

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
VIRTUAL WORKSHOP (COVID-19)
Thursday, July 23, 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, July 23, 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 Commission Meeting with any questions/comments/concerns on items we will hear on this evening’s workshop agenda. 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: 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 City Manager Pate.

5. PUBLIC INPUT:

(Agenda item only)

Clerk Flores announced the protocols for There were no public comments.

6. DISCUSSION ITEMS:

- a) City's Response to the Coronavirus Disease 2019 (COVID-19)
- b) Strategic Planning Session

Mayor Pigatt asked City Manager Pate to provide a COVID-19 report.

City Manager Pate stated the City has one of the highest positivity rates per capita in the state of Florida. He reported that a temperature check camera was installed at City Hall. He asserted that more machines were being ordered for other City facilities. He stated that the City Commission passed legislation penalizing individuals not wearing a face mask. He stated the City received \$85,000 from the Department of Justice from a grant applied for by the City, related to the coronavirus pandemic. He introduced Public Relations Consultant Modkins to provide her report.

Public Relations Consultant Modkins reported on a press release for a food distribution and mask distribution, and shared that WSVN and WTVJ covered Saturday's campaign. She reported on a COVID-19 article featuring Commissioner Kelley. She reported posting a video on social media. She read some of the comments from social media.

Commissioner Kelley requested more information regarding the grant funding.

City Manager Pate stated it was for law enforcement related to COVID-19. He introduced Lieutenant Chiverton to provide a report.

Lieutenant Chiverton reported that there were 311 face mask warnings and 218 social distancing warnings issued in the past 6 days. He stated civil citations will be issued to those not wearing masks.

Commissioner Burke asked how the apartment complexes will be handled.

Lieutenant Chiverton stated it was being enforced in the public areas mainly and not so much near people's homes.

Vice Mayor Davis requested clarification from Lieutenant Chiverton and asked if it was enforceable on private property.

Lieutenant Chiverton stated it was public property only. He explained that in front of residences and complexes would be difficult because of the proximity to their homes.

Vice Mayor Davis requested to know the final amount for the penalty.

Lieutenant Chiverton stated the information he had was \$110.

Vice Mayor Davis stated he thought he had heard it was \$50, but that he will confirm.

Commissioner Burke stated that in the City of Miami, it was set at \$50.

Commissioner Kelley stated that the biggest challenge is enforcing COVID-19 guidelines at homes and large crowds near homes. He asked if that was enforced.

Lieutenant Chiverton stated that the priority is to educate people near their homes and private property, but warnings may be warranted. He asserted that in public spaces, citations will be issued.

Commissioner Kelley asked if there was still a special COVID-19 shift.

Lieutenant Chiverton stated they were on regular schedule. He explained there were 2 more officers per shift, day and night.

Commissioner Kelley asked Lieutenant Chiverton if he had any challenges in regards to the curfew.

Lieutenant Chiverton stated that there were, but most people were complying. He reported that businesses opened 24 hours were the ones having issues with people going to the stores.

Commissioner Kelley shared that he has received complaints from residents from those businesses. He asked Lieutenant Chiverton if he was trying to educate them and warn them.

Lieutenant Chiverton reported that warnings were given and even some businesses were shut down as a result.

Commissioner Kelley asked if random checks were being done at businesses or if they were just responding to concerns. He asked if a special number has been established, or if the same 2877 number was being used.

Lieutenant Chiverton stated that the same number was still being used, aside from the Opa-locka crime tip line email. He stated the police was doing pop-up visits and responding to calls.

Commissioner Kelley asked if the tip line email was advertised on the website and social media.

City Manager Pate stated it was promoted on the Police Department pages only, as it is for crimes only. He asserted they will be advertised on social media.

Commissioner Kelley asked about establishing a phone number to report COVID-19 violations.

City Manager Pate asked Director Rodriguez to answer the question.

Director Rodriguez stated the City was still a few weeks away from having the new phone system implemented, and suggested that reports should be handled normally.

Commissioner Kelley stated it was important to be able to report it anonymously.

Commissioner Bass clarified for Vice Mayor Davis that the penalty for violating COVID-19 guidelines was \$100 for individuals and \$500 for businesses, according to Miami-Dade County.

City Manager Pate stressed the enforcement of the zero tolerance COVID-19 policy. He asserted that all policies have to be enforced accordingly.

Mayor Pigatt encouraged all residents to mask up. He stated it will be enforced and penalized. He stressed the importance of getting tested. He asked City Manager Pate to move on to discuss strategic planning.

City Manager Pate stated that the discussion will revolve around the five year plan due in August. He stated he wanted to identify the priorities, including the four major challenges, to incorporate them into the plan, and he requested that the director of each department provide their input.

Director Anathan explained he was in charge of the finance superstructure of the plan, to ensure that it worked. He asked for input in regards to funding coming from Tallahassee for a police station. He stated the information regarding the red light traffic cameras debt was also of importance.

Mayor Pigatt asked Director Anathan to lay out the purpose of the five year recovery plan and what was needed for the City to get out of financial recovery.

Director Anathan stated the first priority was for the Financial Department to demonstrate the capability of exercising complete fiduciary responsibility. He stated that in terms of the five year plan, the City had to demonstrate it was able to: (a) build reserves, (b) generate or identify enough funding for infrastructure, (c) determine feasibility of lowering millage rate. He stated a CIP plan had to be put in place. He was hopeful the City would be able to identify outside grants. He stated it also required the budget to be firm.

City Manager Pate stated that the financial emergency board laid out the requirements that would be needed to take the City off of financial oversight. He stated the City needed to show efficiency and effectiveness in running the government and its departments. He stated the state was specifically looking for 3 years of clean audits with no negative opinions. He explained the largest issue impacting the City was fiscal assets. He stated the five year recovery plan was not a magic number but a guideline to reach the goals and expectations of the state which might take 4-6 years. He explained miscellaneous issues being a driving factor, such as audit of the police report or any other assessment that may come about that may show the City needs improvement in those areas and other factors that the state might look at. He asked Mayor Pigatt if that was the information he was requesting.

Mayor Pigatt stated that he would like for residents to understand the purpose of the plan. He stated he would like to see a clear breakdown of how that is going to work. He requested details of how the City's goals will be achieved. He requested clarity on each subject matter involved in the five year recovery plan. He asked to make sure the plan had a surplus.

City Manager Pate stated the management and staff were clear on the challenges of the City and those were going to be articulated in the five year plan. He requested that the Commission let it be known what other matters needed to be addressed in the plan.

Vice Mayor Davis stated he would like to see the millage rate be dropped in the five year plan. He showed concern for the audit opinions.

Commissioner Bass concurred with Vice Mayor Davis. She stated the list was already long and she agreed to add those two subjects.

Commissioner Kelley stated he wanted to hear the rest of the reports before he provided his comments.

City Manager Pate asked Public Works Director Austin to provide his assessment of the department and the five year plan.

Director Austin stated that one of the goals was the 5.6 mile road project with milling and resurfacing. He stated that all future projects will be incorporated in the stormwater infrastructure improvement. He stated the sewer system was another challenge for the City. He stated another goal was to get the stations out of moratorium and 50% inflow and infiltration on all pump stations, starting with pump station number 4 this year and number 6 next year. He explained the stormwater plan was going to be brought forward at the first meeting in September, to build a strategy to address stormwater infrastructure needs, which will help determine the cost of the project to identify where and when to start.

City Manager Pate asked Director Austin to explain to the Commission the impact on the City's system when there is flooding in the apartment area.

Director Austin stated it impacted the system severely in event of flooding in the area in question. He stated the system was not designed for drainage and the flooding overwhelms the City, as it mixes with sewer water.

City Manager Pate stated that it is important because it is creating a health hazard for residents and he wants to make sure residents are aware that the City is not at fault, but the City was forced to respond financially to take care of it.

Commissioner Bass asked City Manager Pate what dollar amount the flooding issue was costing the City.

Director Austin stated that he could not pin point it at this time but that he will monitor it in the future.

Mayor Pigatt asked Director Austin for a ball park amount for the cost to fix the issue.

Director Austin stated that engineer's studies so far, were in the range of \$150,000 and that the cost for repairs of the pump systems had not yet been established.

Vice Mayor Davis asked if there had been any penalties assessed or fined.

Director Austin stated he had asked code compliance to cite them for the infraction, but he did not have any further details on that request.

Vice Mayor Davis requested an analysis regarding the issue and suggested to be proactive instead of reactive.

Director Austin explained that historically it has been a problem where there is a temporary fix that gets exacerbated every 3 months and has created a problem at the pump stations.

City Manager Pate stressed that was a public health incident affecting residents in the surrounding areas as well.

Commissioner Burke stressed the importance of dealing with the issue once and for all.

Director Austin explained that beyond the point of meeting with the owners and requesting a fix, he was not aware of what other steps had been taken.

Commissioner Burke stressed seeking legal penalties for the problem. He requested that the legal department look into legal remedies.

Mayor Pigatt concurred with Commissioner Burke's statements. He asked for City Manager Pate to report on the enforcement at the property in question.

City Manager Pate stated that a report will be shared with the Commission within 2 days.

Commissioner Kelley shared his concerns for the pending liens owed to the City and requested a report from City Manager Pate.

Mayor Pigatt requested an updated report of liens as well. He asked Director Austin to share what his plan was to succeed with public works in the City. He requested for a method to track the progress of the projects.

Director Austin stated that one of the measurable improvements was reducing 50% inflow infiltration which is not sewage within the sewer. He stated the goal was to lower it to 10% and improvements are being made to get there. He stated one of the goals was minimizing flooding on the roads.

Mayor Pigatt asked City Manager Pate how the public works goals and improvements will be put into the five year recovery plan.

City Manager Pate stated he asked Director Austin to request a preliminary assessment from the engineer of the City's public works projects. He stated he was going to request from the state the ability to have an addendum in the five year recovery plan, to adapt to changes. He asked Director Austin to report on water billing.

Director Austin stated he was going to have a report by the next COVID-19 meeting.

City Manager Pate asked Financial Consultant Gerri Lazare to provide an update on water billing.

Financial Consultant Gerri Lazare stated that she would rather wait until a report was provided with accurate information.

Commissioner Kelley asked Director Austin what the plan was to get the infrastructure projects completed over the course of the five year recovery plan.

Director Austin stated that the improvement of roadway infrastructure will be predicated on building out the stormwater infrastructure. He stated it was a 10 year program, but there will be significant improvement in the next five years.

Commissioner Kelley asked how the funding will be provided or how much it will cost.

Director Austin stated they were planning to fund it with grants first and with stormwater revenues.

Commissioner Burke asked Director Austin if it was necessary for the members of the Commission to join the meetings with the County Commission for approval of funds.

Director Austin stated that it would be prudent for the Commission to join that meeting and that he will provide the details of the meeting.

Mayor Pigatt thanked Commissioner Burke for bringing that up and he agreed it will be important to be aware of the meeting to meet the standards and advocate for the City. He requested the information for the meeting, and asked that all future information be provided to the members of the Commission.

Director Austin stated there were 3 projects lined up to go before the Miami-Dade County Commission.

Vice Mayor Davis asked if the funding for City Hall was GOB Opportunity.

Director Austin stated it was the General Obligation Bond for \$600,000 and future funding for that project as well.

Vice Mayor Davis requested that information.

Mayor Pigatt asked City Manager Pate to continue his report.

City Manager Pate introduced Finance Director Gerri Lazarre.

Finance Director Gerri Lazarre explained that the reason the City went into a financial crisis and was declared a financial emergency, was a result of many years of deficits in the budget. She explained that maintaining the millage rate was a reason it was able to keep up with the expenses. She reported the City was being qualified to apply for more grants as a result of favorable audits. She stated that there were new developments which will generate more tax revenue for the City. She reported that the Financial Department has been able to produce 3 audit reports in just 13 months. She stressed the importance of doing the physical inventory asset count for the City, to meet the exception of the unmodified opinion from the audits. She stated the physical asset cost might be between \$100,000 to \$150,000 dollars. She suggested doing it in-house as well but that it will take a significant amount of time to create such a list. She explained that the lack of effective policies and procedures caused leaks in the operational budget. She stated the City was current with all debts. She explained that the City had about \$3 million in red light cameras debt which should be incorporated in the five year recovery plan, to at least pay the current portion, which is the debt collected in the year 2020, in addition to requesting some type of forgiveness. She reported that there was a class action lawsuit which brought a debt of \$500,000 to the City. She reported there was a deficiency in the ERP system which needed to be changed after the audit is finished, which might cost \$100,000 to \$200,000 dollars.

Commissioner Kelley asked Director Lazarre what the red light camera payment was for the past year.

Director Lazarre stated the City owes about \$800,000 just for the FY '20, from October 19th until last month.

Commissioner Kelley asked City Manager Pate if that was in the proposed current budget at all.

City Manager Pate asked Director Anathan to speak on that matter.

Director Anathan stated the forecast was \$1.1 million for FY 20 as well as FY 21. He clarified the answer was "Yes."

Commissioner Kelley requested a quote for replacing the ERP.

Director Lazarre stated it might be \$200,000 dollars but she would like Director Rodriguez to speak further on that and provide more accurate information.

Director Rodriguez explained that the first step was to define what the City required according to the Commission, and the rough cost would be \$200,000 dollars for the ERP.

Commissioner Kelley asked what the dollar amount was that is designated to deal with the class action lawsuit.

City Manager Pate stated that number was still being evaluated.

Commissioner Kelley asked City Manager Pate what his recommendation was in regards to the asset inventory.

City Manager Pate stated he recommends issuing a request for proposal to handle that task.

Commissioner Kelley stressed the importance of that matter getting done and further asked how the budget will be allocated.

City Manager Pate stated the idea was to do a budget amendment to cover the cost of asset count in FY 21.

Mayor Pigatt thanked Director Lazarre for her presentation and report. He acknowledged the importance of performing the asset count. He asked City Manager Pate to get a quote as soon as possible to tackle the task. He acknowledged the impact of the debt and the class action lawsuit to the City, which according to his recollection costs nearly \$2 million dollars a year in payments, to pay the debt. He requested to know the status of the City's reserve funds and how much is being allocated a year to get to the City's goal.

City Manager Pate asked Director Anathan to respond.

Director Anathan stated that this year it will end around negative \$600,000. He stated the odds of showing a surplus in FY 21 is very unlikely. He stated the reserves will probably be at \$0 by the end of FY 21.

Mayor Pigatt stressed the importance of advocating to the state to forgive the City's red light camera debt.

Vice Mayor Davis shared his concern for the red light camera debt.

City Manager Pate reminded the Commission that there are CARES Act funds possibly available to the City for losses due to COVID-19, and that reimbursement was still dependent on the County's formula.

Commissioner Kelley agreed with City Manager Pate but understood it was up to the County. He asked if the revolving loan was factored into the debt.

Director Lazarre stated it had been budgeted and it cost approximately half a million dollars a year in state revolving loans to the City. She stated the City will be qualifying for additional loans once financial progress is demonstrated to the state.

Director Anathan clarified and stated the amount was nearly \$800,000. He stated he will be talking to the state the following Monday to find out what the requirements are for future loans and grants.

Mayor Pigatt asked Commissioner Kelley to provide a report from a meeting with State Representative James Bush.

Commissioner Kelley stated he will provide a report and advocated for getting as many things done as possible prior to the new Commission being sworn in.

City Manager Pate acknowledged the direction provided by the Commission and warned them to be available next Thursday for a special meeting to get the recovery plan approved.

Mayor Pigatt discussed the schedule of the weekly workshops. He requested more clarity from Management, on exactly what they might need. He reminded the Commission of the parks summit at the end of August. He asked City Manager Pate what was his expectations and needs were for meetings.

City Manager Pate stated that for the month of August, he was looking at 2 Thursdays, on the second and fourth, and another meeting on a Tuesday in the middle of the month.

Mayor Pigatt said he would prefer the special commission meeting be scheduled on a Wednesday.

City Manager Pate stated he could call it on the same day as the other meetings, on Thursday.

Commissioner Burke stated he was looking forward to not have any meetings in August as usual. He suggested a special meeting would be fine.

Commissioner Kelley asked if the assessment of the Police Department and the state audit will be incorporated into the five year recovery plan.

City Manager Pate stated that was from the discussions with the state and that it has been added per their request.

Commissioner Kelley also advocated for minimizing the meetings during the month of August. He suggested having a meeting on a Thursday to have most of the month available for the staff and the City Manager as well.

Commissioner Bass stated she was open for whatever was necessary to move the City forward.

Vice Mayor Davis stated he was fully open and agreed with Commissioner Kelley's suggestion.

Mayor Pigatt asked City Manager Pate to provide an update on the meeting calendars based on the preference for a single Thursday in the month of August. He mentioned the event titled "Running for Office" and he asked the commissioners if anyone was interested in being a part of it.

Vice Mayor Davis stated he would be in favor in helping plan the event and be involved. He advocated for civic participation.

Commissioner Kelley asked how the City will sponsor it.

Mayor Pigatt shared the manner in which it was approved two years ago, including regarding elections, ethics, and campaign reporting among other things.

Commissioner Kelley stated he would not have a problem engaging in that event. He asked when it will be held.

Mayor Pigatt stated it was going to be held the first week of August and that the exact date will be confirmed on Friday, after discussion with the City Clerk and City Manager.

Commissioner Kelley raised awareness about hurricane preparation and the safety of the equipment required for hurricane preparedness.

Mayor Pigatt asked City Manager Pate to provide an update on the preparation for hurricane preparedness.

City Manager Pate shared his previous discussions with the County. He asserted Director Austin was fully prepared and ready for hurricane season.

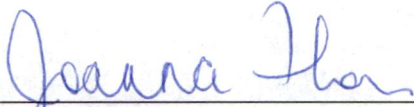
7. ADJOURN:

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 workshop meeting at 8:00 p.m.



Matthew A. Pigatt
Mayor

ATTEST:



Joanna Flores, CMC
City Clerk