail	Proposed Budget (\$)
City Fees – Administrative Fees	Payment to the City of Opa-locka for financial and IT services	5,000
City Fees – Occupancy	Payment to the City of Opa-locka for occupancy at 780 Fisherman Street	5,000
City Fees – Insurance	Payment to the City for general liability insurance for CRA employees covered under the City's coverage with the Florida Municipal Insurance Trust	10,000
Office supplies	Routine office supplies required to support operations	1,500
Postage / FedEx / Courier	Various document delivery services	2,000
Minutes Processing	Service to prepare minutes associated with all meetings	3,000
Membership Dues	Professional association dues	2,750
General Expense	Annual fee due to the Florida Department of Economic Opportunity and other non-detail expenses	2,000
Advertising & Notices	Public Notices	6,000
Reserve	Contingency if needed	31,941