CITY OF OPA-LOCKA
"The Great City"

CLERK'S ACTION SUMMARY MINUTES
VIRTUAL SPECIAL COMMISSION MEETING
Tuesday, July 28, 2020
5:30 P.M.

1. CALL TO ORDER:

Mayor Matthew Pigatt called the virtual Special Commission Meeting to order at 5:33 p.m. on Tuesday, July 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 Commission Meeting with any questions/comments/concerns on items we will hear on this evening's Regular Commission Meeting 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, Commissioner Sherelean Bass, Commissioner Alvin Burke, Vice Mayor Chris Davis, and Commissioner Joseph L. Kelley. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, and City Clerk Joanna Flores

3. INVOCATION:

The invocation was delivered by Commissioner Joseph L. Kelley.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was lead by City Manager John E. Pate and recited in unison.

5. PUBLIC INPUT:

Clerk Flores advised that there were no public comments.

6. RESOLUTIONS:

a) A RESOLUTION OF THE CITY COMMISION OF THE CITY OF OPA-LOCKA, FLORIDA, SETTING THE PROPOSED BUDGET FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY THE STATE AND LOCAL AGREEMENT OF COOPERATION BETWEEN THE GOVERNOR AND THE CITY OF OPA-LOCKA, FOR FISCAL YEAR (FY) 2020-2021; ESTABLISHING REQUIREMENTS FOR THE APPROVAL OF THE CITY BUDGET ON OR BEFORE AUGUST 1st, AND FORWARDING TO THE GOVERNOR THE PROPOSED ANNUAL BUDGET OF THE CITY AS PRELIMINARILY APPROVED BY THE CITY COMMISSION FOR FY 2020-2021; AND DIRECTING THE CITY MANAGETR TO FORWARD A COPY OF THIS RESOLUTION AND APPROVED PROPOSED BUDGET TO THE GOVERNOR; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager.*

The resolution above was read by City Attorney Norris-Weeks.

It was moved by Vice Mayor Davis, seconded by Commissioner Bass for discussion.

City Manager Pate deferred the presentation to Budget Director Robert Anathan.

Robert Anathan, Budget Director briefly described the different topics of discussion, such as the minimum living wage of $30,000 a year for City employees, Parks and Recreations Program, and the budget for the Public Information Marketing program for next year. He stated he was prepared to discuss anything else related to the budget as requested.

Mr. Anathan proceeded to share a PowerPoint presentation with information related to the Budget for FY 2020-2021. He further gave an overview of the information and provided details to the Commission regarding the projected objectives.

Mayor Pigatt interrupted Mr. Anathan to remind him that the Commission had already approved the budget and the information had been reviewed. He further directed the discussion towards the particular reason for deferring the establishing of the budget, which was related to the cut of funds to certain departments, funds which were allocated for the minimum wage policy and park projects.

Mr. Anathan acknowledged the Mayor's request. He stated that his presentation will cover those items shortly. He then continued to share the information on the PowerPoint slides and the details of the budget and the departments' recommendations. He discussed a wide range of subjects regarding the budget and did mention that the new CRA budget has not been approved yet.

Mayor Pigatt thanked Budget Director Anathan for his presentation and directed the conversation towards the PowerPoint slides that reference the subject of this Special Meeting. He stated that as of the past few days, there was an addition of $630,000.00 and that the Commission was there to debate about the $279,000.00 and what was cut from that. He stated the reason for the Special Meeting was to debate whether the Commission would like to have adjustments to the budget for the items on the second half, from the compensation plan all the way down to other parts and projections.

Commissioner Kelley asked City Manager Pate and Budget Director Anathan that if the budget had an extra funding of $630,000.00, why was there a need to cut any fund from other departments.

Budget Director Anathan confirmed there was no need to cut any funds from any department and he clarified that the extra funding information was received last Friday.

Commissioner Kelley then clarified that based on that information; then there was no need to do anything.

Mr. Anathan confirmed that was an option.

City Manager Pate also ratified that the projected extra funding was given by the State only a few days ago. He also confirmed that the budget could move forward without any cuts and invited the Commission to make amendments when needed.

Commissioner Kelley requested the City Manager to clarify his statement and whether it meant to push the budget as it stands, without any cuts.

City Manager Pate confirmed but was having technical issues and his comments were inaudible.

Commissioner Kelley then requested information on the extra revenue, what percentage is for contingency and where the rest of the funds will be spent.

Mr. Anathan explained that none of the extra revenue had been yet appropriated pending this Commissioners meeting. He also explained how the funds will be different after making some of the changes already proposed by Mayor Pigatt and speculated based on different circumstances.

Commissioner Kelley agreed to leave the budget as it is, but he did recommend adding a specific amount of funds for contingency purposes.

Mayor Pigatt asked Mr. Anathan what the contingency amount would be.

Mr. Anathan then explained several speculative budget movements based on the discussion.

Mayor Pigatt interrupted Budget Director Anathan to ask the Commissioners specific questions as to whether or not to remove certain programs from the budget, for which no one was willing to do.

Commissioner Kelley shared his concerns and reasoning against removing public information and marketing program at the moment.

Mayor Pigatt requested City Manager Pate for clarification as to whether or not due to the RFP for the Public Relations and Marketing being released; $50,000.00 had already been allocated for a Consultant.

City Manager Pate stated that he received a proposal for $60,000.00 while the budget for the Marking Program was for $50,000.00. He further explained the associated costs of the program and what would qualify for reimbursements based on approvals by his department.

Mayor Pigatt then asked if there was anyone interested in removing such program for which nobody was. He further stated that he proposed having the remaining funds going to contingency.

Commissioner Kelley asked if the $150,000.00 related to Parks and Recreation for the budget was the City putting $75,000.00 and the CRA the remaining $75,000.00

Mayor Pigatt said that was correct.

Commissioner Kelley then questioned whether the City should have on the budget $75,000.00 instead of $150,000.00

Mr. Anathan explained the City is proposing to spend $150,000.00 and it hopes the CRA will contribute $75,000.00. As the CRA does not have a budget in place yet, the City has to cover the $150,000.00.

Mayor Pigatt then shared what he understood, and stated that the $75,000.00 will be reallocated after the CRA passes its budget.

Vice Mayor Davis agreed to submit the budget as is and to place the remaining funds in contingency. He then shared some concerns relating to the manner in which the contingency funds will be used in the future.

Mayor Pigatt then stated that since there won't be any adjustments made to the first four (4) items, he then suggested that the remaining funds go to reserves contingency. He then proposed using the contingency fund in the manner that the City required it and those decisions would be made as the issues come up, prioritizing Parks Summit or Park Plans.

Commissioner Kelley wanted to know what the specific amount is.

Budget Director Anathan stated that the total amount would be $305,000.00 and it would raise the total contingency funds to $1.7 million.

Commissioner Kelley then asked the City Manager to consider what the needs of the departments are in terms of equipment or salary, so that an amendment to the budget could be made in the future. He voiced his agreement with the budget as discussed.

City Manager Pate agreed with Commissioner Kelley and he will look into the needs of the departments and staff.

Mayor Pigatt proposed cancelling the Football Program for the year 2021 and removing the budget for that as well as removing the budget for hiring staff for Recreational Leader for park programs. He then asked City Manager Pate about a particular expense unknown to the Mayor.

City Manager Pate stated that such expense is the monthly maintenance for 10 months for the pool and requested Parks & Recreation Director Charles Brown to explain the costs.

Mr. Brown explained the costs incurred of running the pool and the amount of savings a month for keeping it closed until next summer.

Mayor Pigatt brought up his concerns for keeping the pool closed and the possibility of having an unpleasant sight at the park from a pool infested with algae and the likes.

Mr. Brown explained there was a way to avoid having that type of situation, but he did mention that in the case things get out of hand, they can take immediate action to remedy the situation.

City Manager Pate advised keeping the pool operational as it will only save the City a small amount of money.

Commissioner Kelley agreed that the city should keep the pool operational and he is in favor of cancelling the Football Program, but he is against deferring the Recreational Leader.

Commissioner Bass agreed with Commissioner Kelley and shared some ideas of what a Recreational Leader could help with.

Mayor Pigatt then shared his concerns for the challenges during the COVID-19 pandemic and what a Recreational Leader would be hired to do during this time.

City Manager Pate advocated for the need of a budget for a position similar to Recreational Leader to take on projects for the Parks and Recreation Department needed for the City.

Mayor Pigatt requested Director Brown to provide all of the positions currently held in Parks and Recreation Department.

Director Brown stated the positions were: Director, Assistant Director, Park Superintendent, Administrative Assistant and three (3) Recreational Leaders. He explained the reason for which the current staff is not really able to take on managing a program.

Mayor Pigatt stated that he is still against budgeting for a Recreational Leader. The reason being he explained was because of the Parks Masterplan the City has in place, which will satisfy the need for staffing.

Vice Mayor Davis asked if the $18,000.00 line item is designated for a half a year salary.

Mr. Anathan stated that it is.

Vice Mayor Davis then voiced his support for keeping the budget for the position.

Commissioner Burke voiced his support for the Recreational Leader position as long as the experience requirement was prioritized.

Mayor Pigatt then informed Mr. Anathan that the Commission had decided to remove the budget of $20,000.00 allocated for the Football Program.

Budget Director Anathan then explained that the contingency fund had to go down from $305,000.00 to $287,000.00.

Mayor Pigatt requested that Mr. Anathan make those changes and submit them. He proceeded to move on to approve the changes.

City Manager Pate and Mr. Anathan concurred that there will be another shot to change the budget in September.

City Attorney Norris-Weeks then stated that if there was a change to the budget proposed, then an amendment needed to be passed for the resolution.

Mr. Anathan confirmed there was a change and stated "Yes".

Mayor Pigatt requested that Mr. Anathan announce the changes literally in order to make the appropriate motion.

Mr. Anathan then asked for the resolution to be shared to be able to identify what needed to be provided by him.

He stated that the new budget total is **$45,187,078.00**, an increase of $630,041.00.

It was moved by Commissioner Kelley, seconded by Commissioner Burke to amend the budget total for the FY 2020-2021 to the amount provided by Mr. Anathan.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

The motion on the original motion passed by a 5-0 vote.

Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

b) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING RESOLUTION 20-9781 TO ALLOW FOR A VIRTUAL MEETING OR AN IN-PERSON AT THE DISCRETION OF THE CITY MANAGER; SETTING THE PROPOSED MILLAGE RATE OF 9.8000 MILLS FOR COMPUTATION OF AD VALOREM TAXES FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY LAW FOR THE BUDGET FOR FISCAL YEAR (FY) 2020-2021; ESTABLISHING THE DATE, TIME AND PLACE FOR THE FIRST HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND PROPOSED BUDGET FOR FY 2020-20201; DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION TO THE FLORIDA DEPARTMENT OF REVENUE, PROPERTY TAX OVERSIGHT, TRIM COMPLIANCE SECTION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager.*

The resolution above was read by City Attorney Norris-Weeks.

It was moved by Commissioner Burke and seconded by Commissioner Kelley for discussion.

City Manager Pate stated that this was a reintroduced resolution and all that was changed was the date of the hearing.

Commissioner Kelley recommended having a workshop for the public before the hearing.

Mayor Pigatt requested Budget Director Robert Anathan if there was a workshop scheduled before the hearing for the Millage budget.

Mr. Anathan responded and stated there was none, and the only one scheduled was the one that already took place.

Mayor Pigatt directed City Manager Pate to schedule a workshop hearing.

City Manager Pate acknowledged the requested and stated he will coordinate a date with the City Clerk.

Commissioner Kelley clarified why he requested a workshop opportunity for the public.

Vice Mayor Davis voiced his appreciation for the workshop meeting before the hearing.

Without further discussion, the motion passed by a 5-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

7. ADJOURNMENT:

There being no further business to come before the Commission, it was moved by Commissioner Kelley, seconded by Commissioner Burke to adjourn the special meeting at 7:08 p.m.

MAYOR

ATTEST:

Joanna Flores

CITY CLERK