

City of Opa-locka

*Commission Chambers
215 Perviz Avenue
Opa-locka, FL 33054*



REGULAR COMMISSION MEETING Agenda

**Wednesday, February 10, 2021
7:00 PM**

City Commission

**Mayor Matthew A. Pigatt
Vice Mayor Veronica J. Williams
Commissioner Alvin Burke
Commissioner Chris Davis
Commissioner John H. Taylor Jr.**

Appointed Officials

**City Manager John E. Pate
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC**

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give your full name and address, and the name and address of the organization you are representing.

There is a three (3) minute time limit for speaker/citizens forum and participation at all city commission meetings and public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If your matter requires more than three (3) minutes, please arrange a meeting or an appointment with the City Clerk prior to the commission meeting. *City of Opa-locka Code of Ordinances Section 2-57*

DECORUM POLICY

Any person making impertinent or slanderous remarks or who become boisterous while addressing the commission, shall be declared to be out of order by the presiding officer, and shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission be granted by the majority vote of the commission members. *City of Opa-locka Code of Ordinances Section 2-58*

NOTICE TO ALL LOBBYISTS

Any person appearing in a paid or remunerated representative capacity before the city staff, boards, committees and the City Commission is required to register with the City Clerk before engaging in lobbying activities. *City of Opa-locka Code of Ordinances Section 2-18*

FLORIDA STATUTES, CHAPTER 285.0105:

“If a person decides to appeal any decision made by the Board, Agency or Commission with respect to the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”



CITY OF OPA-LOCKA PROCEDURES FOR VIRTUAL PARTICIPATION AT COMMISSION MEETINGS

Virtual Participation at Commission Meetings

Due to COVID-19 and pursuant to Governor Ron DeSantis Executive Order Number 20-69, the City of Opa-locka has been holding its meetings virtually using the Zoom teleconferencing platform. As of November 2020, the City of Opa-locka will meet in-person with social distancing while still allowing virtual participation via Zoom.

City Commission Meeting location for in-person meetings

In-person meetings will be held in the Auditorium at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida, with offsite participants joining by Zoom.

How to watch the meeting

Members of the public are encouraged to watch the public meeting and public hearings at <https://www.youtube.com/user/CityofOpaLocka>

How to participate

For meetings held in-person with virtual participation, members of the public wishing to address the body on any agenda item may do so in person or virtually. **Space for in-person attendance is very limited due to COVID-19 social distancing. Members of the public wishing to address the Commission are strongly encouraged to participate virtually.**

To participate virtually, please register by emailing publiccomments@opalockafl.gov at least 2 hours prior to the scheduled meeting time to request the meeting link.

Providing comments in advance

Those wishing to provide comments on any agenda item are encouraged to do so in advance by submitting their comment via email to publiccomments@opalockafl.gov

Comments on any agenda item must be submitted 2 hours prior to the scheduled meeting time. Comments received after the deadline will be kept for the record, but will not be read during the meeting. If you have comments for more than one agenda item, please state which item you are commenting on.

Reasonable accommodation requests during COVID-19 pandemic

Persons with disabilities who need to request reasonable accommodation(s) to effectively participate in this meeting may contact the Office of the City Clerk. As the City of Opa-locka is currently operating under a Declaration of Emergency relating to the COVID-19 Pandemic, and is practicing CDC recommended social distancing protocols, staff from the Office of the City Clerk may be working remotely.

Persons with disabilities who need reasonable accommodations are asked to e-mail such requests to jflores@opalockafl.gov at least three (3) business days in advance of the need for reasonable accommodation. You may also call (305) 953-2800.

City of Opa-locka public participation and decorum rules

Speaking before the Commission

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If the Chair or Commission declares a virtual participant to be out of order, he or she may be muted by the moderator.

All remarks shall be addressed to the Commission as a body and not to any member thereof.

No person, other than a member of the Commission and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chair. No question may be asked except through the Chair.

Speakers should make their comments concise and to the point.

For questions and/or additional information, please contact the Office of the City Clerk at (305) 953-2800 or (786) 877-4038.

CITY OF OPA-LOCKA
“The Great City”

AGENDA
REGULAR COMMISSION MEETING
February 10, 2021
7:00 P.M.

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. INVOCATION:**
- 4. PLEDGE OF ALLEGIANCE:**
- 5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:**
- 6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):**
- 7. APPROVAL OF AGENDA:**
- 8. APPROVAL OF MINUTES:**

Virtual COVID-19 Workshop Minutes – May 28, 2020
Regular Commission Meeting Minutes – January 13, 2021
Special Commission Meeting Minutes – February 1, 2021
- 9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:**
- 10. PUBLIC PRESENTATIONS:**
 - 1. Senator Shevrin Jones**
Florida Senate District 35
ref: Legislative agenda and update on city’s appropriations request
 - 2. Christina Banks**
ref: Retirement Payment / Insurance Reimbursement
- 11. CITIZENS’ FORUM:**
(Opportunity for discussion of any concerns – please limit to 3 minutes)
- 12. ACTION ITEMS (items from consent agenda pull list):**
- 13. ADMINISTRATION:**

CONSENT AGENDA:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPALOCKA, FLORIDA, ESTABLISHING A SPECIAL EVENTS POLICY AND PROCEDURES AND ADOPTING A SPECIAL EVENTS HANDBOOK; PROVIDING FOR REPEAL OF ALL PRIOR RESOLUTIONS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

Sponsored by City Manager

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPROPRIATE FUNDS IN AN AMOUNT NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000.00) FOR CITY COMMISSION MEMBERS TO TRAVEL TO TALLAHASSEE, FLORIDA IN ORDER TO PURSUE FUNDING OPPORTUNITIES FOR CITY PROJECTS AND INITIATIVES DURING THE FY 2021-2022 LEGISLATIVE SESSION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Sponsored by City Manager

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE CITY MANAGER TO ESTABLISH A YEAR-END STATE OF THE CITY REPORT AND ANNUAL REPORT OF THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Sponsored by Mayor Pigatt

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

A. FIRST READING ORDINANCE(S)/PUBLIC HEARING(S):

B. SECOND READING ORDINANCE(S)/PUBLIC HEARING(S):

C. RESOLUTION(S):

17. CITY MANAGER'S REPORT:

18. OFFICIAL BOARD REPORTS:

19. FUTURE AGENDA ITEMS:

20. MAYOR/COMMISSION REPORTS:

21. OFFICIAL BOARD APPOINTMENTS:

Civil Service Board

1 Individual Appointment (Commissioner Taylor)

1 Individual Appointment (Vice Mayor Williams)

Historic Environmental Preservation Board

4 At-Large Appointments

Fair Housing and Nuisance Abatement Board

1 Individual appointment (Commissioner Taylor)

1 Individual appointment (Vice Mayor Williams)

1 Individual appointment (Mayor Pigatt)

Community Relations, Recreation and Activities Board

1 Individual appointment (Commissioner Taylor)

1 Individual appointment (Commissioner Davis)

1 Individual appointment (Vice Mayor Williams)

1 At-large appointment

Planning & Zoning Board

1 At-Large Appointment

22. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

A. Feeding South Florida Drive-Thru Food Distribution, Tuesday, **February 9, 2021 at 9:00 a.m. – 11:00 a.m., Sherbondy Park, 215 Perviz Avenue, Opa-locka, Florida.**

B. City of Opa-locka Joint Audit Workshop of the City of Opa-locka Commission and Audit Committee, Tuesday, **February 9, 2021 at 5:30 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, Florida. This meeting will be streamed live at <http://www.youtube.com/user/CityofOpalocka>**

For further information, please contact the Office of the City Clerk by telephone at (305) 953-2868 or email at jflores@opalockafl.gov.

APPROVAL OF MINUTES

CITYOF OPA-LOCKA

“The Great City”

CLERK’S ACTION SUMMARY MINUTES

VIRTUAL WORKSHOP (COVID-19)

Thursday, May 28, 2020

5:30 P.M.

1. WELCOME/OPENING REMARKS:

Mayor Matthew Pigatt called the virtual Workshop Meeting to order at 5:30 p.m. on Thursday, May 28, 2020.

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

An opportunity was given to the public to email the City Clerk prior to the Workshop Meeting with any questions/comments/concerns on items to be heard at his evening’s Virtual Meeting. This meeting is being streamed live at <https://www.youtube.com/user/CityofOpalocka>.

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

2. ROLL CALL

The members of the City Commission appearing remotely were: Mayor Matthew Pigatt, Vice Mayor Chris Davis, Commissioner Sherelean Bass, Commissioner Joseph L. Kelley, and Commissioner Alvin Burke. Also appearing remotely were: City Attorney Burnadette Norris-Weeks, Assistant City Attorney Candice Cobb, City Manager John E. Pate, and City Clerk Joanna Flores.

3. INVOCATION:

The invocation was delivered by Commissioner Sherelean Bass.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by Chief Dobson

5. PUBLIC INPUT:

Clerk Flores announced the protocols for public participation at virtual meetings.

Clerk Flores read the following public comment:

Audrey Dominguez, 1147 Jann Avenue, Opa-locka Florida, expressed her appreciation for the testing site in the City. She suggested that the advertisements to be in Spanish and Creole as well as English as a great percentage of the City's residents are Hispanics or Haitians.

6. DISCUSSION ITEM:

City's Response to the Coronavirus Disease 2019 (COVID-19)

- a) Parks and Recreation**
- b) Opa-locka Police Department**
- c) COVID-19 Expenditures**
- d) Mask Ordinance**

Mayor Pigatt requested City Manager Pate to address the concerns regarding the translation of literature of the City's advertisement.

City Manager Pate stated the he was working with the media person in order to translate the advertisement.

Mayor Pigatt stressed the importance of providing the information in Spanish and Creole to the residents.

Charles Brown, Director of Parks and Recreation for the City of Opa-locka explained the plan titled Teen Upward Summer Camp 2020, which was to be held on weekdays between 8:00 am and 4:00 pm at Sherbondy Park and Segal Park. He provided details and pictures of how the camp will be abiding by social distancing guidelines. He further shared what were the guidelines for staff and the children. He explained the virtual learning and play station for children to be involved from their homes as well.

Commissioner Bass asked Mr. Brown how many children did he anticipate; when did they plan to start; what were the hours of operation and if masks were mandatory.

Mr. Brown said he anticipated 68 children in total; the start date was up to the commission; hours of operation were from 8:00 am to 4:00 pm and masks were mandatory for the staff only at this time.

Commissioner Bass said it would be important to consider face coverings for the children as well.

Mr. Brown stated that was not an issue and that could be done.

Vice Mayor Davis asked what the maximum capacity for Sherbondy Village was.

Mr. Brown explained the normal maximum capacity for the different rooms of the buildings in question.

Vice Mayor Davis explained that the purpose for this information was to compare it with the guidelines from the County which suggest 25% or 50% capacity according to the maximum capacity.

Mr. Brown said the comparison would be that the camp will operate at around 10% capacity.

Commissioner Kelley requested Mr. Brown to explain the registration process for Summer Camp.

Mr. Brown said that registration would be on a first come first serve basis. There are a number of kids who usually attend the camp on a regular basis and they were already applying for it.

Commissioner Kelley was concerned for the low number of slots available. He requested additional information on the type of indoor and virtual activities.

Mr. Brown explained that they would be doing virtual field trips to the zoo, exercise components, play station competitions, including NFL, basketball, among others. He had plans to involve kids at home as well.

Commissioner Kelley asked if there was a program for seniors.

Mr. Brown said the seniors will have a program as well. He explained there won't be a lot of transportation activities. The set-up would be similar to the summer camp in term of virtual engagement.

Commissioner Kelley asked what would be the cost per children.

Mr. Brown said it would normally cost \$25 a week per child unless the Commission wished to change that.

Commissioner Kelley inquired about the procedures for handling individuals visiting the camp facilities during the summer camp program.

Mr. Brown stated that there is a plan to design miniature boxes with the appropriate distance for families to stay within. He explained other manners in which the camp will be addressing mitigating the risk of infection among children using the County's recommendations. He explained in detail some of the guidelines.

Mayor Pigatt asked, where did the guidelines come from?

Mr. Brown said the guidelines were provided by Miami-Dade County.

Mayor Pigatt requested that Mr. Brown forward the guidelines to him and the commission. He asked, if the County were doing other summer programs.

Mr. Brown replied, not yet, but the County's program was scheduled to start on June 6.

Mayor Pigatt shared his concerns for the guidelines recommended by the CDC as well and he stressed the importance of including all of the guidelines. He requested that Mr. Brown clarify what was "housing sick kids" in offices.

Mr. Brown explained that housing sick kids meant for having a designated area for children not feeling well and having a place to wait while they get picked up.

Mayor Pigatt asked how one certified teacher would provide programming to the children spread across different rooms.

Mr. Brown said he needed to clarify how that would work, but most likely the teacher would be in a room and broadcasting the class virtually to different rooms.

Mayor Pigatt asked how it would work and if the children were each going to have a laptop.

Mr. Brown explained that there will be a TV set and a play station with several wireless controllers. He explained that outside activities would be very short.

Mayor Pigatt stressed his concerns for the situation the children will be in during the summer camp and said he would be unwilling to move forward without more support from the County. He further

asked if there was still a problem with the Air Conditioning units in the facilities and if that had been resolved.

City Manager Pate advised that the Public Works Department was still looking for a permanent solution.

Mayor Pigatt asked if there were multi-lingual personnel to be able to provide ESOL services to residents.

Mr. Brown said there were not.

Mayor Pigatt expressed the important of having a multi-lingual person on staff. He asked about the advertisement strategy and the costs associated with it.

Mr. Brown said the program was available to everyone, while there are certain parents who are usually the first ones to enroll their children in the programs. He stated applicants need to apply in person.

Mayor Pigatt suggested that the registration take place online. He further asked for clarification on who runs the program and if there were any differences in the programs. He also asked for clarification on the certified teachers and if there was one available in each camp.

Mr. Brown explained that Team Upward Bound was responsible for the summer program at Sherbondy Park and the city ran the summer camp at Segal Park. He advised that there were no differences in the camps and there are no certified teachers at Segal Park.

Mayor Pigatt requested all of the relevant information discussed detailed in a park plan in order to show residents what the City is offering. He provided an opportunity for the commission to ask more questions.

Commissioner Bass requested a disclosure about the liability of the program and who will be responsible.

Commissioner Kelley asked if the city had anticipated a start date for the summer program.

City Manager Pate said the first or second week of July, if it is approved by the County within a week.

Commissioner Kelley said there was still time to organize, get volunteers, among other things to be able to prepare as best as possible.

Vice Mayor Davis emphasized doing temperature checks for employees at the very least.

Mayor Pigatt reminded the Commission that the COVID-19 pandemic was still lurking and the City has positive cases. He stated the Governor's office released restrictions on summer programs and the County was tentatively looking at opening up the parks on June 8. He wanted to be sure the City was taking all necessary precautions before moving forward with the summer program.

Commissioner Burke requested an update on the temperature check system for City Hall and if it was possible to have mobile temperature devices to be used in parks and recreation.

City Manager Pate stated, while it is still in process, the State already approved the emergency expenditure. He also said the mobile temperature devices were not a problem.

City Manager Pate requested Chief Dobson to provide a report regarding COVID-19.

Chief James Dobson, Opa-locka Police Department shared a memo and an attachment with a month calendar for the month of April which included the number of calls requesting service or help from the police regarding COVID-19 laws. The report showed a total of 3331 calls, 377 business checks, 25 curfew arrest violations, 175 social distancing and face masks warnings and 1 business closed for non-compliance. He explained the COVID squad was made up of 2 detectives, a red light camera officer and 2 additional officers. He also shared a report for the month of May until the 25th of the month which showed a total of 3856 calls for service, 784 business checks, 16 curfew arrest violations, 825 social distancing and face mask warnings and 11 businesses closed for non compliance. He further reported an issue with multiple shootings in the City and nearby cities for which his department will be meeting with the surrounding cities to assess the problem and resolve it.

Commissioner Kelley asked what the cause of the shootings were and whether they were attributed to businesses being re-opened.

Chief Dobson said he was not sure at the moment; the surrounding cities' respective police departments were investigating it along with city's police department.

Commissioner Kelley asked, what were the majority of excuses for the warnings given?

Chief Dobson said most people claimed they did not have any masks.

Commissioner Kelley asked for the schedule of the COVID-19 Squad.

Chief Dobson stated their schedule was 6pm to 2 am.

Commissioner Kelley asked City Manager Pate if the cost of public safety was reimbursable.

City Manager Pate stated only overtime related to COVID-19 was reimbursable at 75% of the cost.

Commissioner Kelley voiced his concern for the apartment complexes and the lack of report from those areas. He asked if a meeting was held for the challenge of social distancing, masks and curfews.

Chief Dobson said he was working with the building department and was waiting for information about the owners in order to be able to hold a meeting.

Commissioner Kelley expressed the importance of holding the meeting and getting the information about the owners.

Mayor Pigatt provided an opportunity for the commission to make any more comments or ask any other questions. As there were none, Mayor Pigatt asked Commissioner Kelley to clarify what meeting he was requesting and if it included all of the owners.

Commissioner Kelley stated he had requested City Manager Pate and Chief Dobson to meet with the owners of the apartment complexes that the City was having challenges with.

Mayor Pigatt asked Commissioner Kelley what the Commission should expect from the property managers to do or help the City with.

Commissioner Kelley said the property owners should be helping by educating their residents in regards to COVID-19 laws and guidelines. He stressed how unacceptable it was to not have done that yet as it was requested 3 weeks ago.

City Manager Pate said the request was to reach out to the owners of the properties. He stated he has met with property managers on multiple occasions. However, in regards to the owners, their information had not been made available.

Commissioner Kelley said his intention was to get the property managers to reach out to the residents and educate them on the guidelines. He stated he was under the impression that the property managers were not requesting residents to abide by the guidelines which is why he had suggested contacting the owners.

Mayor Pigatt requested Chief Dobson to provide more details as to where most of the arrests were made.

Chief Dobson said the majority of the arrests were made in apartment complexes.

Mayor Pigatt asked if that was mostly because of curfew violations.

Chief Dobson stated “Yes”.

Mayor Pigatt said it seemed like a discretion issue then. He requested feedback from residents when officers were enforcing the guidelines on businesses and residents.

Chief Dobson stated that after some businesses were closed, more people began to abide by the mandate strictly when entering businesses.

Mayor Pigatt emphasized the importance of enforcing the mask mandates and COVID-19 guidelines to lower the risk of infections.

Vice Mayor Davis shared his previous experience in dealing and communicating with the property managers and the owners of the properties. He said he was not in favor of the curfew penalties. He noticed there were fewer arrests for violation of curfew and requested Chief Dobson to share if he had any indicators as to the reason behind it.

Chief Dobson said people are mostly complying with the curfew.

Vice Mayor Davis requested feedback from Chief Dobson in regards to the curfew law.

Chief Dobson believed it was still needed and useful to lower the risks of COVID-19 infection.

City Manager Pate urged Chief Dobson to ensure the curfew was being enforced adequately as the statistics have changed drastically which might signal that officers are either not enforcing it or not penalizing the offenders.

Vice Mayor Davis advocated for finding a balance between enforcement and penalizing offenders. He said he would like to see more information on the enforcement procedure of the curfew.

City Manager Pate requested Chief Dobson to let it be known if the Police Department was able to enforce the mask mandate.

Chief Dobson stated that “Yes”, it could be enforced.

City Manager Pate emphasized on the importance of enforcing the laws. He introduced Mr. Anathan to review the COVID-19 expenditures.

Robert Anathan, Budget Administrator for the City of Opa-locka shared a document titled COVID-19 Expenditures. He summarized the reason for the expenses and provided a detailed table with the descriptions and amount of expenses. He reported about \$180,000 in expenses thus far, 75% of which were reimbursable by FEMA and another 12% reimbursable by the State.

Commissioner Kelley asked Mr. Anathan to comment on what his recommendation is as far as COVID-19 expenses and if it was sustainable.

Mr. Anathan stated that changes were being made by Chief Dobson and the police officers will no longer be in overtime.

Chief Dobson confirmed that was correct.

Commissioner Kelley asked how long were the estimated costs for?

Mr. Anathan stated that those costs would continue. He then clarified the “ifs” in the review and stated they were not heavy “ifs”. He explained his reasoning for including the “ifs” in the review and the impact it will have on the “rainy day” funds for the City.

Commissioner Kelley asked Mr. Anathan to specify if there was a limit to the amount of funds the City should spend as it relates to COVID-19.

Mr. Anathan said he does not have a number in mind; it was whatever the Commission would believe necessary to spend and get the most.

Vice Mayor Davis asked Mr. Anathan what was the difference between the “rainy day” funds and emergency reserves.

Mr. Anathan explained to the Commission the difference. He stated there was currently a negative balance on the “rainy day” cash funds.

Vice Mayor Davis said he understood it as if there is not much wiggle room for the City to use those funds.

Mayor Pigatt stressed the importance for the City to meet its financial goals and doing the necessary changes to have a positive fund balance. He advocated for conservative expending.

Vice Mayor Davis agreed with Mayor Pigatt.

Commissioner Kelley agreed with approaching COVID-19 expenses in a conservative manner and asked Mr. Anathan for more information on the TBD amounts.

Mr. Anathan said the TDB were put in place because the information was not available, but it will be after the weekend.

Mayor Pigatt asked City Manager Pate to provide a report in terms of the potential cuts in the current budget.

City Manager Pate explained he had been working with Mr. Anathan to provide the Commission with three options with different scenarios on potential budget cuts. He requested Mr. Anathan provide the Commission with an update on the budget report.

Mr. Anathan said the City was on schedule and a detailed report will be made available.

Mayor Pigatt said he wanted to know how the City will adapt to the New Normal and what was the budget for this new situation. He wanted to know how the City would include innovative digital ideas to run the government in a more digital manner.

City Manager Pate said he understood the expectations and stated that he was waiting for guidelines from Miami-Dade County for recreational activities which include the public.

Commissioner Kelley inquired about the date for the budget workshop.

Mr. Anathan advised that it would be held during the second week of next month.

City Manager Pate continued his presentation by showing a report of the COVID-19 testing numbers at Sherbondy Park showing 445 tests on the week from May 17 to May 23. He reported great efforts in advertising the testing site to the residents. He introduced PR Consultant Ms. Modkins to speak about the advertisement efforts.

Commissioner Bass asked for statistics in regard to the number of tests and the positive cases.

City Manager Pate explained that the data is being analyzed to be able to determine the actual residents from Opa-locka as the testing is used by surrounding city residents as well.

Mayor Pigatt agreed it was necessary to have the statistics. He asked if the literature in the advertisement was in Spanish and if there was a plan for the Commission to walk the streets.

City Manager Pate said that Ms. Modkins will be working on having advertisement in Spanish and Creole. He also suggested an effort for the Commission to walk the streets and promote the testing site.

Mayor Pigatt said he was in favor of walking the streets and promoting the testing site as well as having volunteers. He asked if the surrounding cities were also promoting the testing site.

City Manager Pate said that effort was being made by Public Relations Consultant Ms. Modkins.

Commissioner Kelley asked when the information will be available in terms of the palm cards.

City Manager Pate stated English palm cards will be delivered to the City Hall the day after.

Public Relations Consultant Ms. Modkins said 2,000 English palm cards were going to be delivered the day after and another 2,000 were distributed. The palm cards were already translated and were being redesigned at the time.

Commissioner Kelley suggested having the next design of palm cards be one side in Spanish and the other side in Creole.

Ms. Modkins agreed and said she could have it done within 24 hours.

City Manager Pate stressed the importance of advertising the testing site. He said the testing numbers were low, with the day before reaching a peak of 101 tests on that day.

Commissioner Burke stressed the importance of advertising and promoting any of the City's events in other languages accordingly with the diversity of the community.

Mayor Pigatt said the administration does understand clearly about the diversity of the City. He directed Ms. Modkins to present her report.

Ms. Modkins explained the efforts the City made in promoting the testing site on social media, giving away palm cards to businesses, on the streets, and media alerts all related to COVID-19.

Commissioner Kelley said he had not seen any of the palm cards and asked the Commission if anyone had seen it.

Ms. Modkins stated it was the design shown on the City's Facebook page.

Commissioner Kelley said he would like to know where the cards were given out.

Mayor Pigatt requested Commissioner Kelley to clarify what he was requesting.

Commissioner Kelley clarified and stated that he would have like to have known about the 2,000 palm cards and where they were given out. He requested notification of such type of promotion.

Mayor Pigatt was not in favor of anyone in particular receiving a notification. He stated all of the commissioners would have to receive it as well. He requested City Manager Pate to offer a solution.

City Manager Pate explained he made sure all of the commission receives the same information. He stated Ms. Modkins met with each commissioner to get their input prior to producing the advertisement. He said he will be sending courtesy emails prior to designing new palm cards.

Mayor Pigatt stressed the importance of keeping the testing site at the City of Opa-locka and requested all of the commission to be involved in the promotion of the testing site.

He went on to say that there was a Special Commission Meeting scheduled to discuss the mask ordinance. He suggested modification that once the mask ordinance was in place, the social distance and the curfew might be lifted.

Commissioner Kelley was having technical issues and restarted his connection.

Vice Mayor Davis agreed with Mayor Pigatt about modifying or rescinding the previous ordinance mandating residents to abide by social distance and a curfew. He requested the ordinance to include the language specific to the situation.

Mayor Pigatt requested everyone's input before moving forward with the ordinance. He stressed the importance of having a comprehensive understanding of the impact of the law. He directed City Attorney Norris-Weeks to add the language and make it specific to a pandemic. He asked how it was written at this time.

City Attorney Norris-Weeks said it was written with the language that states it was in effect during a pandemic only. She discussed the Emergency Order possibly expiring after the Phase I re-opening plan was effective and how the City will react to that.

Vice Mayor Davis suggested considering the penalties and the other ordinances before approving the mask ordinance.

City Attorney Norris-Weeks said the mandate did not have an end date, but that it did state that the mask ordinance will only be in effect during a pandemic and the Commission would have to define when it would end.

Mayor Pigatt asked who declared the international pandemic.

City Attorney Norris-Weeks said the federal government did and the State of Florida declared a state of emergency. She explained the Cities have the authority to deviate from the County's order with reason. She suggested that the Commission identify benchmarks that would give signal that a specific situation needed to be addressed.

Commissioner Kelley requested Chief Dobson for his opinion if the curfew was rescinded once the mask mandate was in effect.

Lieutenant Chiverton said he believed it could be enforced, but it would depend on the penalty.

Commissioner Kelley asked if it was possible for the police to enforce it without an issue.

Lieutenant Chiverton said he doesn't think it would be an issue. He recommended keeping the curfew until the number of cases goes down.

Commissioner Kelley asked if the penalty was a \$200 fine.

Mayor Pigatt confirmed the penalty amount and asked Commissioner Kelley if he was suggesting a change.

Commissioner Kelley said that he was not.

Commissioner Bass advocated for allowing residents to realize their cooperation was imperative for the City to be able to mitigate the risk of the virus.

Commissioner Burke concurred with Commissioner Bass.

Mayor Pigatt reviewed Miami-Dade County's emergency orders, such as EO 17-20 which required businesses to encourage their employees to wear a mask in the business and the following EO 19-20 required all persons in public are encouraged to wear mask and EO 20-20 stated persons working in businesses and grocery stores shall wear a mask. He stated that when the County releases Emergency Order 19-20, the Commission should revisit the City's mask ordinance.

Commissioner Kelley suggested leaving the ordinance as is on the agenda.

Mayor Pigatt asked Commissioner Kelley if his suggestion was dependent on the numbers of the City or the County releasing emergency order number 19-20.

Commissioner Kelley said the City should take into account both of them.

Mayor Pigatt said the purpose of the discussion was to talk about modifications to amend the ordinance and make sure it was solid. He stated it was important that the ordinance was clear as to when it applied, when it would not apply and based on who would declare a pandemic. The ordinance will state that the order will be revisited when the County releases its order suggesting all people to wear a mask outside of their homes. The City will go a step further to require it. He stated this should be done within 2 weeks of that release by the County.

Commissioner Kelley understood and agreed.

Mayor Pigatt asked if anyone else had a comment or an objection to that amendment. As no one stated an objection, he said it will go forward as an amendment. He provided an opportunity for anyone else to suggest another amendment.

Commissioner Kelley recommended that the penalties be payable immediately or be disputable via Special Master Hearings.

City Manager Pate explained the Special Master Hearings would have to be done virtually or via phone. He explained it would cause an overload of cases of Special Master Hearings. He requested the suggestion of City Attorney Norris-Weeks for enforcing it.

City Attorney Norris-Weeks explained the enforcement section of the ordinance.

Mayor Pigatt reiterated the question as to whether it was possible for the penalties to be paid similar to the red light camera tickets or dispute it via a Special Master Hearing.

City Attorney Norris-Weeks stated that at this time she was not certain that was possible and she would be researching it.

Mayor Pigatt asked that it be researched and that the City Attorney be prepared to add language to the ordinance at the next meeting.

Commissioner Kelley asked if the Special Master Hearings would be reimbursable due to COVID-19 citations.

Mr. Anathan said he does not think FEMA would recognize the expenses of magistrates if their work was collecting revenue.

Commissioner Kelley said he was in favor of adding the language to revisit the ordinance at a later time.

Mayor Pigatt asked for an explanation as to why the Special Master Hearings could not be virtually held now.

City Manager Pate explained the system was not in place yet, but that he will look into the virtual hearings option.

Mayor Pigatt provided an opportunity for any more questions regarding the mask ordinance. He asked the Commission how they would feel if the curfew was repealed after the mask ordinance was passed as he questioned if it was even needed after the mask ordinance. He explained this would also avoid possible arrests and steep fines of \$500 in comparison to \$100 for not wearing a mask.

City Manager Pate said he believes it was an issue on police enforcement and he would not recommend releasing the curfew immediately. He suggested that prior to repealing the curfew; residents should be well educated and encouraged to wear masks habitually.

Commissioner Bass agreed with City Manager Pate.

Mayor Pigatt agreed. He asked if there were any other comments regarding COVID-19.

Vice Mayor Davis spoke about the virtual town hall meeting and suggested discussing a plan to coordinate a date.

Mayor Pigatt agreed and he suggested promoting the workshop as a town hall.

Vice Mayor Davis suggested making the town hall meeting more interactive. He requested the recommendation from the IT department.

Mayor Pigatt requested information from IT Director Rodriguez and City Manager Pate if there was a platform that would work out well for the interactive meeting. He asked City Attorney Norris-Weeks what would be the regulations involved with that type of meeting. He requested the information be provided by the following Thursday.

City Attorney Norris-Weeks requested a clarification of what he was requesting.

Mayor Pigatt explained that Vice Mayor Davis suggested an interactive meeting with the residents and he would like to know what platform would allow for that and how it would be managed.

City Attorney Norris-Weeks explained she would not know that particularly. She stated the IT Department would know what would be the best platform for it.

Mayor Pigatt stated City Manager Pate and the IT Department will recommend the platform. He said he was requesting that City Attorney Norris-Weeks provide the regulations involved in that type of platform. He requested City Manager, City Clerk and City Attorney's offices to work in tandem to have that solution.

City Manager Pate suggested using Facebook live and a moderator. He said City Attorney Norris-Weeks does not need to be involved in that process.

Commissioner Kelley asked if the virtual town hall was specifically related to the curfew.

Vice Mayor Davis said it was related to a few subjects, COVID-19 testing, re-opening of City businesses, face masks ordinance, curfew law, flooding emergency and how the residents and the commission work together to make the City great.

Mayor Pigatt said it was a platform to speak with residents about a wide range of subjects and share ideas.

7. ADJOURN:

There being no further business to come before the City Commission, it was moved by Commissioner Kelley, seconded by Vice Mayor Davis to adjourn the virtual workshop at 9:00 p.m.

Matthew A. Pigatt
Mayor

ATTEST:

Joanna Flores
City Clerk

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING

January 13, 2021

7:00 P.M.

1. CALL TO ORDER:

Mayor Matthew A. Pigatt called the meeting to order at 7:00 p.m. on Wednesday, January 13, 2021 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Alvin E. Burke, Commissioner Chris Davis, Commissioner John H. Taylor Jr., Vice Mayor Veronica J. Williams and Mayor Matthew A. Pigatt. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, City Clerk Joanna Flores and Assistant City Attorney Candace Cobbs.

3. INVOCATION:

The Invocation was delivered by Commissioner John H. Taylor Jr.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

There were none.

6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):

Mayor Pigatt pulled agenda item 13-1 from the Consent Agenda.

7. APPROVAL OF AGENDA:

Clerk Flores stated that a request was made to amend the agenda to include the following item as 14-1:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPROVE PENDING AND FUTURE INVOICES FOR CITY ATTORNEY LEGAL EXPENDITURES; PROVIDING FOR CORRECTION OF SCRIVENERS’ ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager and City Attorney*

Mayor Pigatt asked that the City Manager and/or City Attorney state the emergency nature of this item.

Attorney Norris-Weeks said that there are items pending before the State at this point, and they said that what they will need is approval from the city going forward in order to pay the legal expenditures for her office. Therefore, they are bringing this item to the Commission for approval so that the City Manager can do so consistent with the Code of Ordinances.

It was moved by Commissioner Burke, seconded by Commissioner Taylor to amend the agenda to include 14-1.

There being no discussion, the motion passed by a 5-0 vote.

Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

It was moved by Commissioner Davis, seconded by Commissioner Burke to approve the agenda.

There being no discussion, the motion passed by a 5-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

8. APPROVAL OF MINUTES:

Virtual COVID-19 Workshop Minutes – May 7, 2020

It was moved by Commissioner Davis, seconded by Vice Mayor Williams to approve the minutes of the Virtual COVID-19 Workshop on May 7, 2020.

There being no discussion, the motion passed by a 5-0 vote.

Commissioner Burke	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

Virtual Audit Workshop Minutes – May 14, 2020

It was moved by Commissioner Burke, seconded by Commissioner Taylor to approve the minutes of the Virtual Audit Workshop on May 14, 2020.

There being no discussion, the motion passed by a 5-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

Virtual COVID-19 Workshop Minutes – May 14, 2020

It was moved by Vice Mayor Williams, seconded by Commissioner Burke to approve the minutes of the Virtual COVID-19 Workshop Meeting on May 14, 2020.

There being no discussion, the motion passed by a 5-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Mayor Pigatt	Yes

Special Commission Meeting Minutes – November 12, 2020

It was moved by Commissioner Burke, seconded by Vice Mayor Williams to approve the minutes of the Special Commission Meeting on November 12, 2020.

There being no discussion, the motion passed by a 5-0 vote.

Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

Regular Commission Meeting Minutes – November 19, 2020

It was moved by Commissioner Davis, seconded by Commissioner Burke to approve the minutes of the Regular Commission Meeting of November 19, 2020.

There being no discussion, the motion passed by a 5-0 vote.

Commissioner Burke	Yes
Commissioner Davis	Yes

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:

There were none.

10. PUBLIC PRESENTATIONS:

There were none.

11. CITIZENS' FORUM:

Clerk Flores announced the protocols for public participation at city commission meetings.

The following public comment was submitted by email and read into the record by Clerk Flores:

Eric Redmon of Villa Francine - I would like to take this time to give much thanks to the City Manager and City Clerk's office for the gift card give away during the holidays which meant so much to the citizens of Opa locka. The City Manager and staff along with the City Clerk's office showed true leadership.

Mayor Pigatt opened the floor for Citizens' Forum for those who were in the audience.

Brian Dennis of 821 NW 54th Street, Miami, Florida came forward and read Section 5(b) of the City Manager's Contract which spoke about the review and evaluation process for the City Manager. He expressed his concerns relating to the rumors about firing the City Manager.

Dorothy Johnson of 13724 NW 22nd Place, Opa-locka, Florida appeared before the City Commission and commended the IT Department initiative and suggested that the Welcome Kit be added. In looking at the Workshop last week, she said that the Building & License Department needs help because during her recent visits the line has been out the door. She suggested that the Commission look into approving legislation for the next election or special election that would probably be coming up for seats or districts.

She further expressed concerns relating to the most recent municipal election in 2020.

Gary Johnson of 13235 Alexandria Drive, Opa-locka, Florida came forward and requested an update on the flooding at his apartment complex. Secondly, he said it was his understanding that the city adopted an ordinance to have two police officers at the apartment complex and he needs to know what time those officers are scheduled to be there. Due to the recent increase in violence, he asked if the city had a plan for the youth in the community to keep them out of trouble and give them an opportunity at success.

Natasha Ervin of 670 Dunad Avenue, Opa-locka, Florida, appeared before the City Commission and expressed her concerns relating to the need for police officers in the city and the city offering

a competitive salary. She went on to speak about the rumors relating to the Mayor and the City Manager.

She further thanked everyone who was involved in making the Christmas Toy Drive event a success.

Lamar Crews of 13831 NW 24th Avenue, Opa-locka, Florida, came forward and voiced his concerns relating to the overgrown trees specifically on NW 24th Avenue and Superior Street. He suggested that the city employ Opa-locka residents to perform landscape maintenance throughout the city's streets and alleyways as oppose to hiring an outside contractor.

Sandra Collado, resident of Opa-locka, Florida, came forward and spoke about a new member on the dais that she has never seen before in her 40 plus years living in the city. She expressed her frustration as it relates to the lack of assistance to the Hispanic residents in Opa-locka.

She further referred to several areas in the city which needed to be cleaned-up to improve the image of the city.

Mayor Pigatt reminded the public to adhere to the Decorum at commission meetings and that all comments be addressed to the entire Commission as a body and not to anyone individually.

There being no further persons to speak, Citizens' Forum was closed.

Mayor Pigatt requested that the City Manager provide a response to the concerns relating to the drainage, police substation at Glorietta and tree maintenance.

Manager Pate provided an update on the police substation and drainage at Glorietta Gardens. In terms of the tree maintenance, he said that the Code currently states it is the responsibility of the resident and there would need to be legislation to address that. He said he had extensive conversations with Public Works because this was not the first time this subject was brought up over the last three months.

12. ACTION ITEMS (items from consent agenda pull list):

1. (13-1) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EMERGENCY CONTRACT, ATTACHED HERETO AS EXHIBIT "A", WITH HCA ASSET MANAGEMENT, LLC FOR THE PROVISION OF ASSET VALUATION, INSURANCE APPRAISAL AND POLICY AND PROCEDURES DEVELOPMENT ASSISTANCE SERVICES IN AN AMOUNT NOT TO EXCEED THIRTY THREE THOUSAND DOLLARS (\$33,000.00), PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Burke, seconded by Commissioner Davis to approve the resolution.

Robert Anathan, Budget Administrator for the City of Opa-locka explained that the City is required to get an Asset Evaluation Study done which will meet requirements of the audit. Right now, without it, it is a cause of getting qualified opinions on the audit. Once this is completed, it should remove that as an impairment to a clean audit. This will also address two items that are in the operational audit.

Mayor Pigatt expressed the importance of this item. He said that staff did a great job in putting together the package/proposal which will address a long standing issue in the City of Opa-locka. On many of the past audits, the city was not able to get an unmodified opinion due the fact that the city did not have an inventory of physical assets taking place. This is something that has been stated in the last few audits and also very important for the city to get outside of financial oversight. This is critical and the timing of it, based on execution of this contract, is past the deadline for the city's submission for the upcoming audit.

He stated that he wants to ensure that this is conducted on a regular schedule so that this doesn't happen in the city again.

Manager Pate explained that once this act is done and completed by this organization, the yearly audits should actually resolve this issue along with maintenance of the appropriate property list by city staff both in the accounting department and public works department. As far as this matter being contracted out, this has been a decades old issue in regards to the city not being able to maintain proper controls in regards to its assets. This is imperative to prevent the city from going into financial oversight again that the city maintain proper control through proper staffing and holding staff accountable moving forward.

Mayor Pigatt asked, once the city executes this inventory of physical assets, can staff continue to do the inventory moving forward or is this another contract that the city needs to do annually?

Manager Pate said this is a function of a standing municipal organization being able to maintain their own physical assets and not have an organization come in and do it on a yearly basis. Once it is maintained and controlled, there will be proper controls in place to ensure this doesn't occur again.

Mayor Pigatt stated that the Audit Committee is recommending an Audit Workshop to review the findings of past audits so that it is clear what is needed to ensure all recommendations are being implemented and addressed. He requested that the City Manager call an Audit Workshop soon to review the past audits. He further requested that this be done on an annual basis so that once the city receives the audit findings, a workshop is held to review those findings and develop some type of strategic plan to ensure things are being addressed in a timely manner.

Manager Pate said that the Audit Committee can call a joint workshop with the City Commission to review the audits and this can be a function of the Audit Chairperson which is the Mayor.

Therefore, he doesn't necessarily have to call that workshop because that was a recommendation of the Audit Committee.

Mayor Pigatt stated to the City Manager that whenever they are ready to call the workshop that his office be ready to make it happen.

Mayor Pigatt directed the City Clerk to poll the Commission for an Audit Workshop within the next two weeks.

Manager Pate stated to the Mayor that they would probably want to see if the auditor is available so that he can do the overview of the audit findings. The city may want to also inquire about the pricing and what he would charge the city to come in and go over those audit findings especially if they are going through multiple years.

Mayor Pigatt requested that the City Manager arrange the time based on the City Manager's Office and Mr. Brunson's availability and work with the City Clerk to poll the Commission to find a date that works out for everyone.

As it relates to the audit and the issue of accounting for the city's physical assets, Commissioner Davis said he does know once they have a third party come in and assist the city in getting control of its assets that it may have a fiscal impact simply because assets are something the city records on its books. Ultimately depending on what's accounted for somewhere down the road it may affect the city financially. He asked if the City Manager anticipated any financial impact as a result of having this function.

Manager Pate said that his estimation as far as physical property is that some are overvalued and some are undervalued. As far as the physical assets, the city is probably over insured. However, the city will not know for sure until this study is completed.

There being no further discussion, the motion passed by a 5-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

13. ADMINISTRATION:

CONSENT AGENDA:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EMERGENCY CONTRACT, ATTACHED HERETO AS EXHIBIT "A", WITH HCA ASSET MANAGEMENT, LLC FOR THE PROVISION OF ASSET VALUATION, INSURANCE APPRAISAL AND POLICY AND PROCEDURES DEVELOPMENT ASSISTANCE

SERVICES IN AN AMOUNT NOT TO EXCEED THIRTY THREE THOUSAND DOLLARS (\$33,000.00), PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

This item was pulled from the Consent Agenda – Action on this item can be viewed under agenda item 12 – Action Items.

14. NEW ITEMS:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPROVE PENDING AND FUTURE INVOICES FOR CITY ATTORNEY LEGAL EXPENDITURES; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager and City Attorney*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Burke, seconded by Vice Mayor Williams to pass the resolution.

Attorney Norris-Weeks explained that this is an item brought forth due to the fact that the state is holding invoices and requiring that the City Manager be given authority to sign off on invoices from the City Attorney's Office. This item is being brought before the Commission so that it coincides with what's required by the Code.

Mayor Pigatt expressed his concerns about this being the first time he's seen an item such as this being brought forth for approval. He inquired as to why this item was necessary and whether the Commission will be approving invoices and if so, where are those invoices attached to this item?

Attorney Norris-Weeks said that this is a procedure that the state is requiring and the city is trying to comply. Their rationale is that the City Attorney does not work for the City Manager and therefore, the Commission has to give the City Manager the authority to process. The City Attorney has obviously done work and wants to get paid and they are just trying to go through the motion of whatever it was that the State said they needed.

She requested that the Commission approve the item so that the City Attorney can get paid for work performed.

After hearing that this is a recommendation from the State, Vice Mayor Williams said she is in agreement with following what the City Manager and City Attorney have put forth.

There being no further discussion, the motion passed by a 5-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

A. FIRST READING ORDINANCE(S)/PUBLIC HEARING(S):

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above ordinance was read by Attorney Cobbs.

Mayor Pigatt opened the floor for a public hearing.

Dorothy Johnson of 13724 NW 22nd Place, Opa-locka, Florida, expressed her concerns about emergency legislation coming in front of the taxpayers without having any input or documentation in advance.

There being no further persons to speak on the public hearing, the public hearing was closed.

It was moved by Commissioner Burke, seconded by Commissioner Davis to approve the above ordinance on first reading.

Robert Anathan, Budget Administrator for the City of Opa-locka appeared remotely and highlighted the 27 budget amendment items to be included as a part of the above ordinance which are reflected in the agenda cover memo as well as the FY 21 Budget Amendment exhibit.

Commissioner Davis recalled the city having issues in the past due to being somewhat antiquated with the Sick Leave Policy and the city was moving in the direction which was standard for most municipal governments comparable in size which includes Paid Time Off (PTO). He asked, is the city still operating in the antiquated sick leave structure or has the city transitioned to a system of Paid Time Off.

Manager Pate said that the city is still operating in the antiquated system and they have to go into collective bargaining which will take place in the near future with both the police union and AFSCME.

He explained that as far as the leave payout included in this particular item, this amount is for transitions from the city of long standing members. As the city is aware, there is a long standing issue of allowing people to maintain benefit time. Moving forward, upon his tenure here, the city did change that policy limiting the amount of carryover, however, anything in the past, the city cannot penalize employees through the city's negligence.

He further stated that the city will continue to look at this issue which is an audit finding that is currently and actively being addressed by the city.

Commissioner Davis said he is glad the city is at least moving in the direction to address that policy.

Mayor Pigatt noticed that there were two additional staffing positions for the Public Works Department and Human Resources Department. Recently, during the State of the City Report, Building and Licensing expressed the need for additional assistance. He asked, is there any anticipation for including someone in Building & Licensing and why is operations in Human Resources priority?

Manager Pate explained that as far as Human Resources is concerned, there are long standing issues within the Human Resources Department and this is a closely monitored matter by the State of Florida and Auditor General's Office. Based on consultation with the State as well as the Human Resources Department in looking at the capabilities of antiquated Human Resources practices that they are looking to modify/upgrade, the city saw the need to add that position.

In terms of the Operations Manager position, the city has been attempting to recruit an Assistant Director of Public Works for quite some time but have been having issues with the salary range being competitive. Mr. Austin needs assistance with his duties in Public Works and CIP. The Operations Manager will come in and supervise both superintendents in the Public Works Department and be of assistance to Mr. Austin.

He further stated that the City Manager's office is looking at the capabilities of the city's Building and Licensing Department. Part of the issue is technology based and they are working with the Information Technology Department to upgrade their system. He said that efficiency is one part of the issue and another part of the issue is evaluating the entire Building & Licensing Department holistically in looking at potential changes. There is a possibility of adding an additional administrative personnel to the Building & Licensing Department during the second reading of this budget amendment, however, he is still evaluating that.

Mayor Pigatt stated to his colleagues that one of the things that has been on his mind is the city's need for a lobbyist; to have someone in Tallahassee to advocate for the city. Last year there was a big uproar in the State with bills that wanted to dissolve municipalities and Opa-locka was used as one of the top cities for that. Also, the city hasn't had success in securing dollars in Tallahassee. The funding for a lobbyist was removed from the city's budget since the city has been in financial oversight. This is something the city should look into and it may not be right now, but the city should conduct a strategic planning session to discuss in order to find out what would be the goals and aims of the Commission.

He urged the Commission to think about and consider the city's need for a lobbyist especially moving towards this upcoming legislative session. Moving forward, once the Operational Audit Workshop and Audit Workshop are conducted, he suggested a strategic planning session to discuss this matter in more detail.

Vice Mayor Williams responded to Mayor Pigatt's comment about a lobbyist and said she respectfully disagrees with the city looking for a lobbyist at this time. It is her belief that the city is on the right path and cannot afford a lobbyist. She is in favor of continuing to search for lobbyists who are willing to work on a pro-bono basis.

Mayor Pigatt explained that the point he is leaning towards is that the Commission is clear upon their goals, really think this through and then propose it to people who may be able to assist.

Commissioner Davis said due to the city's financial position, the State wasn't in support of a lobbyist on behalf of the city, however, since that time, the State did approve the Commission identifying a member to lobby which was more cost effective.

Commissioner Burke concurred with Vice Mayor Williams. He said the city has spent a lot of money on lobbyists in Tallahassee and they've never seen a return. He stated that the best lobbyist the City could have is themselves, because nobody will fight as hard as they will for the city. He suggested that designated members of the Commission go to Tallahassee to lobby on behalf of the city.

Commissioner Taylor concurred with Commissioner Burke and said he would rather explore what's already being recommended, to designate someone from the Commission to travel to Tallahassee as oppose to spending extra money for a lobbyist.

Mayor Pigatt stated that the Commission will have the conversation detailed along with their goals and objectives and if that means appointing someone on this Commission, the city has to debate the allocation of funds for that travel expense and also coordinate those times and make that happen. This has to be decided as a body and whoever that individual is needs to clearly understand what the Commission goals and objectives are.

There being no further discussion, the motion passed by a 5-0 vote.

Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

B. SECOND READING ORDINANCE(S)/PUBLIC HEARING(S):

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING AND REPLACING, IN ENTIRETY, ARTICLE IV OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES ENTITLED "STORMWATER UTILITY", SPECIFICALLY AMENDING SECTIONS 21-190 THROUGH 21-196; CREATING NEW SECTIONS 21-197 THROUGH 20-203; PROVIDING FOR INTENT; CONSTRUCTION; DEFINITIONS; UTILITY ESTABLISHMENT; CUSTOMER BASE; UTILITY CATEGORIES; FEE SCHEDULE AND PAYMENT; EXEMPTIONS; STORMWATER UTILITY ENTERPRISE FUNDS; REQUEST FOR ADJUSTMENT; PROHIBITIONS; PERMITS, PLAN REVIEWS, INSPECTIONS AND ADMINISTRATIVE FEES; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; CONFLICTS OF LAW, SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on December 9, 2020). *Sponsored by City Manager*

The above ordinance was read by Attorney Cobbs.

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

It was moved by Commissioner Burke, seconded by Commissioner Taylor to pass the above ordinance.

Robert Anathan, Budget Administrator for the City of Opa-locka explained that this ordinance was a byproduct of the commission intent to move the stormwater charges onto the property tax bill which for the first time would allow each and every property to pay its fair share.

There being no further discussion, the motion passed by a 5-0 vote.

Commissioner Burke	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING TO CLOSE, VACATE AND ABANDON THE UNDEVELOPED STREET LOCATED BETWEEN THE PARCEL AT 1990 ALI BABA AVENUE IDENTIFIED BY FOLIO 08-2122-003-2210 AND THE PARCEL IDENTIFIED BY FOLIO 08-2122-003-2200 PURSUANT TO ORDINANCE 14-02, FOR THE DEVELOPMENT OF A RESIDENTIAL USE OF THIS PARCEL IN THE B-O ZONING DISTRICT AND WITHIN THE CORRIDOR MIXED USE OVERLAY DISTRICT; PROVIDING FOR APPROVAL; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on December 9, 2020). *Sponsored by City Manager*

The above ordinance was read by Attorney Cobbs.

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

Gregory Gay, Director of Planning and Community Development for the City of Opa-locka stated that this item is for second reading to vacate the street right-of-way which is approximately 20th Avenue and sits between two properties along Ali-baba Avenue. The purpose of this vacation is to initiate the process in order to transfer the property as a part of a settlement agreement. All research has been conducted in relationship to the ownership of the site and it is a street right-of-way and this would allow the city to move forward with the transaction for the settlement.

It was moved by Vice Mayor Williams, seconded by Commissioner Burke to pass the above ordinance.

There being no discussion, the motion passed by a 4-1 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Mayor Pigatt	No

3. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REPEALING CHAPTER 18, ARTICLE II OF THE CODE OF ORDINANCES, IN ITS ENTIRETY, CREATING A NEW CHAPTER TO INCLUDE DEFINITION OF TERMS; PROVIDING FOR THE REGULATION OF BURGLAR ALARMS; PENALTIES AND FEES FOR NON-COMPLIANCE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on December 9, 2020). *Sponsored by City Manager*

The above ordinance was read by Attorney Cobbs.

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

It was moved by Commissioner Burke, seconded by Commissioner Davis to pass the above ordinance.

Manager Pate briefly introduced the above ordinance for the regulation of burglar alarms in the city.

There being no discussion, the motion passed by a 5-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Mayor Pigatt	Yes

4. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE 1.5 ENTITLED “CODE OF ETHICS; CONFLICT OF INTEREST” SECTION 2-14 ENTITLED “ORIENTATION OF ELECTED OFFICIALS” TO INCLUDE TRAINING ON THE ROLES AND RESPONSIBILITIES OF APPOINTED OFFICIALS; PARLIAMENTARY PROCEDURE; A REVIEW OF THE CITY’S STRATEGIC PLAN; PREPARATION OF AN ACCOUNTABILITY PLAN FOR THE CITY MANAGER FOR THE UPCOMING YEAR AND A REVIEW OF MAJOR CHALLENGES FACING THE CITY IN A WORKSHOP SETTING; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on December 9, 2020). *Sponsored by Mayor Pigatt*

The above ordinance was read by Attorney Cobbs.

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

It was moved by Commissioner Davis, seconded by Vice Mayor Williams to pass the above ordinance.

Mayor Pigatt explained that this item is basically putting into law a practice to ensure that all elected officials are provided information needed to do their duty and that all of their ideas are also put into a strategic plan.

Manager Pate stated that he was not present during first reading and after reviewing this legislation he does understand what the Mayor is looking to do, but as far as intent, he is in opposition of this item. The Mayor is looking to do an orientation of new elected officials in a workshop setting where he feels those elected officials should have the opportunity to have their orientation done in private. As far as the strategic plan, there is already legislation in place within the Code of Ordinances and Charter that specifically states that the Commission is responsible along with City Manager's Office in developing a strategic plan on a yearly basis. There is also an opportunity for strategic workshops to be called. If there are any specific directives of the City Manager's Office that are required, that can be done through resolution. He said he didn't believe a law change is required to do this. The legislation speaks to the "review of major challenges", however, there is no clear definition of what those major challenges are. At that point, the city has four major challenges which are defined by the Mayor and not necessarily the City Commission. He went on to say that as far as intent, the City Manager's Office is in opposition of this legislation. Anything the Mayor is trying to achieve, can be done without the passage of this legislation.

In reviewing the ordinance relating to the orientation of elected officials, Commissioner Burke asked, doesn't the Florida League of Cities provide orientation for newly elected officials?

Mayor Pigatt stated that the Florida League of Cities training focuses specifically on ethic laws and they do not detail or give an introduction to newly elected officials of what is going on within the specific government. This ordinance is as a result of there being no structured orientation for newly elected officials in terms of what is going on in the government and what are the current objectives, goals and challenges. This would be an opportunity to start the new team off with an understanding of the government and make sure the appointed officials are clear about providing that newly elected person with their roles, responsibilities and understanding. He said he just wants to make sure it is the law so that anybody who steps up to serve in the City of Opa-locka, is equipped with the latest information and are able to have their ideas incorporated in the upcoming year's strategic plan.

Vice Mayor Williams recalled having extensive conversation at the last commission meeting and she was able to highlight some of the orientation she received by the City Manager, City Attorney and City Clerk. One thing she will say is that she truly appreciated the fact that it was private. Having taken a better look at this ordinance, she is in disagreement to the workshop setting. She said that this past workshop meeting was very good and she appreciated hearing from all of the directors and where the city is heading.

She reiterated that she was not in favor of the workshop setting for orientation.

As a newly elected official, Commissioner Taylor stated that he also appreciated the fact that the orientations were done in private because it gave him an opportunity outside of a formal setting to ask questions one on one. He said that workshops can be called by the City Manager or Mayor and he didn't see the need for this to become a law.

Mayor Pigatt said he clearly hears the will of the Commission and is in favor of modifying the legislation to remove the public workshop for the first part. He asked for suggestions as it relates to newly elected officials discussing their ideas and what amendments were being recommended to achieve this goal.

Manager Pate reiterated that there is a strategic planning section in the City's Code of Ordinances that falls in line with the election cycle and this is already mandated in the Code. As far as the newly elected officials expressing their ideas, they have been doing that and to lock something down for years for something that can be changed systematically is overreaching. He said he doesn't think another piece of legislation is required to tie the City Manager's Office down to a mandate because that is the intent of this legislation.

Mayor Pigatt asked the City Manager for the section in the Charter/Code that requires strategic planning?

Manager Pate informed the Mayor that he could pull the section up, however, he did not have his laptop but the Code speaks about strategic planning.

In preparation of this item, Mayor Pigatt asked the City Attorney if she came across anything that says the City must do an annual strategic planning outside of the Comprehensive Master Plan.

Attorney Norris-Weeks said that wasn't something she specifically looked at, however, she just searched the words strategic planning in the code and those words don't come up together. She said she doesn't know whether that is in the City of Opa-locka Code, but perhaps it's something that is intended by some other name.

Manager Pate said he could be incorrect as far as saying specifically strategic planning is in the Code, but he knows last year the Mayor spoke about the same intent and perhaps it was through a resolution, not an ordinance. He said he does know strategic planning has been brought up in conversations on multiple occasions.

Mayor Pigatt made it clear to his colleagues that the State of the City report was not something that was normal in the city; that was as a result of a request he did and what this law is doing is to make sure those types of things take place in the city.

Vice Mayor Williams said both herself and Commissioner Taylor as the newly elected officials have an issue with the workshop setting, however, they are not saying that no one on the dais cannot call a workshop for strategic planning. However, what she is hearing is getting a little convoluted because there are two separate things going on. They are talking about orientation for newly elected officials and that happened for both herself and Commissioner Taylor. If she didn't

have a closed session, she would not be freely comfortable to ask questions that she was able to ask and get those questions answered.

She further stated that her issue is the workshop setting. The Ethics training was given by the Miami-Dade County League of Cities as well as the City Attorney. She said that there are a lot of items going on in this one ordinance.

Commissioner Davis said his colleagues seem to have an issue with the public forum and also being able to address certain questions or concerns in private, but as elected officials there are very few things that can be done in a non-public setting. With that being said, as an elected official there is nothing preventing them from having private meetings with the chartered officials because that is well within their right and also their responsibility to do so.

He further said that he didn't see the passing of this legislation hindering that as a public official. Therefore, he is in support of this legislation simply because he is in favor of building sustainability in this government and making sure that those that come after them receive a proper orientation.

Mayor Pigatt stated that Section 2-14(b) reads: "upon request, newly elected members of the city shall receive an in person structured orientation on city government matters from the City administrator and the City Attorney within ten (10) business days of administering the oath of office". Therefore, it is their right to have an opportunity to go through that in detail and that's a part of being an elected body. The public workshop gives an opportunity as new colleagues to review that information and to hear and share as a collective body and that's the difference. The newly elected officials will still have the opportunity and this law will in no way impede upon anybody ever within the City of Opa-locka to receive an in-person private orientation. An in-person orientation can be held and then those questions and thoughts that they think the rest of the Commission may want to hear, can be brought forth in a public setting.

There being no further discussion, the motion failed by a 2-3 vote.

Vice Mayor Williams	No
Commissioner Burke	No
Commissioner Davis	Yes
Commissioner Taylor	No
Mayor Pigatt	Yes

C. RESOLUTION(S):

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT FOR A NEW OPA-LOCKA COMMUNITY BUS ROUTE FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AWARDED TO THE CITY OF OPA-LOCKA FOR UP TO TWO HUNDRED TWENTY-FIVE THOUSAND, ONE HUNDRED TWENTY-ONE DOLLARS (\$225,121.00), WHICH REQUIRES A FUNDING MATCH BY THE CITY OF OPA-LOCKA FOR THE PROGRAM; FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE THE FLORIDA DEPARTMENT OF

TRANSPORTATION GRANT AGREEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Burke, seconded by Commissioner Davis for discussion.

Mayor Pigatt stated that he wants to make sure his colleagues understand that this is a grant that pays for half of the bus route and the city needs to find funding for the other half. Initially, before the city received the extension, staff was not recommending approval of this grant because it will have an impact on the city's budget, five year recovery plan, surplus, and roads/streets projects. He stressed the importance of the Commission doing their due diligence to advocate to secure funds for this bus route.

Manager Pate deferred this item to the next commission meeting since the city received an extension to solicit for additional funding for the match.

17. CITY MANAGER'S REPORT:

Manager Pate reported on the recent crime surge in the City of Opa-locka and explained the steps taken by the Opa-locka Police Department to address public safety. He provided an update on the substation at Glorietta Gardens and the status of the Opa-locka Police Department.

He went on to say that the city is making progress with the city's engineering plan in regards to flood management. Many of these comprehensive updates will be provided at the State of the City workshop which will be taking place prior to the next commission meeting.

Commissioner Burke said that his concern right now is public safety in this city. The new street crimes unit is doing an excellent job, however, there is a great concern about killings taken place which are not only occurring in Opa-locka. The city will be swearing in new officers, but they are losing officers as well. The city needs to look at a competitive salary to keep the officers here because right now Opa-locka is being used as a training ground. The city needs more officers on the streets and must find a way to recruit additional officers.

Commissioner Davis asked that the City Manager elaborate on the alpha bravo and why it was implemented. He said from his understanding there were problems with certain officers signing up for the shifts related to the Crime Unit.

Manager Pate explained that initially when the crime surge occurred, non-mandatory overtime shifts were put out to be voluntarily filled by law enforcement officers to surge manpower on the streets. The police department went two (2) days in a row where law enforcement personnel either did not sign up for overtime or limited personnel signed up for overtime which based on his powers as City Manager caused him to deem it as an emergency to cancel all days off as well as all leave requests in regards to police personnel because of the shootings that occurred.

Commissioner Davis expressed his concerns relating to the lack of response from the police officers. He said he is in favor of paying the officers more and ensuring that they are compensated fairly, but when someone is hired to do a job, they must do that job. He stated to the City Manager that there is a real serious problem and he hopes that the city is able to fix it because the residents deserve better.

Vice Mayor Williams said she was made aware that there was a press conference in regards to the shootings and the violence that has been going on. She said she is concerned because the Commission did not know about that press conference and she would like to know who received the information because it was being said that the Commission did not show up. She asked, how did that information get funneled and why didn't it get funneled to the Commission.

Mayor Pigatt explained that there was an email sent the evening before to a few individuals including himself and Commissioner Davis. The email was forwarded to the legislative aide who forwarded to the City Manager's Office, however, moving forward, he has spoken to the legislative aide to make sure when those types of emails come to him that they are forwarded to everyone. Hopefully, this same issue will not occur again and that all communications forwarded to his office are forwarded to the Commission.

Vice Mayor Williams thanked the Mayor for his response, however, if there was a request to forward the information to the Commission, they would have received it through the Clerk's Office. She is concerned that no one from the Commission attended the press conference and moving forward, someone from the dais should be present to represent the city. In the future, the Commission should be made aware of all press conferences that happen in the city.

18. OFFICIAL BOARD REPORTS:

19. FUTURE AGENDA ITEMS:

Manager Pate advised that the Mayor requested two future agenda items at the last meeting and Ms. Lawson is working on drafting those appropriate items which should be forthcoming.

Mayor Pigatt asked that the City Manager provide the Commission with the legislative package for Tallahassee so that the elected body can meet with the appropriate officials to advocate on behalf of the city.

Manager Pate agreed to the Mayor's request.

Vice Mayor Williams said she would like to explore legislation for a Crime Stoppers type program that will pay residents of Opa-locka a minimum of \$500.00 and maximum of \$1,000.00 for reporting illegal dumping in residential areas resulting in a guilty conviction. She requested information on the residential and commercial areas that have recurring illegal dumping.

Manager Pate said he would make sure Vice Mayor Williams is provided with the information requested.

It was moved by Vice Mayor Williams, seconded by Commissioner Burke to support the future agenda item brought forth by Vice Mayor Williams to explore legislation for a Crime Stoppers program providing incentives to residents for reporting illegal dumping in residential areas that result in a guilty conviction.

There being no further discussion, the future agenda item brought forth by Vice Mayor Williams was supported by a 5-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Mayor Pigatt	Yes

Announcement of Attorney/Client Session

Attorney Norris-Weeks announced a private closed door attorney/client session pursuant to F.S. 286.011 to be held in the City Commission Chambers, 215 Perviz Avenue, Opa-locka, Florida, on Wednesday, January 27, 2021 at 4:30 p.m. to discuss pending litigation in the following matter: B & G OPA HOLDINGS, INC. et al v. CITY OF OPA-LOCKA, Case #18-23269-CIV.

20. MAYOR/COMMISSION REPORTS:

Commissioner Burke reported that the Drive-Thru Christmas Toy Giveaway and Gift Card Distribution were a huge success. He thanked all those involved.

Vice Mayor Williams thanked Commissioner Davis for spearheading the Gift Cards and said that this really warmed her heart and felt like it was a gift she was receiving just to see the residents.

21. OFFICIAL BOARD APPOINTMENTS:

It was moved by Commissioner Burke, seconded by Commissioner Taylor to appoint Audrey Dominguez to the Planning & Zoning Board.

There being no discussion, the motion passed by a 5-0 vote.

Vice Mayor Williams	Yes
Commissioner Burke	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

22. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Burke, seconded by Commissioner Taylor to adjourn the meeting at 9:32 p.m.

Matthew A. Pigatt
Mayor

Attest:

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

“The Great City”

CLERK’S ACTION SUMMARY MINUTES

SPECIAL COMMISSION MEETING

Monday, February 1, 2021

5:30 PM

1. CALL TO ORDER:

Mayor Matthew A. Pigatt called the meeting to order at 5:30 p.m. on Monday, February 1, 2021 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Alvin E. Burke, Commissioner Chris Davis, Commissioner John H. Taylor Jr., Vice Mayor Veronica J. Williams and Mayor Matthew A. Pigatt. Also in attendance were: City Manager John E. Page, Assistant City Attorney Candace Cobbs and City Clerk Joanna Flores. City Attorney Burnadette Norris-Weeks was not in attendance.

3. INVOCATION:

The Invocation was delivered by Vice Mayor Veronica J. Williams.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT:

Clerk Flores stated the protocols for public participation at city commission meetings and advised the Chair that there were no public comments submitted in advance of the meeting.

Mayor Pigatt stated that earlier today Senator Jones called for a meeting with the district Mayors. During that call there was insightful information relating to making sure things are passed in Tallahassee. Due to that level of information shared, he thought his colleagues needed to hear this information as well. One of the things that was eye opening was the reference to making sure cities have their lobbyist which he mentioned during the meeting that the city did not have lobbyist. He said that Opa-locka is the only city in the district to not have a lobbyist. He requested that Senator Jones send a representative to provide guidance to the Commission and repeat some of the information that was shared at that meeting.

Miles Davis, Senator Shevrin Jones Office, District 35, appeared remotely and stated that the most important thing with the local funding requests is to make sure the six page form is completed. The key thing here is that the city can request money for anything, whether it be a funding request to improve the roads, to improve water drainage or make

renovations to City Hall, all of these local funding requests can be submitted into the State budget and have Senator Jones work the bill through the State on the city's behalf. The only caveat is that this legislative session is going to be tough due to restrictions as it relates to COVID-19 and a projected budget shortfall. He said that the form was submitted to Mr. Grice and Senator Jones' office would be more than helpful to get these forms filled out for the city to make sure they have an equal just as much as any other cities within the district. He encouraged the city to reach out to Senator Jones office with any questions about the process and/or form.

Mayor Pigatt said that there were a few other things mentioned and that was making sure the Commission narrowed down the top three priorities to submit and emphasize any successes of any programs. Also discussed was the importance of having a 50% match of infrastructure dollars and shovel ready projects. He asked, is the 50% match something that is recommended or is it something that has been the norm in Tallahassee?

Mr. Davis replied that it varies and provided several examples based on previous experience. He said that some of the Committee Chairs, not all, but some of them have expressed interested in moving forward with requests that have some type of match or guarantee that the municipality is backing and it's not just a request for hundreds of thousands of dollars.

6. RESOLUTION:

A) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ADOPTING THE CITY OF OPA-LOCKA'S 2021 LEGISLATIVE PRIORITY LIST, ATTACHED HERETO AS COMPOSITE EXHIBIT "A"; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION TO CARRY OUT THE AIMS OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Burke, seconded by Commissioner Davis to pass the above resolution.

Assistant City Manager George Ellis advised the Commission that they should have an updated package before them which is being presented as far as the State Legislative Priorities for 2021. This package is similar to the one presented last year. Many of the city's projects went through the appropriations process but because of COVID-19, the session was shut down and those projects were placed on hold. In confirming with some of the legislators who sponsored the city's bills last year, it would be in the city's best interest to move forward with those same items if there was still a need in the city. Most of the projects are related to infrastructure and the focus for this legislative session is infrastructure. He explained that the Senate has one process and the House has another. The House is more driven by a 50% match and as Mr. Davis stated, in the Senate it varies with the Chairman of each committee.

Airia Austin, City of Opa-locka Public Works Director briefly introduced those projects relating to Stormwater and Roadway Improvement (NW 141st Street, NW

139th Street, NW 19th Avenue, NW 20th Avenue, NW 20th Court), Canal Improvements (Burlington Canal), Drinking Water Distribution Improvement, and Wastewater System Improvement.

Manager Pate explained that the Crime Prevention Technologies is to invest in the Opa-locka Police Department technologies infrastructure which includes administrative technology and the development of a new police station. The Youth Crime Prevention is for various programming surrounding youth and crime prevention that is well deserved and needed within the city currently.

Delven Patterson, Parks & Recreation Director for the City of Opa-locka came forward and introduced those legislative requests relating to Parks and Recreation which included Senior Programming and Parks and Recreation Improvements.

Commissioner Davis asked, is the 50% match requirements on behalf of the city across the board?

Manager Pate replied, yes. He said the city's legislative package is based upon a 50% match across the board.

Commissioner Davis asked whether the numbers reflected in the city's legislative packet excludes the 50% match?

Manager Pate replied, yes.

Commissioner Burke asked, has the city been in touch with State Representative Bush as it relates to the city's legislative requests?

Manager Pate said that the city has had extensive dialogue with State Representative Bush's office with regards to these specific requests. Appropriate forms were completed and the House of Representatives is requiring attestation to the dollar amount and a 50% match. So actually, the city must have a 50% match in order to push these forward as far as the House of Representatives is concerned.

Vice Mayor Williams asked, what's the likelihood of receiving any funding? She further asked, due to the shortfall in the state, is it possible that none of these projects will get funded?

Manager Pate explained that first the Commission would have to provide legislative priorities regardless so this packet can essentially be used for State Legislature, local government, Miami-Dade County as well as the Federal Legislature as far as dollars are concerned. Last year, prior to COVID-19, a lot of these projects went through appropriation and were on the doorstep of being funded. With COVID-19 and the deficit, he doesn't see all of these projects being funded, but the city should put its best foot forward in submitting all the projects. Just to be clear, Opa-locka is the only municipality that is in financial emergency out of all the municipalities represented by the House and Senate within this area. Because the city is in a financial emergency, a lot of these requests that go up have visibility of the State Inspector

General's Office as well as the Governor's Office. The worst thing the city could do is to not ask at all.

In terms of the three priorities mentioned in the discussion, Commissioner Taylor asked is that was something that was required or is the city trying to push all projects listed in the packet?

Manager Pate said this is the first time he is hearing about top three priorities which may be Senate guidance, but not the guidance he received from the House per Representative James Bush. He said he was not recommending the Commission select three particular projects to push forward. The city is completing the legislative paperwork for all projects. If the legislators feel like the city should narrow down the projects to three projects then they typically come back to the city. At that point, he has no problem re-presenting this to the Commission.

Mayor Pigatt asked, which packet is the Commission voting on, the packet that is a part of the agenda or the packet received at the start of the meeting?

Manager Pate advised that the Commission is voting on the packet received at the start of the meeting. The only changes were mainly dollar amounts because the city did account for the 50% match.

Mayor Pigatt asked if an amendment was necessary to incorporate the new legislative packet provided.

Attorney Cobbs advised that it just needed to be made known what is going to be the exhibit.

Mayor Pigatt asked if the dollar amount in the new packet are cut in half from what was received previously.

Assistant City Manager Ellis replied, on some of them, but not on the major infrastructure projects. He briefly explained the legislative process. The city has been fortunate to have people reach out to assist the city and one of those persons is Yolanda Cash Jackson who has been very helpful with giving knowledge on the process, along with the staff for State Representative James Bush who has reached out to the city. The city has been following those recommendations. In the infrastructure, since that is the number one priority that the legislature have this year, the city thought it was best to keep those numbers there because at the end of the day, they never give what was asked for. With the other projects, the city went down to half of what is being requested.

Mayor Pigatt said he was a little confused because in reviewing both packages the numbers appear to be the same with the exception of the Crime Prevention Technologies.

He further asked, are all these projects currently budgeted in the current budget and Five Year Recovery Plan as it relates to the city's 50% match?

Assistant City Manager Ellis replied, no.

Mayor Pigatt expressed his concerns relating to the city's 50% match should a project get funded.

Manager Pate explained that none of these priorities are budgeted for and none of these are slated. Some infrastructure projects are in the Five Year Recovery Plan so it will require budgetary adjustments based on what the legislature comes back with.

Mayor Pigatt stated that last year and the year before last the city focused on making sure the four major challenges were addressed. Most likely there is funding in the Five Year Recovery Plan for items 1, 2 and 4 infrastructure projects. The other stuff needs to be figured out because if the city were to accept a 50% match, they would have to pay for the 50% match which would affect the Five Year Recovery Plan and getting out of financial recovery. In particular, the city wants to push as much as possible, but as Commissioner Davis mentioned about appointing a member of the Commission as lobbyist and really being clear of what the goals are. If the city has someone in Tallahassee, that person must know what the top three priorities are and those top three are the ones they already have funding in the budget to move those forward. He said he is completely fine with what is being presented right now because these are things they want to see happening in the city, but the Commission must take consideration if some of these get approved how it would affect the city getting out of financial recovery.

Manager Pate said that the Commission has to appoint a lobbyist quickly. He asked, can the Commission discuss who that person may be to be able to prepare the item for the next agenda?

Because this was a special commission meeting, Mayor Pigatt said the discussion is limited to the agenda item. He suggested that the City Manager sponsor that item to appoint someone as the city's official lobbyist to be presented at the next commission meeting.

Manager Pate said it would be his pleasure to sponsor the legislation.

There being no further discussion, the motion passed by a 5-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

7. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Davis, seconded by Vice Mayor Williams to adjourn the meeting at 6:10 p.m.

Matthew A. Pigatt
Mayor

ATTEST:

Joanna Flores, CMC
City Clerk

PUBLIC PRESENTATION

Joanna Flores

From: Braynon-Moore.Marina <BraynonMoore.Marina@flsenate.gov>
Sent: Thursday, January 14, 2021 10:34 AM
To: Joanna Flores
Cc: Rodrigues, Emily
Subject: RE: Commission Meeting Schedule and Legislative Presentations

This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails. If if this is a suspicious message please contact itsupport@opalockafl.gov

Thank you Joanna,

I appreciate your assistance.

Sincerely,

Marina Braynon-Moore
Legislative Assistant
Office of Senator Shevrin D. Jones
Florida Senate District 35
(954) 805-5622



From: Joanna Flores <jflores@Opalockafl.gov>
Sent: Thursday, January 14, 2021 10:29 AM
To: Braynon-Moore.Marina <BraynonMoore.Marina@flsenate.gov>
Cc: Rodrigues, Emily <Rodrigues.Emily@flsenate.gov>
Subject: RE: Commission Meeting Schedule and Legislative Presentations

Okay, perfect. So as we get closer to February 10, I will forward the link so that Senator Jones can join our Regular Commission Meeting virtually.

Thank you,
Joanna Flores, CMC
City Clerk
City of Opa-locka
780 Fisherman Street, 4th Floor

Opa-locka, FL 33054
Tele: (305) 953-2800
Cell: (786) 877-4038
Email: jflores@opalockafl.gov
Website: www.opalockafl.gov

From: Braynon-Moore.Marina [<mailto:BraynonMoore.Marina@flsenate.gov>]
Sent: Thursday, January 14, 2021 10:27 AM
To: Joanna Flores <jflores@Opalockafl.gov>
Cc: Rodrigues, Emily <Rodrigues.Emily@flsenate.gov>
Subject: RE: Commission Meeting Schedule and Legislative Presentations

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Joanna,

He would like to appear virtually.

Sincerely,

Marina Braynon-Moore
Legislative Assistant
Office of Senator Shevrin D. Jones
Florida Senate District 35
(954) 805-5622



From: Joanna Flores <jflores@Opalockafl.gov>
Sent: Thursday, January 14, 2021 10:24 AM
To: Braynon-Moore.Marina <BraynonMoore.Marina@flsenate.gov>
Cc: Rodrigues, Emily <Rodrigues.Emily@flsenate.gov>
Subject: RE: Commission Meeting Schedule and Legislative Presentations

Good morning,

Okay will do. Will Senator Jones be appearing in person or virtually?

Sincerely,
Joanna Flores, CMC

City Clerk
City of Opa-locka
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054
Tele: (305) 953-2800
Cell: (786) 877-4038
Email: jflores@opalockafl.gov
Website: www.opalockafl.gov

From: Braynon-Moore.Marina [<mailto:BraynonMoore.Marina@flsenate.gov>]
Sent: Thursday, January 14, 2021 10:22 AM
To: Joanna Flores <jflores@Opalockafl.gov>
Cc: Rodrigues, Emily <Rodrigues.Emily@flsenate.gov>
Subject: RE: Commission Meeting Schedule and Legislative Presentations

This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails. If if this is a suspicious message please contact itsupport@opalockafl.gov

Good morning Joanna,

Senator Jones kindly request to be added to the Opa-Locka Commission Meeting taking place on February 10th, 2021 at 7:00 PM.

Sincerely,

Marina Braynon-Moore
Legislative Assistant
Office of Senator Shevrin D. Jones
Florida Senate District 35
(954) 805-5622



From: Joanna Flores <jflores@Opalockafl.gov>
Sent: Tuesday, January 5, 2021 2:12 PM
To: Braynon-Moore.Marina <BraynonMoore.Marina@flsenate.gov>; Garafola, Jessica <Garafola.Jessica@flsenate.gov>; Davis, Miles <Davis.Miles@flsenate.gov>
Subject: RE: Commission Meeting Schedule and Legislative Presentations

Good afternoon,

Happy New Year!!!

Our commission meetings are held on the 2nd & 4th Wednesdays of every month at 7:00 p.m. Please let me know what date works best for Senator Jones. We look forward to receiving an update in the near future.

Thanking you in advance.

Sincerely,

Joanna Flores
City Clerk
City of Opa-locka
Tele: 305-953-2800

From: Braynon-Moore.Marina [<mailto:BraynonMoore.Marina@flsenate.gov>]
Sent: Tuesday, January 5, 2021 1:51 PM
To: Garafola, Jessica <Garafola.Jessica@flsenate.gov>; Davis, Miles <Davis.Miles@flsenate.gov>
Subject: Commission Meeting Schedule and Legislative Presentations

This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails. If if this is a suspicious message please contact itsupport@opalockafl.gov

Good afternoon,

Our office wanted to wish you a Happy New Year and inquire about the city's upcoming Commission Meeting schedule. Senator Jones is available to present his legislative agenda and updates on the City's appropriations request. Please advise. We look forward to working with you in 2021.

Sincerely,

Marina Braynon-Moore
Senior District Secretary
Office of Senator Shevrin D. Jones
Florida Senate District 35
(954) 805-5622



Public Records Notice: Under Florida Law, email addresses and electronic communications are public records. If you do not want your email address or the content of your electronic communication released in response to a public records request, do not send electronic mail to this entity.

Christina Banks
2470 N.W. 140 St.
Opa-Locka, FL 33054

RECEIVED
CITY OF OPA-LOCKA
OFFICE OF THE CITY CLERK

2021 JAN 26 PM 1:34

January 26, 2021

Reference: Retirement Pay out
Insurance Reimbursement
(over payment)

Please accept this letter as a
request to appear before the
City Manager and Commission
on the next meeting date of
February 10, 2021, regarding the
above listed items.

Cordially,



CONSENT AGENDA

RESOLUTION NO. _____

**AN RESOLUTION OF THE CITY COMMISSION OF
THE CITY OF OPALOCKA, FLORIDA,
ESTABLISHING A SPECIAL EVENTS POLICY AND
PROCEDURES AND ADOPTING A SPECIAL EVENTS
HANDBOOK; PROVIDING FOR REPEAL OF ALL
PRIOR RESOLUTIONS IN CONFLICT; PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, each year, the City of Opa-Locka ("City") holds certain special events designed to enhance the quality of life for residents and visitors and foster cooperative leadership within the business community and the City; and

WHEREAS, the City Commission of the City of Opa-Locka desires to establish a special events policy and procedures and update its special events handbook; and

WHEREAS, the City desires to regularly conduct Special Events to promote the sense of community, enhance the City's quality of life for residents and ensure that such events are executed in a fiscally responsible manner; and

WHEREAS, the purpose of a policy is to clearly define procedures and responsibilities of the City and persons desirous of holding special events; and

WHEREAS, for purposes of this the policy, a "Special Event" is defined as any event, meeting, activity, or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place; and

WHEREAS, the City further desires to update its handbook pertaining to Special Events; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY
COMMISSION OF THE CITY OF OPA LOCKA, FLORIDA, AS FOLLOWS:**

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Establishment of a Special Events Policy and Procedures and Special Events Handbook. The City Commission of the City of Opa-Locka hereby establishes and

Sponsored by: City Manager

approves a Special Events Policy and Procedures, as set forth in Exhibit "A" attached hereto and a Special Events Handbook, as set forth in Exhibit "B" attached hereto.

Section 3. Conflict and Repealer. Any provision of any City of Opa-Locka resolution or regulation which is in conflict with the provisions of this Resolution is hereby repealed.

Section 4. Effective Date. This Resolution shall take effect upon the adoption by the City of Opa-Locka and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 10th day of February, 2021.

Matthew A. Pigatt, Mayor

ATTEST:

Joanna Flores, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

Sponsored by: City Manager

VOTE:

Commissioner Burke	(Yes)	(No)
Commissioner Davis	(Yes)	(No)
Commissioner Taylor	(Yes)	(No)
Vice-Mayor Williams	(Yes)	(No)
Mayor Pigatt	(Yes)	(No)



City of Opa-Locka Agenda Cover Memo

Department Director:	Delven Patterson		Department Director Signature:		
City Manager:	John E. Pate		CM Signature:		
Commission Meeting Date:	February 10, 2021		Item Type:	Resolution	Ordinance
			(Enter X in box)	X	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading	
		X		2nd Reading	
			Public Hearing: (Enter X in box)	Yes	No
Funding Source: Account#:	(Enter Fund & Dept) Ex: N/A		Advertising Requirement: (Enter X in box) N/A	Yes	
				No	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)	
	X		Enhance Organizational ☐		
			Bus. & Economic Dev ☐		
			Public Safety ☐		
			Quality of Education ☐		
			Qual. of Life & City Image ☒		
			Communication ☐		
Sponsor Name	City Manager		Department:	Parks and Recreation	

Short Title:

Special Events Policy and Handbook

Staff Summary:

A basic guideline on how internal and external customers will apply and operate a Special Event within City Limits. The Special Events Policy will enhance the quality of life and City's image for our residents and non residents. It is a requirement of the operation audit.

Proposed Action:

Staff recommends the approval of this request.

Attachment:

Parks & Recreation Department Policy

#1 – Special Events

Policy – The Parks & Recreation Department will regularly conduct Special Events to promote the sense of community and enhance the City’s quality of life. All Special Events will be planned for and executed in a fiscally responsible manner.

Purpose – The purpose of this policy is to clearly define procedures and responsibilities to ensure adherence to this policy.

A **Special Event** is defined as any event, meeting, activity, or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place.

Any of the following characteristics may cause a special event to be defined as a **Major Event** and/or create additional permit requirements:

- Road closures
- Amplified music
- Length of event is four (4) hours or more
- Alcohol sold, distributed or consumed
- More than 100 people and have all of the above characteristics

The **Special Event Committee** is a committee appointed by the City Manager and is presently comprised of the Parks and Recreation Director as Chairperson or their designee, Police Chief or their designee, Public Relations designee, and the Director of Public Works or their designee. The Special Event Committee is designated by the City Manager with the responsibility of reviewing and approving an application to conduct a Major Event within the City.

A **Special Event Permit** is a permit issued after all requirements are met by the requesting organizer/producer and all applicable advance fees are paid. The permit will cover the event organizer/producer and their selected vendors. A Special Event Permit must be issued for each event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, banners, electricity, and miscellaneous construction. No person shall engage in, participate in, aid, form or start any special event unless a Special Event Permit has been issued.

A **Major Event** is defined as an event held in the City of Opa-Locka which includes alcohol sales, distribution, and/or consumption and is four (4) or more hours in length, require road closures, have amplified music and has 100 people or more. Such events require the approval of the City Commission.

A **City-produced Event** is any event produced and managed by the City and approved in the City's adopted annual budget or by a majority vote of the Commission. If the event is not in the annual budget, the event will require a budget amendment identifying the source of funding. For City-produced events which appear annually in the annual budget, there shall be periodic

evaluation of the economic viability of the events to assess whether the benefits provided by the events justify the cost of the events. Additionally for City-produced events in particular and for all events involving the expenditure of City funds, every effort will be made to identify event sponsors to help defray the event costs.

A **City-contracted Event** is an event that does not meet the ordinary definition of a major event, it is being produced and managed by an individual or group, and is held through the sponsorship of the City. Such events are intended to be family-friendly and require the approval of the City Commission. City-contracted events shall not allow alcohol to be sold, distributed, and/or consumed.

Commission Initiatives Events (Internal) are events set aside for City Commission initiatives and allocated equally among the City's elected officials and is funded in the annual budget. These initiatives must be programs, events and functions that serve the City of Opa-locka community. These events must be fully planned and produced by Commission staff and the Parks and Recreation Department. Such events require the approval of the City Commission.

Commission Initiatives Events (External) are events and/or programs initiated by an elected official, in partnership with external community organizations. These events must be fully planned and produced by Commission staff and the Parks and Recreation Department, and funded by the Commission, the external community organization and/or sponsorship funds secured by the Commission. Such events require the approval of the City Commission.

The **Organizer/Producer** is the person or persons who are financially responsible for all fees, deposits, damages or other charges for holding an event in Opa-locka. This person(s) has authority to make decisions regarding the event, including cancellation of the event due to weather conditions or for other reasons.

Sitting members of the City Commission, City boards and agencies, and any of their immediate members or any person who has departed from City service in the past 24 months shall have no financial interest, direct or indirect in entities that organize or produce Major Events. Immediate family members are defined as: father, mother, son, daughter, brother, sister, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, wife, husband, father-in-law, mother-in-law, brother-in-law, sister-in-law, first cousin, nephew, niece, grandparents, grandchildren.

It is the policy of the City of Opa-locka that all Commission Special Events shall follow these procedures for funding and administration in accordance with the guidelines and examples outlined herein. Special Events are approved by way of the City's Annual Budget or by a vote of the City Commission. The City Commission shall approve any new or significantly revised Special Event(s) involving the use of City assets and services, which is different from or greater than that involving normal usage by the general public.

Procedure

1. Annually the Parks & Recreation Department will make an assessment as part of the budget process as to what funds are available for Special Events and, once determined, will establish a recommended schedule of Special Events for the coming year, indicating the schedule and the resources, including potential outside funding, required for each event. In determining the Special Events to be incorporated into the proposed budget, preliminary input will be requested from the Commission.
2. In the development of the proposed schedule for the coming year, the Parks and Recreation Department will conduct an evaluation of the cost of each event versus the number of residents and others anticipated to participate in the event, and other considerations as identified, to determine whether this is an appropriate expenditure of City resources.
3. The submission and subsequent adoption of the annual budget provides initial Commission approval of the proposed Special Event schedule and expenditure of City resources.
4. At least two months prior to a scheduled event, the proposed Special Event will be presented to the Commission for guidance and approval.
5. The Parks & Recreation department will establish a program to encourage public donations to at least in part offset the expense of Special Events. Guidelines for soliciting public donations are: Special Event Forms will be provided for sponsorship donations and “in-kind” services. Monetary gift amounts and “in-kind” service hours is required information.
6. Special Events will be advertised through flyers, Commission meets, the City website and other channels as recommended by the City’s public information consultant.
7. All monetary donations will be forwarded immediately to Finance and receipted for using a City receipt form provided by Finance.
8. The Parks & Recreation Department will ensure that Finance establishes separate revenue, including identification of donor contributions, and expenditure accounts to permit assessment of results versus planned revenue and expenditures.

9. After the completion of each Special Event, the Parks & Recreation Director will conduct a review of the event to evaluate its effectiveness in terms of the number of attendees, the attendees' satisfaction with the event and the adequacy of the budget provided for the event. The Parks and Recreation Director will also evaluate the effectiveness of all departments in carrying out their responsibilities as the basis for improvement.

Responsibilities

1. Parks & Recreation Director
 - a. Ensuring Commission is kept apprised at all times in regard to event status.
 - b. Ensuring the successful completion of every event
 - c. Establishing event schedules from initial concept to final clean-up
 - d. Ensuring all aspects are considered for a successful event, including health and safety considerations and contingency plans for unanticipated circumstances.
 - e. Seeking external funding whenever feasible.
 - f. Ensuring all participating City functions are aware of their responsibilities and the schedule for their involvement.
 - g. Ensuring that when permits are required, this information is provided timely and that required permits are obtained
 - h. Set-up, tear-down and site-restoration by P&R staff as appropriate
 - i. Activating the Special Event committee when appropriate.
2. Public Works Director
 - a. Set-up, tear-down and site-restoration by PW staff as appropriate
 - b. Providing or obtaining equipment required by the event
3. Finance Director
 - a. Ensuring appropriate controls when City is responsible for event cash transactions.
 - b. Establishing appropriate accounts when external funding will be obtained.
 - c. Providing appropriate receipt documentation when external funding will be obtained
4. Chief of Police
 - a. Overall safety
 - b. Crowd management
 - c. Traffic management
5. Information Technology Director
 - a. Providing or obtaining equipment required by the event
 - b. Set-up, tear-down and site-restoration by I.T staff as appropriate

Prepared By_____

Approved By_____

Effective Date_____



Special Event Handbook



Parks and Recreation Department
(305) 953-2871
parksmedia@opalockafl.gov



City of Opa-locka Parks and Recreation Department

Welcome to Our Community!

The City of Opa-locka Parks and Recreation Department is committed to providing local and visiting events with the highest quality of service and customer care. The Parks and Recreation Department along with supporting Opa-locka Departments play an important role by ensuring that all proper permits are completed to operate a safe and successful event. The policies and procedures established by the City of Opa-locka allow for advanced planning and provide a system of basic guidance to help the City and event applicant achieve mutual goals.

Whether it is a festival, film permit, farmer's market, city produced event, commissioner initiative grand opening or some other event, the City's Park and Recreation Department is always available to answer questions and assist in the creation of your ideal event. It is the attention to detail and steadfast support that helps make Opa-locka an ideal place to host your future event.

It is our goal to assist in making your event one to be remembered. Thank you for choosing the City of Opa-locka for your special event. Please feel free to reach me at (305) 953-2875 or via email at dpatterson@opalockafl.gov if you have any further questions.

Sincerely,

Delven Patterson

City of Opa-locka
Parks and Recreation Director

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SECTION 1

GETTING STARTED

WHAT IS A SPECIAL EVENT?

In the City of Opa-locka, any event or activity that temporarily occurs upon public or private property that impacts the ordinary use of any private property, businesses, residential homes, parks, public streets, right-of-ways or sidewalks is considered a Special Event.

WHERE CAN A SPECIAL EVENT BE HELD?

A special event may take place in several approved areas within the City of Opa-locka such as but not limited to, private properties (businesses, residential homes, etc.), and/or City property (streets, public right-of-ways, sidewalks, alleys and parks).

WHO CAN APPLY FOR A SPECIAL EVENT?

Any person or organization that wishes to hold an event or activity for public or private attendance within the City of Opa-locka must apply for a Special Events Permit.

Businesses in good standing, physically based within the City limits, wishing to extend their business premise onto public or private property for any duration of time will need to apply for a special event permit.

SECTION 2

APPLICATION PROCESS

The application process can begin twelve (12) months in advance unless approved by City Commission and with a minimum of sixty (60) days prior to the event date. Please be aware that all applications submitted with less than thirty (30) days prior to a requested event date may not receive the necessary approvals from the required City Departments and/or City Commission and may be rejected.

Events such as art festivals, fairs, farmers market, filming, celebrations, grand openings, certain outdoor business promotional events, races, parades and marches require considerable advance planning by more than one City department, sometimes in conjunction with other governmental agencies. Adequate time and planning for these events are necessary in order to protect public safety and to reduce adverse impacts on the public place and upon neighbors and other users of our public places.

Please Note: *Certain special events, including all Major events that require a street and/a right-of-way closures, will require City Commission approval and may take at least two (2) months to be approved.*

STEPS TO PROCESS YOUR SPECIAL EVENT APPLICATION

1) Review the entire Special Events Handbook before you begin filling out the Special events application as event guidelines and policies may change year to year.

2) Check for desired facility/location availability by calling the Parks and Recreation Department at (305)953-2875, or via email at dpatterson@opalockafl.gov

Please Note:

- *An inquiry of availability does not guarantee that the date is reserved for your event.*
- *Paste events do not determine automatic reoccurrence or reservation of dates for future events.*
- *All special event requests are on a first come, first served basis.*

3) Complete the special event application once you have confirmed your desired facility/location is available.

Please Note: The application form is designed to cover a wide variety of special events. Please review all sections, but keep in mind that some sections or individual questions may not apply to your particular event. You may skip any sections/questions that do not apply to your event when filling out the form.

4) Submit the completed Special Event Application with all required documentation including payment of the application and administrative fee, notification/petition form, site plan/sketch, indemnification agreement and any other forms applicable to the City of Opa-locka Parks and Recreation Department. Applications may be mailed, emailed or hand-delivered between 8:00 AM - 4:00 PM, Monday through Friday, excluding official City of Opa-locka holidays.

Mailing / Drop-Off Location

Attn: Delven Patterson, Parks Director
Sherbondy Village Community Center
380 Bahman Ave
Opa-locka, FL 33054

Or Email us at dpatterson@opalockafl.gov

PLEASE NOTE: ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHALL NOT BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

SECTION 3

FINAL PERMIT APPROVAL

Once the Parks and Recreation Director receives the application, the date requested will tentatively be held for your event until final approval. The applicant will receive either a phone call or email on the status of the application when it is being reviewed or if a meeting is required for further information.

Once your application has been approved, insurance and all event fees must be turned in ten (10) days prior to the event date. Everything must be turned in to fully be processed before receiving the final special event permit. Permits must be displayed at the event site and readily accessible for review if asked to be seen by a City of Opa-locka official employee. If the event occurs without any city damages and/or charges, the refundable security deposit will be refunded back to the applicant one (1) week after the event date.

Please note: All refundable security deposits that have not been picked up 10 days after the event will be shredded.

SECTION 4

DEPARTMENT DIRECTORY

Opa-locka Police Department	(305) 681-1033
Public Works Department	(305) 953-2828
Parks and Recreation Department	(305) 953-2875
Code Enforcement Department	(305) 953-2868
Planning and Zoning Department	(305) 953-2868
Building Department	(305) 953-2868

The following schedule of fees were developed as a guide to help applicants estimate costs associated with an event. Each event fee will be calculated according to its location, size, attendance and City personnel requirements. All cost is an approximation and are subject to change. *All payments must be made out to "City of Opa-locka" and submitted ten (10) business days prior to the approved event.*

Parks Division:

Security Deposit	\$100.00 (50% Refundable)
Administrative Fee	\$50.00 (Non-Refundable)
Expedited Fee	\$50.00
Still Photo Fee	\$100 per day
Filming Fee	\$200 per day (1-10 person crew)
	\$300 per day (11-20 person crew)
	\$500 per day (21+ person crew)
Farmers Market	\$25 –Private Property
	\$75- Public Property

Police Department:

Officer	TBD
Officer with Vehicle	TBD
Supervisor	TBD
Lieutenant/Captain	TBD

Public Works and Engineering Department:

Supervisor	TBD
Employee	TBD
Street Closure	TBD
Maintenance of Traffic(MOT)	TBD
Barricades	TBD

Planning and Zoning:

Street Banners	TBD
Pole Banners	TBD

Parks and Recreation:

Stage \$150.00

Employee \$14.00 per hour

Park rental fees by Location:

Location	Resident	Non-Resident	Non-profit
Sherbondy Village Community Center			
Auditorium	\$155.00	\$205.00	\$100.00
Multipurpose Room	\$95.00	\$140.00	N/A
Gymnasium (half court)	\$37.50	\$52.50	N/A
Gymnasium (full court)	\$75.00	\$105.00	N/A
Ingram Park			
Outdoor Basketball (w/o lights)	\$50.00	\$60.00	N/A
Outdoor Basketball (w/lights)	\$65.00	\$75.00	
Field	\$50.00	\$60.00	
Multipurpose Room	\$40.00	\$50.00	
Pavilions (1 & 2)	\$25.00	\$30.00	\$22.50
Segal Community Center			
Pavilions (1 & 2)	\$25.00	\$30.00	
Multipurpose Room	\$40.00	\$50.00	

ADDITIONAL PERMITS

The Special Event Permit is designed to incorporate the most common types of permissions required for conducting special events, but certain elements of a particular event may require additional permits for other City of Opa-locka departments or outside agencies. See below for other permits that may be required, arranged alphabetically by main topic.

ALCOHOLIC BEVERAGES

When Required: Applicants are intending to sell or distribute alcohol, wine or beer at an event

Permit: Liquor License

Department or Agency: City of Opa-locka Planning and Community Development Department

Notes: The City of Opa-locka does not allow alcoholic beverages to be consumed or sold at any City Park or Facility.

BANNERS AND SIGNS

When Required: Over the Street Banners, Pole Banners and Temporary Signs

Permit: Banner Permit

Department or Agency: City of Planning and Community Development Department

Notes: Applicants that apply for a banner or temporary sign permit must submit proof of the design prior to be approved. Any banners that are scheduled to be installed by the City must be dropped off to the Public Works Department 12950 NW 42nd Ave, 14-21 days prior to the advertised date and picked up seven (7) business days after the event. The City may discard of any banners or signs after the specified period.

Pole Banners - Applicants may apply for a total of ten (10) pole banners.

Hanging Banner over Public Right-of-Way - Specifications - 30ft X 3-4ft wide. 60ft of 1/2" nylon rope with hooks must be provide with banners. Banners should be double sided and must be vented.

Temporary Signage - All temporary signs shall comply with the City Code of Ordinance.

CITY PARK

When Required: Event is partially or wholly within a Park

Permit: Park Rental Form

Department or Agency: City of Opa-locka Parks and Recreation Department

FILMING PERMIT

When Required: Filming /still photography in Opa-locka

Permit: Film/Still Photography Permit

Department or Agency: Miami-Dade County Office of Film & Entertainment

Note: For further filming and still photography guidelines see page 10

FIRE

When Required: Open flames including cooking, spinning, fire fingers, staff, etc.

Permit: Open Burn Permit

Department or Agency: Miami Dade Fire Rescue Department

FIREWORKS OR PYROTECHNICS

When Required: Display of fireworks or other pyrotechnics

Permit: Display of Fireworks, Pyrotechnics, and/or Flame Effects Permit

Department or Agency: Miami Dade Fire Rescue Department

MOBILE FOOD VENDORS

When Required: Mobile food vendor

Permit: State of Florida Business License

Department or Agency: Florida Department of Business Professional Regulation

TENTS/CANOPIES

When Required: Temporary Structures that cover an area greater than 120 square feet including connecting areas or spaces with a common means of egress or entrance which are used or intended to be use for the gather together of 10 or more persons

Permit: Building Permit

Department or Agency: City of Opa-locka Building Department

SECTION 7

EVENT GUIDELINES & TERMS

AMPLIFIED SOUND LEVELS

Amplified sound levels may not begin before 8:00a.m.and may not exceed midnight on Friday, Saturday and holidays and not to exceed 9:30 p.m. on Sunday through Thursday.

Please note: The City of Opa-locka's Police Department holds the right to request sound levels to be turned down or shut off at anytime.

CANCELLATION/REFUND POLICY

City of Opa-locka Cancellation: The City of Opa-locka holds the right to cancel an event at anytime. If the City of Opa-locka for any reason needs to cancel an event, the applicant maybe offered a refund at the discretion of the City Manager.

Applicant Cancellation: Unless specifically stated on the permit, deadlines to submit for partial refunds is seventy-two (72) hours prior to the event. Only certain fees are applicable for refunds, determined by each individual department.

Inclement Weather Cancellation: Should a special event be cancelled due to inclement weather an alternate date maybe discussed and agreed upon with the City of Opa-locka's approval. A full or partial refund may be granted at the discretion of each department.

ELECTRICAL

The City of Opa-locka may be able to provide limited electrical services to special events at specific location or public venues. Applicant should consult directly with the Parks and Recreation Director to discuss all electrical needs for their event. All cords must be secured to avoid a tripping hazard.

EVENT NARRATIVE

A detailed written description/summary of your event is required. Please describe all activities, a schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information.

FILMING/STILL PHOTOGRAPHY

1. To begin the Film/Still Photography Permit, please begin with contacting the Miami-Dade County Office of Film & Entertainment at 305-375-3288.
2. Production vehicles arriving on location, in or near a residential neighborhood shall not enter the area before the time stipulated in the permit.
3. Moving or towing of public's vehicles is prohibited without the express permission of the off-duty police on site with production or the Film Office.
4. Do not park production vehicles in, or block driveways without the express permission of the driveway owner or Film Office.
5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the Film Office or property owner.

7. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups that you may use in the course of the working day.
8. Every member of the cast and crew shall keep noise levels as low as possible.
9. Do not wear clothing that lacks common sense and good taste. Shoes and shirt must always be worn, unless otherwise directed.
10. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (e.g. pin-up posters...).
11. Do not trespass onto another neighbor's or merchant's property. Remain within the boundaries of the property that has been permitted for filming.
12. The cast and crew shall not bring guests or pets to the location, unless listed and pre-approved on the application.
13. All catering, crafts service, construction, strike and personal trash must be removed from location.
14. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
15. The company will always comply with the provisions of the filming permit.

INSURANCE

The City of Opa-locka has established insurance requirements for those applicants, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Opa-locka, a certificate of insurance that complies with the requirements must be furnished.

All special event applicants shall name the City of Opa- Locka (780 Fisherman St Opa-locka, FL 33054) as an "Additional Insured" and shall have the following minimum limits:

Commercial Comprehensive General Liability insurance with broad form endorsement, as well as automobile liability, completed operations and products liability, contractual liability, severability of Interest with cross liability provision, and personal injury and property damage liability with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate, including:

- Personal Injury:\$1,000,000;
- Medical Insurance: \$5,000 per person;
- Property Damage: \$500,000 each occurrence;

Umbrella Commercial Comprehensive General Liability insurance shall be written on a Florida approved form with the same coverage as the primary insurance policy but in the amount of \$1,000,000 per claim and \$2,000,000 Annual Aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- (a) Premises and Operation
- (b) Independent Contractors
- (c) Products and/or Completed Operations Hazard
- (d) Explosion, Collapse and Underground Hazard Coverage
- (e) Broad Form Property Damage
- (f) Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.
- (g) Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

Please Note: Approval of insurance by the City of Opa-locka does not in any way relieve or decrease the insurance liability of event producers or vendor. The City of Opa-locka does not represent that the specified limits of liability, coverage or policy forms are enough or adequate to protect the interest or liabilities of the applicant or vendor.

LOADING AND UNLOADING

There is no driving on or within City parks or in active event areas without City staff supervision. Loading and unloading needs to be done prior to an event or from parking lots and/or streets when possible. If approved to drive through an event area, please quickly unload your vehicle and proceed to park your vehicle in a legal parking area.

MAINTENANCE/CLEAN-UP

Applicants must describe their clean-up plan in the special events application. The clean-up plan must include the following information:

- Show the types and locations of dumpsters and individual trash and recycling receptacles.
- The names and contact information of individuals and/or groups responsible for cleaning up during and after an event.
- The location where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

If an event producer fails to clean up a venue adequately or causes damage to City property, the City of Opa-locka will keep the security deposit and bill the applicant for any additional costs not covered by the deposit to clean and repair the damaged property. If this occurs, the City of Opa-locka may also deny an application for future special event permits.

Submitted clean-up plans will be reviewed and approved by the Public Works Department. If a clean-up plan is deemed inadequate, subject to the Public Work Departments availability the City of Opa-locka may be able to provide staffing for clean-up at a cost. The Applicant will be required to compensate the City for the required number of staff to ensure the proper clean-up of an event, ten (10) days prior to the event.

MAJOR EVENT PERIODS (MEP)

The City has identified and listed the following event periods which historically have a significant demand on City services. It is realistic to expect these activity periods to continue to be popular in Opa-locka bringing large crowds that will require the maximum use of all City services. These MEP include but are not limited to Independence Day, Halloween, Holidays and New Year's.

NOTIFICATION/PETITION FORM

A signed Notification/Petition Form is required to be signed by the majority of businesses and/or residential properties, home owners or lessees that face the street affected by the approved special event street closure. The name, signature, address and phone number of each person who is either a property owner or lessee within the requested event area must appear on the form included in the Special Event Application.

OFF-DUTY POLICE OFFICERS

A police officer for employment that is indigenous to their law enforcement authority is commonly referred to as an "Off-Duty Police Officer". In order to schedule an off-duty police officer for employment on a temporary or infrequent basis:

- The Opa-locka Police Department shall be the final authority in determining the minimum number of officers required to police a particular event.
- If more than three (3) officers are hired, a supervisor must also be hired.
- The Applicant will be required to compensate the City for the required number of officers needed to conduct a safe event, ten (10) days prior to the event.
- If during a scheduled event, the applicant or the officer determines that he/she needs to extend the time worked by 20 minutes or more beyond the scheduled time of the event, the applicant will need to compensate the officer(s) for full hours worked.
- Applicant must notify cancellation request of an off-duty police Officer forty-eight (48) hours prior to the scheduled date of service. Failure to do so will require the Applicant to compensate the assigned officer for a minimum of three (3) hours.

PARKING

The applicant shall have an adequate plan for individual parking of vehicles. Neighborhood streets are prohibited from being used for event parking.

RECREATIONAL APPARATUS

The City of Opa-locka desires to ensure safety at all events and activities including recreational apparatus, such as inflatable rides or bounce houses and other similar apparatuses. Location of all recreational apparatuses must be included on the site map and insurance must be provided by the company. *Please see the insurance policy on page 11 for more information.*

SITE PLAN/SKETCH

Site Plan must be included within the Special Event Application showing a full layout of the event. The Site Plan must provide as much detail as possible including crowd flow, controls, seating and parking. Specifically, configuration and size of stage(s), bleachers, stands, concession booths, trailers and rides. For tents, be sure to show configuration, size, location and intended use. A building permit is required for some of the items listed above.

Additionally, all the below features and information shall be listed on the site map, if applicable.

- All affected streets, alleys and right-of-ways, including those that will be closed.
- Maintenance of Traffic (MOT) - Alternate routes for traffic and pedestrians for closures.
- Location of all vendors - fixed and mobile, informational, merchandise and food.
- Source of electrical supply and service, including permanent electrical power sources and portable generators.

STREET AND RIGHT-OF-WAY CLOSURES

Applicants requesting a street or right-of-way (including sidewalks, alleys etc.) closures will require City Commission approval. A detailed map including all closures with alternate routes for traffic and pedestrians, also known as a Maintenance of Traffic (MOT) for vehicular and pedestrians must be provided with the special event application. MOT's may be provided by the City of Opa-locka Public Works Department at a cost to the applicant.

In addition, a signed Notification/Petition Form is required to be signed by the majority of businesses and/or residential properties, homeowners or lessees that face the street affected by the approved special event street closure.

WAIVER OF FEES

Fee waivers are an expense to the City's General Fund. Fees are established to pay for the cost of public property and services provided by the City. Request for fee waivers must be specified in the event application and a letter requesting the fees must accompany the application.

A request for a fee waiver must be submitted for City Commission approval and is at the discretion of the City Commission, to approve or disapprove all fee waiver requests.

Donations

INTRODUCTION

The City of Opa-locka recognizes the enormous values of direct community support. The City has been fortunate to receive support from community members who give time, money, and property to ensure the City continues to thrive and provide vital benefits and quality of life for City community members. This is being created with the intent of acknowledging how donations are received. Contributions will be recognized in ways that support the City's resources and values and shall be implemented through the authority of the City of Opa-locka.

GENERAL POLICIES

1. The City shall welcome Donations
2. Donations must comply with City guidelines and standards.
3. Donations to City Special Events must be consistent with the goals and objectives for the activities brought forth by the City as a whole.
4. All donations shall be considered "Gifts for Special Events" to the City for the enjoyment of the City's residents and stakeholders. They shall not be considered as private or proprietary assets.
5. Corporate donations are encouraged, but shall not constitute an endorsement of and/or by the City. Donations implying or suggesting commercial advertising or solicitation will not be accepted.
6. All items purchased or accepted by donation will receive standard levels of maintenance during their normal life expectancy.
7. Donation sponsors will be determined by specifically identifying businesses and business owners within the City limits who have conducted business in the City of Opa-locka for numerous years. This is done irrespective of industry or goods and services bought, sold, or obtained by said companies. A letter from the City will be presented to sponsors with specific details and monies needed for the Special Event.
8. Exceptions to the guidelines will be made through a pre-determined process of the businesses ability to contribute through teleconferences, Zoom meetings, and other forms of digital communication.
9. Donations are by no means limited to the purchase of certain items so long as the items procured are consistent with what is needed to execute a special event/activity.
10. Donation purchases must be consistent with standards or specifications and plans.
11. Donation purchases should not cause an unbudgeted expenditure or ongoing maintenance responsibility for the City.
12. Donation purchases must be free of inherent hazards or anything else that could potentially cause harm or injury.
13. The City has the right to deny any donation.
14. Donors provide written acknowledgement of all gifts made to the City and comply with the current IRS requirement in acknowledgement of the gifts.
15. The City will enter into a written Donation and Gift Agreement with the Donor, where appropriate and advisable, that specifies the terms of any restricted gift, which may include provisions regarding maintenance, life span, and Donor recognition.
16. Donors may be asked to appear before the City Commission, to present their donation proposal. Public comment and feedback may be considered during the review process.
17. All donations will be acknowledged by a letter of appreciation from the City of Opa-locka.



PARKS AND RECREATION DEPARTMENT

I acknowledge that I have received, read and understand the Special Event Handbook.

Event Name

Event Date

Applicant Name

Phone Number

Applicant Signature

Date Signed

STAFF USE ONLY:

Received by

Date

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPROPRIATE FUNDS IN AN AMOUNT NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000.00) FOR CITY COMMISSION MEMBERS TO TRAVEL TO TALLAHASSEE, FLORIDA IN ORDER TO PURSUE FUNDING OPPORTUNITIES FOR CITY PROJECTS AND INITIATIVES DURING THE FY 2021-2022 LEGISLATIVE SESSION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, FL finds that it is imperative for certain members of the City Commission to meet face-to-face with legislators in Tallahassee, Florida in order to pursue funding opportunities for City projects and initiatives during the FY 2021-2022 legislative session; and

WHEREAS, it is the desire of the City Commission that City staff will coordinate meetings for Vice Mayor Williams, Commissioner Davis, and Commissioner Taylor to meet with various legislators and committee members on behalf of the City; and

WHEREAS, this City Commission finds it in the best interest of the City for certain members of the City Commission to travel to Tallahassee to meet with legislators and lobby for funding on behalf of the City.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

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

Section 2. The City Commission hereby authorizes the City Manager to appropriate funding in an amount not to exceed Ten Thousand Dollars (\$10,000.00) for City Commission members: Vice Mayor Williams, Commissioner Davis, and Commissioner Taylor to travel to Tallahassee, FL to pursue funding opportunities for City projects and initiatives during the FY 21-22 Legislative Session.

Section 3. This Resolution shall take effect immediately upon adoption, and is subject to the review by the State of Florida Financial Emergency Board for the City of Opa-locka, FL.

PASSED AND ADOPTED this _____ day of _____, 2021.

Matthew Pigatt
Mayor

Attest to:

Approved as to form and legal sufficiency:

Joanna Flores
City Clerk

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by:
Seconded by:
Commissioner Vote:
Commissioner Burke:
Commissioner Davis:
Commissioner Taylor:
Vice Mayor Williams:
Mayor Pigatt:



City of Opa-locka Agenda Cover Memo

Department Director:		Department Director Signature:		
City Manager:	John E. Pate	CM Signature:		
Commission Meeting Date:	02/10/2021	Item Type: (Enter X in box)	Resolution X	Ordinance
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	
	X		Public Hearing: (Enter X in box)	
Funding Source: Account# :	(Enter Fund & Dept) Ex:		Advertising Requirement: (Enter X in box)	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:	
		X		
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area:	
	X		Enhance Organizational ☒ Bus. & Economic Dev ☒ Public Safety ☒ Quality of Education ☒ Qual. of Life & City Image ☒ Communcation ☒	
Sponsor Name	City Manager		Department: City Manager's Office	

Short Title:

A resolution authorizing the City Manager to appropriate funds in an amount not to exceed Ten Thousand Dollars (\$10,000.00) for travel expenses for members of the City Commission to travel to Tallahassee, FL to lobby and pursue funding for City projects and initiatives.

Staff Summary:

It is in the best interest of the City to seek State funding to assist with enhancing and improving City streets, parks, infrastructure, and programming.

Financial Impact

State funding of various portions on the City's Legislative Priority List will greatly accelerate the City's plans to upgrade its infrastructure. There is currently \$3,500 available in the Commission Travel budget. A subsequent budget amendment will be submitted to increase this budget to \$10,000 prior to more than \$3,500 being spent for this purpose.

Proposed Action:

Staff recommends the approval of this legislation and upon adoption staff will coordinate meetings as necessary.

Attachment:

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE CITY MANAGER TO ESTABLISH A YEAR-END STATE OF THE CITY REPORT AND ANNUAL REPORT OF THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Article II, Division 2, Section 2-65 of the City of Opa-Locka's Code of Ordinances, "the Mayor shall prepare and deliver a report on the State of the City to the people of the City of Opa-Locka, Florida ("City") between January 1st and January 30th annually"; and

WHEREAS, in preparation of the City's annual State of the City address and to keep the City Commission of the City of Opa-Locka, Florida ("City Commission") abreast, the City Manager shall be required to prepare a year-end State of the City Report and Annual Report to the City Commission on November 30th each calendar year to allow for consultation with the City Commission; and

WHEREAS, the preparation of said report will allow the City to increase transparency, help the City connect with its constituents, recognize areas of improvement and set a policy agenda for the year ahead. Said report would also permit effective communication between residents and business owners of the City; and

WHEREAS, the City Commission finds it in the best interest of the City to receive a year-end State of the City Report and Annual Report on November 30th of each calendar year.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

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

Section 2. The City Manager is hereby directed to prepare a year-end State of the City Report and Annual Report to the City Commission on November 30th each calendar year.

Section 3. This Resolution shall take effect immediately upon adoption, and is subject to the review of the State of Florida Financial Emergency Board for the City of Opa-locka, FL.

PASSED AND ADOPTED this ____ day of _____, 2021.

Matthew Pigatt, Mayor

Attest to:

Approved as to form and legal sufficiency:

Joanna Flores
City Clerk

Burnadette Norris-Weeks, P.A.
City Attorney

VOTE:

Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Commissioner Taylor	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-locka Agenda Cover Memo

Department Director:			Department Director Signature:		
City Manager:	John E. Pate		CM Signature:		
Commission Meeting Date:	02/10/2021	Item Type: (Enter X in box)	Resolution ☒	Ordinance	Other
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)		1st Reading
		X	Public Hearing: (Enter X in box)		2nd Reading
Funding Source: Account# :			Advertising Requirement: (Enter X in box)		Yes
					No
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communcation ☐		Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)
		X			
Sponsor Name	Mayor Pigatt		Department:		City Commission

Short Title:

A resolution directing the City Manager to prepare a year-end State of the City Report and Annual Report to submit to the City Commission on November 30th each calendar year.

Staff Summary:

The City of Opa-locka City Commission finds it in the best interst of the City to receive a year-end State of the City Report and Annual Report on November 30th and staff will carry out the will of the Commission.

Financial Impact – This resolution will have no financial impact on the City of Opa-locka.

Proposed Action:

Prepare and deliver annual reports to the City Commission.

Attachment: