

City of Opa-locka

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



REGULAR COMMISSION MEETING Agenda

**Wednesday, October 26, 2022
7:00 PM**

City Commission

**Mayor Veronica J. Williams
Vice Mayor John H. Taylor Jr.
Commissioner Sherelean Bass
Commissioner Chris Davis
Commissioner Audrey Dominguez**

Appointed Officials

**Interim City Manager Darvin Williams
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."

PROCEDURES FOR PUBLIC PARTICIPATION

How to watch the meeting

Members of the public can watch public meetings and public hearings at <https://www.youtube.com/user/CityofOpaLocka>

City Commission Meetings are held in-person while allowing virtual participation. Members of the public wishing to address the Commission may do so in person or virtually.

To participate virtually, please register by 7:00 p.m. on the scheduled meeting date via the City of Opa-locka website at www.opalockafl.gov.

CITY OF OPA-LOCKA

“The Great City”

AGENDA

REGULAR COMMISSION MEETING

October 26, 2022

7:00 PM

- 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:**

Second Budget Hearing Minutes - October 5, 2022
Regular Commission Meeting Minutes - October 5, 2022
- 9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:**
- 10. PUBLIC PRESENTATIONS:**
- 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 OPA-LOCKA, FLORIDA, REJECTING ALL BIDS RECEIVED IN CONNECTION WITH RFP NO. 21-0726100 TO PROVIDE FINANCIAL ACCOUNTING SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

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):

1. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE III SECTION 22-61 OF THE LAND DEVELOPMENT REGULATIONS TO INCLUDE PROVISION FOR “CERTIFICATES OF RE-OCCUPANCY”; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE (first reading / public hearing held on October 5, 2022).** *Sponsored by Interim City Manager*
2. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY’S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AS SET FORTH IN EXHIBIT “A”; DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE TO TRANSMIT A COPY OF SAID BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR SCRIVENOR’S ERRORS; PROVIDING FOR AN EFFECTIVE DATE (first reading / public hearing held on October 5, 2022).** *Sponsored by Interim City Manager*
3. **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, 2021 AND ENDING SEPTEMBER 30, 2022, 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 (first reading / public hearing held on October 12, 2022). *Sponsored by Interim City Manager*

C. RESOLUTION(S):

17. CITY MANAGER'S REPORT:

18. OFFICIAL BOARD REPORTS:

19. FUTURE AGENDA ITEMS:

20. MAYOR/COMMISSION REPORTS:

21. OFFICIAL BOARD APPOINTMENTS:

Housing Authority and Nuisance Abatement Board

1 individual appointment (Vice Mayor Taylor)

1 individual appointment (Mayor Williams)

Community Relations, Recreation and Activities Board

1 individual appointment (Commissioner Davis)

1 individual appointment (Commissioner Dominguez)

Planning & Zoning Board

1 at-large appointment

22. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

1. Opa-locka Police Department Gun Buyback, [Saturday, October 22, 2022](#) from 1:00 p.m. - 4:00 p.m., Sherbondy Park, 380 Bahman Avenue, Opa-locka, FL.
2. Pink Sunday Brunch in honor of Breast Cancer Awareness Month, hosted by Mayor Williams and Commissioner Bass, [Sunday, October 23, 2022](#) from

12:00 p.m. - 4:00 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, FL.

3. Miami-Dade County Elections Early Voting, **Monday, October 24, 2002** - Sunday, November 6, 2022 from 7:00 a.m. - 7:00 p.m. Find an Early Voting Site near you and view current waiting times at www.MiamiDade.gov/elections
4. City of Opa-locka Historic Environmental Preservation Board Meeting on **Thursday, October 27, 2022** at 6:00 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, FL.
5. Miami-Dade County Hometown Heroes Parade honoring the Opa-locka Police Department and all first responders from across our Community, **Sunday, October 30, 2022** from 11:00 a.m. - 1:00 p.m., FTX Arena, 601 Biscayne Blvd, Miami, FL.
6. City of Opa-locka Parks & Recreation Department & Booster Club Halloween Party hosted by Commissioner Davis, **Monday, October 31, 2022**, 6:00 p.m. - 9:00 p.m., Sherbondy Village, 215 N Perviz Avenue, Opa-locka, FL.
7. City of Opa-locka General & Special Elections, **Tuesday, November 8, 2022** from 7:00 a.m. - 7:00 p.m. Find your voting location at www.MiamiDade.gov/elections
8. Free aerobics classes sponsored by Vice Mayor Taylor **every Monday & Wednesday** from 6 p.m. - 7 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, FL.
9. Feedback Fridays with City of Opa-locka Commissioner Sherelean Bass, **every Friday** from 4:00 p.m. – 5:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 4th Floor, Opa-locka, FL.
10. City of Opa-locka Human Resources Department presents “Who wants to work Wednesdays” Open House, **every Wednesday** from 10:00 a.m. – 11:30 a.m., Opa-locka City Hall, 780 Fisherman Street, 1st floor lounge, Opa-locka, FL. Offering on the spot interviews.

For further information, please contact the Office of the City Clerk by telephone at (305) 953-2800 or email jflores@opalockafl.gov.

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
SECOND BUDGET HEARING
October 5, 2022
6:30 P.M.

1. CALL TO ORDER:

Mayor Williams called the meeting to order at 6:41 p.m. on Wednesday, October 5, 2022 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Sherelean Bass, Commissioner Chris Davis, Commissioner Audrey Dominguez and Mayor Veronica J. Williams. Vice Mayor John H. Taylor Jr. arrived at 6:44. Also in attendance were: Assistant City Manager Sha’mecca Lawson, City Attorney Burnadette Norris-Weeks and City Clerk Joanna Flores.

3. INVOCATION:

The Commission observed a moment of silence.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. SECOND READING ORDINANCES/PUBLIC HEARINGS:

- 1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ADOPTING A FINAL MILLAGE RATE PURSUANT TO SECTION 200.065, FLORIDA STATUTES, FOR FISCAL YEAR 2022-2023, COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023; SETTING FORTH PUBLIC HEARING DATES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading / public hearing held on September 14, 2022). *Sponsored by City Manager***

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

Mayor Williams asked Assistant City Manager Lawson to introduce Agenda Item 5-1.

Assistant City Manager Lawson informed the Commission that the ordinance proposed by Agenda Item 5-1 would adopt the City's final millage rate for fiscal year 2022 - 2023.

It was moved by Commissioner Bass, seconded by Commissioner Dominguez to discuss Agenda Item 5-1.

Mayor Williams opened the Public Hearing for Agenda Item 5-1.

City Clerk Flores informed the Commission that Ms. Dorothy Johnson had registered to address the Commission virtually.

Ms. Dorothy Johnson of 13724 NW 22nd Place stated that as a member of the Audit Committee, she is concerned that the City paid so much money to the previous consulting firm since 2016 and doesn't have the records. Ms. Johnson asked how the City got here without the Commission monitoring and putting its foot down, reiterating as she has said before, that the audit is the responsibility of the Commission and not City Staff. She then stated that she wouldn't do it now in public but said that she really needs some answers. Ms. Johnson went on to ask where the litigation settlement funds and the reserve funding are in the budget booklet, adding that in order to get out of financial oversight, the City needs to have money in reserves. She asked about the Police Benevolent Association and the American Federation of State, County and Municipal Employees, because Ms. Johnson said that she wanted to know if the City Employees had been paid. Addressing capital improvement and the comprehensive plan, she said that in order for the City to do its branding, the infrastructure has to be looked at. Ms. Johnson acknowledged that the Federal Bureau of Investigations came into the City and took files, but she asserted that the City has to have accountability. Sharing her appreciation for Interim City Manager trying to get the City on the right track, she said that she guesses he's avoiding her because she hasn't talked to him in a minute. Ms. Johnson added that in order for the City to avoid going back into financial oversight, transparency and accountability is needed and the people are holding the Commission responsible.

There being no additional members of the public to address the Commission, Mayor Williams closed the Public Hearing for Agenda Item 5-1.

Mayor Williams invited Budget Administrator Anathan to deliver his presentation to the Commission.

Budget Administrator Anathan stated that the taxing authority is the City of Opa-locka, the rollback rate is 8.5939 mills, and the recommended millage rate is 9.3500 mills, which is an 8.8 percent increase over the rollback rate. Mr. Anathan stated that the additional funding will be used to fund the renegotiated Union contracts and update the City’s fleet of vehicles. Mr. Anathan proceeded to deliver a presentation to the Commission on the proposed millage rate.

Commissioner Davis thanked City Staff and everyone who has been working diligently to bring down the City’s millage rate. The Commissioner recalled that when he was first elected in 2018, Opa-locka had the highest millage rate in South Florida at 9.8 mills. Acknowledging that the Commission would like for it to be lower, he said that having it come down to 9.35 mills is excellent because they were able to ease the tax burden on Residents. He applauded City Staff for the hard work they have all been doing over the years and thanked them once again.

Mayor Williams agreed with Commissioner Davis, stating that anytime any type of tax can be lowered, it’s greatly appreciated. The Mayor concluded by sharing her appreciation for all the hard work that City Staff has put into lowering the millage rate to 9.3500 mills.

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

Commissioner Davis	Yes
Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Mayor Williams	Yes

2. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE CITY'S GENERAL, PROPRIETARY AND SPECIAL FUNDS BUDGET FOR THE FISCAL YEAR 2022-2023, COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGET EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR**

SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading / public hearing held on September 14, 2022). *Sponsored by City Manager*

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 5-2.

Interim City Manager Williams informed the Commission that Agenda Item 5-2 proposed the second of the ordinance to adopt the City's general proprietary and special revenues bond budget for fiscal year 2022 - 2023. The Manager asked that Budget Administrator Anathan be available to answer any questions from the Commission.

Mayor Williams opened the Public Hearing for Agenda Item 5-2.

There being no members of the public to address the Commission, Mayor Williams closed the Public Hearing for Agenda Item 5-2.

Mayor Williams asked Budget Administrator Anathan to deliver his presentation to the Commission.

Budget Administrator Anathan delivered his presentation on the FY 23 tentative budget to the Commission, reminding them that the budget was discussed in great detail in the budget workshop on July 21st and reviewed again on July 28th. Mr. Anathan reported that the State of Florida approved the budget on August 26th as submitted and returned it for the Commission's review. He also offered to address Ms. Dorothy Johnson's concerns if it was the will of the Commission.

Mayor Williams said that Budget Administrator Anathan could go ahead and address Ms. Dorothy Johnson's concerns.

Budget Administrator Anathan addressed Ms. Dorothy Johnson's concerns and stated that the litigation settlement funds are included in the budget under the Water & Sewer Fund, adding that an evaluation is being completed on whether it's going to be necessary to borrow a million dollars from the general fund or fund it directly from the Water & Sewer Fund. The Budget Administrator then went on to address Ms. Johnson's concern about reserve funding, stating that within the budget's general fund, there is \$1.25 million for contingency. He also pointed out that going into the FY 23 budget, the general fund has an available fund balance of at least \$10 million with the target requirement being \$3.5 million, and he offered assurances that there are ample reserves. Addressing Ms. Johnson's final question about the Union settlements, Mr. Anathan explained that they are incorporated into the budget and will be about \$1.5 million in aggregate between the 2 Union settlements. He offered to reach out to Ms. Johnson to share with her exactly where all of the items she expressed concerns about, are located in the budget.

Mayor Williams thanked Budget Administrator Anathan for his succinct and precise budget presentation.

It was moved by Commissioner Davis, seconded by Vice Mayor Taylor to discuss Agenda Item 5-2.

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

Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Mayor Williams	Yes

6. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Bass, seconded by Vice Mayor Taylor to adjourn the meeting at 7:02 p.m.

Veronica J. Williams
Mayor

Attest:

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING

October 5, 2022
7:00 P.M.

1. CALL TO ORDER:

Mayor Williams called the meeting to order at 7:12 p.m. on Wednesday, October 5, 2022 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Sherelean Bass, Commissioner Chris Davis, Commissioner Audrey Dominguez, Vice Mayor John H. Taylor Jr., and Mayor Veronica J. Williams. Also, in attendance were: Interim City Manager Darvin Williams, City Attorney Burnadette Norris-Weeks and City Clerk Joanna Flores.

3. INVOCATION:

Mayor Williams called for a moment of silence, for the victims of Hurricane Ian.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

There were none.

Mayor Williams acknowledged that the Commission was wearing pink in honor of October being Breast Cancer Awareness Month. The Mayor also recognized Captain Alvin Rogers for wearing the Police Department pink badge.

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

It was moved by Vice Mayor Taylor, seconded by Commissioner Bass to approve the Consent Agenda.

There being no discussion, the motion to approve the Consent Agenda passed by a 5-0 vote.

Commissioner Davis	Yes
Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Mayor Williams	Yes

7. APPROVAL OF AGENDA:

City Clerk Flores informed the Commission that there was a request to amend the agenda and read Add-on Agenda Item 14-1 into the record.

14-1: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, PARTNERING AND APPROVING THE USE OF CITY RESOURCES TO SUPPORT THE OPA-LOCKA COMMUNITY DEVELOPMENT CORPORATION, INC'S FIVE-DAY EVENT, "THE ART OF TRANSFORMATION" TO COINCIDE WITH ART BASEL MIAMI BEACH 2022 (THE "EVENT"), PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

It was moved by Commissioner Bass, seconded by Vice Mayor Taylor, to approve the Agenda as amended.

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

Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Mayor Williams	Yes

8. APPROVAL OF MINUTES:

American Rescue Plan Act (ARPA) Workshop Meeting Minutes - July 18, 2022

It was moved by Vice Mayor Taylor, seconded by Commissioner Bass to approve the minutes from the American Rescue Plan Act (ARPA) Workshop Meeting Minutes - July 18, 2022.

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

Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Commissioner Dominguez	Yes
Mayor Williams	Yes

First Budget Hearing Meeting Minutes - September 14, 2022

It was moved by Vice Mayor Taylor, seconded by Commissioner Dominguez to approve the minutes from the First Budget Hearing Meeting Minutes - September 14, 2022.

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

Commissioner Bass	Yes
Commissioner Davis	Yes
Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Mayor Williams	Yes

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

There was none.

10. PUBLIC PRESENTATIONS:

There were none.

11. CITIZENS' FORUM:

(Opportunity for discussion of any concerns – please limit to 3 minutes)

City Clerk Joanna Flores announced the protocol for public participation at City Commission meetings.

Mayor Williams opened the Citizens' Forum.

Ms. Dorothy Johnson of 13724 NW 22nd Place congratulated City Staff and the Commission for lowering the millage rate, because she said it is very much needed by the Citizens. Ms. Johnson also said that the comprehensive plan has not come before the Commission, adding that it is a 7-year plan that requires a lot of community engagement. She recalled that the previous time she walked the street because she had a little mercy, but that's over because the City has money. Reminding the Commission that she is on the

Planning & Zoning Appeals Board, Ms. Johnson said that she hasn't seen the City's marketing agreement and expressed her hope that the Commission makes a good, educated decision. She went on to express concerns about the City's budget, stating that in the 2008 budget, a lot of things were grouped together before the legislation to present line items on the budget. Ms. Johnson also said that she was joking when she stated that the Manager was avoiding her, and she assured the Commission that she knows he is busy sometimes, but he always gets back to him. She stressed that she didn't want her comment to be taken out of context because she thinks the City is on the right track, adding that they just have to build the dream team so that the Commission can work together. Ms. Johnson concluded by stating that she didn't get all her questions answered, but she shared her hope that the Manager will put out a white sheet.

Mr. Luis Santiago who resides at 1156 Peri Street said that he came before the Commission as a free Citizen to share his concerns about Agenda Item 16-A-1, stating that he believes it is anti-Constitutional to send someone from the City to search his house, and said that it will violate the rights of Residents. Mr. Santiago also said that the only institution that can do that is the bank when you put up your home for sale. He thanked the Commission for their attention and urged them to think about it, to ensure that they don't violate the rights of the people who work hard to maintain their property in Opa-locka.

Ms. Beverly Jones who resides at 2507 Atlantic Avenue stated that she is having some issues with the drainage in her neighborhood where she said she has been for almost 35 years. Ms. Jones shared that she had spoken with Assistant City Manager George Ellis and Public Works Director Airia Austin, but that no one is coming, adding that she thinks they are scared because they have a big problem whenever there is a hard rain.

There being no additional members of the public to address the Commission, Mayor Williams closed the Citizen's Forum.

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

There were none.

13. ADMINISTRATION:

CONSENT AGENDA:

- 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO PIGGYBACK THE OMNIA PARTNERS COOPERATIVE PURCHASING AGREEMENT WITH PSI ROOFING, INC., IN AN AMOUNT NOT TO EXCEED NINETY-NINE THOUSAND FIVE HUNDRED EIGHTY DOLLARS**

AND SEVENTY-NINE CENTS (\$99,580.79) TO REPAIR THE EXISTING ROOF AND INSTALL A SILICONE RESTORATION COAT FOR THE PUBLIC WORKS FLEET MAINTENANCE FACILITY; PROVIDING FOR INCORPORATION OF RECITALS; 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 INTERIM CITY MANAGER TO ENTER INTO AN EMERGENCY AGREEMENT WITH WILLIAM LEHMAN LEASING CORP. TO PURCHASE TWO (2) USED VANS FOR THE PARKS AND RECREATION DEPARTMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIVE THOUSAND DOLLARS (\$105,000.00); 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, ACCEPTING THE PROPOSAL OF DIAMANTI CONSTRUCTION & DEVELOPMENT, INC. FOR THE DEMOLITION OF THE STRUCTURE AT 2141- 2151 ALI-BABA AVENUE, WITHIN THE CITY, PURSUANT TO RFP NO. 22- 0823100 AND FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DIAMANTI CONSTRUCTION & DEVELOPMENT, INC. FOR SAME, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED THOUSAND, ONE HUNDRED FIFTY DOLLARS (\$300,150.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***
- 4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF DIAMANTI CONSTRUCTION & DEVELOPMENT, INC. FOR THE DEMOLITION OF THE STRUCTURE AT 2495 ALI-BABA AVENUE, WITHIN THE CITY, PURSUANT TO RFP NO. 22-0823200 AND FURTHER AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DIAMANTI CONSTRUCTION & DEVELOPMENT, INC. FOR SAME, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***
- 5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF PROPERTY**

REGISTRATION CHAMPIONS, LLC D/B/A PROCHAMPS FOR VACANT / ABANDONED / FORECLOSED PROPERTY MANAGEMENT SERVICES, WITHIN THE CITY, PURSUANT TO RFP NO. 22-0906200 AND FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PROPERTY REGISTRATION CHAMPIONS, LLC, FOR SAME, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY-FIVE DOLLARS (\$125.00) PER PROPERTY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

- 6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF FLOTECH ENVIRONMENTAL, LLC AND BACO ENGINEERING CONTRACTOR, INC. TO CLEAN, INSPECT AND REPAIR THE CITY'S STORMWATER DRAINAGE SYSTEM (MUNICIPAL SEPARATE STORM SEWER SYSTEM - MS4), PURSUANT TO RFP NO. 22- 0726200 AND FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH FLOTECH ENVIRONMENTAL, LLC AND BACO ENGINEERING CONTRACTOR, INC. FOR SAME; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***
- 7. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS ("RFP") FOR GRANT WRITING CONSULTANT SERVICES FOR THE CITY OF OPA-LOCKA POLICE DEPARTMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***
- 8. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS ("RFP") TO DEMOLISH THE EXISTING LAYOUT AND OFFICES AND BUILD THE CITY COMMISSION CHAMBERS AT 780 FISHERMAN STREET, WITHIN THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***
- 9. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS ("RFP") TO DEMOLISH THE EXISTING LAYOUT AND OFFICES AND BUILD THE NEW POLICE DEPARTMENT COMMAND**

STAFF OFFICES AT 780 FISHERMAN STREET, WITHIN THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

- 10. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO PIGGYBACK THE SOURCEWELL COOPERATIVE PROGRAM AGREEMENT 101221-VTR WITH ENVIRONMENTAL PRODUCTS GROUP, INC. TO PURCHASE A VACTOR MODEL 2115i MOUNTED ON A NEW 2023 FREIGHTLINER MODEL 114SD TRUCK CHASSIS, IN THE AMOUNT OF FOUR HUNDRED SEVENTY-NINE THOUSAND, TWO DOLLARS AND THIRTEEN CENTS (\$479,002.13), SUBJECT TO THE CITY COMMISSION APPROVING THE FISCAL YEAR 2022- 2023 (FY23) FINAL ANNUAL BUDGET, INCLUDING TWO HUNDRED THIRTY-FIVE, EIGHT HUNDRED SEVENTY-SIX DOLLARS (\$235,876.00) FOR THE LEASE OF STORMWATER DIVISION VEHICLES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*
- 11. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AN AGREEMENT WITH REPUBLIC FIRST NATIONAL BANK, FOR A FIVE-YEAR CAPITAL LEASE TO FINANCE A NEW VACUUM TRUCK, IN THE AMOUNT OF FOUR HUNDRED SEVENTY-NINE THOUSAND, TWO DOLLARS AND THIRTEEN CENTS (\$479,002.13), SUBJECT TO THE CITY COMMISSION APPROVING THE FY 2022-2023 FINAL ANNUAL BUDGET, INCLUDING THE ONE HUNDRED AND TEN THOUSAND DOLLARS (\$110,000.00) BUDGETED FOR THE LEASE OF THIS VEHICLE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*
- 12. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AWARDING THREE (3) ONE THOUSAND DOLLAR (\$1,000.00) SCHOLARSHIPS THROUGH THE CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP PROGRAM, AS SET FORTH IN EXHIBIT “A”; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Commission*

Vote taken on Consent Agenda items can be viewed under Agenda Item 6 – Approval of the Consent Agenda.

14. NEW ITEMS:

- 1. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, PARTNERING AND APPROVING THE USE OF CITY RESOURCES TO SUPPORT THE OPA-LOCKA COMMUNITY DEVELOPMENT CORPORATION, INC'S FIVE-DAY EVENT, "THE ART OF TRANSFORMATION" TO COINCIDE WITH ART BASEL MIAMI BEACH 2022 (THE "EVENT"), PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

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

Mayor Williams asked Interim City Manager Williams to introduce Add-on Agenda Item 14-1.

Interim City Manager Williams stated that the resolution proposed by Add-on Item 14-1 that the City is very excited to partner with the Opa-locka CDC on for the very special event that he said will be advantageous to the Opa-locka CDC and particularly advantageous to the City of Opa-locka. The Manager proceeded to invite representatives of the Opa-locka CDC to deliver a presentation to the Commission about the very unique event.

It was moved by Commissioner Bass, seconded by Vice Mayor Taylor to discuss Add-on Agenda Item 14-1.

Ms. Suzan McDowell introduced herself as the President and CEO of Circle of One Marketing and delivered a presentation to the Commission on the proposed Art of Transformation event for Art Basel from November 30th to December 4th. Ms. McDowell was joined by James Brazil who presented the design of the event and Flora Sweet who is the producer of the event.

Vice Mayor Taylor shared his excitement about the proposed Art of Transformation event, adding that he is familiar with their work from what they do for Jazz in the Gardens as well as from what he was able to experience when they did it in Opa-locka in 2012, recalling that he had told them that when he met them before. The Vice Mayor concluded by thanking the presenters for bringing Art Basel back to Opa-locka.

Commissioner Davis shared that he is familiar with the Art of Transformation event, having worked for the Opa-locka CDC. The Commissioner said that over the years, it has been awesome to bring outsiders to the City. Recalling that in

previous years, there was a focus on the City's Moorish architecture and some of its own unique art and cultural assets, he asked if they were looking to incorporate a walking tour to introduce outsiders to Opa-locka's historic structures.

Ms. Suzan McDowell said that Commissioner Davis' proposal to incorporate a walking tour of Opa-locka's historic structures is actually a really good idea.

Mr. James Brazil informed the Commission that he has been touring Opa-locka's historic buildings, including the historic train station to look at reinvigorating those with the Moorish theme. Mr. Brazil pointed out that the public art installations that will happen in the middle of the street, are all Moorish inspired. He also shared that they are going to host a Moroccan tea ceremony inside the Urban Oasis. Additionally, Mr. Brazil said that he has a plan to turn the closed streets into a floor mural, which would be activated with the history of Opa-locka through augmented reality. He concluded by stating that they will engage the community to convey the history of the past, while looking forward to the future, bringing the cultures together for the event.

Commissioner Davis thanked the presenters and said that his only recommendation is that they can engage the community in some way through the various activities they have planned. The Commissioner asserted that he supports the proposed Art of Transformation event wholeheartedly because he has watched them do great work over the years in Opa-locka and in other cities.

Commissioner Bass stated that to say she is elated, would be an understatement because she cannot wait to experience all that is proposed and to spread the word that people don't have to go to Miami Gardens that week because there will be a lot in Opa-locka to have fun in our own City.

Mayor Williams thanked the presenters, expressing her excitement and stating that it is going to be great. The Mayor shared that she is an art lover and culturalist, adding that the City is ready for it.

There being no additional discussion, the proposed resolution was approved by a 5-0 vote.

Commissioner Davis	Yes
Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Mayor Williams	Yes

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE TENTATIVE PLAT REVIEW REQUEST FOR THE CONSTRUCTION, REHABILITATION AND OPERATION OF A CONSTRUCTION EQUIPMENT RENTAL COMPANY AT 2950 NW 132ND TERRACE AND 2990 NW 132ND TERRACE; IDENTIFIED BY FOLIO 08-2128-004-0350 AND 08-2128-004-0340 IN THE I-2 ZONING DISTRICT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 15-A-1.

Interim City Manager Williams informed the Commission that Community Development Director Gregory Gay is available to answer any questions that the Commission has on the resolution proposed by Agenda Item 16-A-1.

It was moved by Vice Mayor Taylor, seconded by Commissioner Davis to discuss Agenda Item 16-A-1.

Mayor Williams opened the Public Hearing for Agenda Item 16-A-1.

Mr. Graham Penn introduced himself as a partner at Bercow Radell Fernandez Larkin and Tapanes, located at 200 South Biscayne Boulevard, Suite 300, Miami, FL 33131, representing the applicant requesting the tentative plat proposed by the resolution. Mr. Penn explained that the project would modernize an existing industrial site, including the introduction of modern parking and landscaping, the expansion of the existing dilapidated structure, improving the structure on the site, tree installation along the site perimeter, and the improving of 2 public streets. He offered to provide the Commission with a full presentation on the 3 items being proposed for approval on the Agenda for the property but said that he believes it is very straightforward and asked for the Commission's approval.

There being no additional members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 16-A-1.

Commissioner Davis stated that he didn't really have a problem with the resolution proposed by Agenda Item 16-A-1, noting that the applicant is not requesting a zoning variance or anything like that and are basically just expanding their property on an existing site.

Community Development Director Gregory Gay informed the Commission that the resolution proposed by Agenda Item 16-A-1 would approve a tentative plat to dedicate right of way for the roadways that are immediately adjacent to the property. Mr. Gay added that it would also allow the City to recognize NW 131st Street, NW 31st Avenue and NW 132nd Terrace, noting that while those roadways exist, they have not been fully dedicated to the City for maintenance and improvement. He explained that the tentative plat would allow the process to move forward, and he said that both the Planning & Zoning Appeals Board and his Department's Staff recommended approval.

There being no additional discussion, the proposed resolution was approved by a 5-0 vote.

Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Mayor Williams	Yes

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FINAL SITE PLAN REVIEW REQUEST FOR THE CONSTRUCTION, REHABILITATION AND OPERATION OF A CONSTRUCTION EQUIPMENT RENTAL COMPANY AT 2950 NW 132ND TERRACE AND 2990 NW 132ND TERRACE; IDENTIFIED BY FOLIO 08-2128-004-0350 AND 08-2128-004-0340 IN THE I-2 ZONING DISTRICT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 15-A-2.

Interim City Manager Williams informed the Commission that the resolution proposed by Agenda Item 15-A-2 is part of the same project that has just been presented by Community Development Director Gregory Gay for the same property owner.

It was moved by Commissioner Davis, seconded by Vice Mayor Taylor to discuss Agenda Item 15-A-2.

Mayor Williams opened the Public Hearing for Agenda Item 15-A-2.

Mr. Graham Penn from Bercow Radell Fernandez Larkin and Tapanes, located at 200 South Biscayne Boulevard, Suite 300, Miami, FL 33131, representing the applicant asked that his testimony on the previous Agenda Item, apply to this Item as well. Mr. Penn added that as part of the modernization proposed by the site plan, the property will receive an actual parking lot that doesn't exist anywhere in the area, in addition to the installation of 75 new trees and 700 new shrubs. He pointed out that anyone who knows the neighborhood, would acknowledge that this will be the first on the block to finally bring forward a modern, clean and buffered industrial use to the property. Mr. Penn concluded by asking the Commission for their approval of the site plan proposed by Agenda Item 15-A-2.

There being no additional members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 15-A-2.

There being no discussion, the proposed resolution was approved by a 5-0 vote.

Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Commissioner Dominguez	Yes
Mayor Williams	Yes

3. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE DEVELOPMENT AGREEMENT APPROVAL REQUEST FOR THE CONSTRUCTION, REHABILITATION AND OPERATION OF A**

CONSTRUCTION EQUIPMENT RENTAL COMPANY AT 2950 NW 132ND TERRACE AND 2990 NW 132ND TERRACE; IDENTIFIED BY FOLIO 08-2128- 004-0350 AND 08-2128-004-0340 IN THE I-2 ZONING DISTRICT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 15-A-3.

Interim City Manager Williams stated that the City has no additional information to provide the Commission, noting that the first 2 items for this proposed project had passed, and he requested that the Commission approve the resolution proposed by Agenda Item 15-A-3 as well.

Mayor Williams opened the Public Hearing for Agenda Item 15-A-3.

Mr. Graham Penn from Bercow Radell Fernandez Larkin and Tapanes, located at 200 South Biscayne Boulevard, Suite 300, Miami, FL 33131, representing the applicant reminded the Commission that the City requires that every site plan has a companion development agreement. Mr. Penn informed the Commission that the proposed development agreement includes all of the required elements including permitting, construction deadlines, project operational requirements, continuing obligations to maintain the improvements in perpetuity. Stating that the real value to the City is ensuring the proper operation of the property, he shared that as the result of a recent change that they agreed to, a list of employment outreach is required to ensure that they can hopefully have Opa-locka residents working on the property. Mr. Penn stated that they have no objection to the development agreement as it was drafted by the City Attorney, and he asked for the Commission's approval.

There being no additional members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 15-A-3.

It was moved by Vice Mayor Talor, seconded by Commissioner Dominguez to discuss Agenda Item 15-A-3.

There being no discussion, the proposed resolution was approved by a 5-0 vote.

Commissioner Bass	Yes
Commissioner Davis	Yes
Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Mayor Williams	Yes

B. APPEALS:

There were none.

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 ARTICLE III SECTION 22-61 OF THE LAND DEVELOPMENT REGULATIONS TO INCLUDE PROVISION FOR “CERTIFICATES OF RE-OCCUPANCY”; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 16-A-1.

Interim City Manager Williams informed the Commission that the ordinance proposed by Agenda Item 16-A-1 is being presented by the Planning & Community Development Department and the Director Gregory Gay is available to answer questions.

Mayor Williams opened the Public Hearing for Agenda Item 16-A-1.

There being no members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 16-A-1.

It was moved by Vice Mayor Taylor, seconded by Commissioner Davis to discuss Agenda Item 16-A-1.

Community Development Director Gregory Gay informed the Commission that the purpose of the ordinance proposed by Agenda Item 16-A-1 is to create an opportunity for the City's properties to be checked as they go through financial transactions. Mr. Gay said that over the years, there have been a number of properties that have been sold in the City of Opa-locka, often through a quit claim, with liens on them and conditions that might not be livable. He also said that other municipalities have introduced this type of legislation to require a re-certification process to make sure that whatever work that has been done on the property was done with proper permits and that any liens are actually dealt with as part of the closing. Mr. Gay shared that the drafting of the legislation was a collaborative effort with the Code Enforcement Department, and he said that they did a lot of investigation into other municipalities that have this legislation in place, adding that the proposed ordinance was crafted to be very close to what those other municipalities do but they also made it unique for the City of Opa-locka. He concluded by stating that the Staff from his Department, recommends the Commission approve the ordinance proposed by Agenda Item 16-A-1.

Commissioner Dominguez said that the reason she wanted to bring this Agenda Item up is because she doesn't agree with it. The Commissioner asked why she would want the City to inspect her home if she decides to sell it, adding that it is normally done through a bank. Commissioner Dominguez also asked what the charge would be for the recertification application.

Community Development Director Gregoy Gay said that if his memory was correct, the charge for the recertification application would be \$125. Mr. Gay went on to acknowledge that when a transaction does involve a bank, it does have the opportunity through the prospective buyer to complete inspections, but he said that they are finding that numerous properties are changing hands through quit claims or cash, with no bank involved and no inspection. He said that buyers are purchasing properties as is and find out down the road that there are liens, violations and citations on the property that the new owner becomes responsible for, and the proposed ordinance would address those concerns.

Commissioner Dominguez said that it's not clear to her because if she decides to sell her house, she will have to go through the process and she

said that the proposed ordinance does not state what Community Development Director Gregory Gay is saying.

Community Development Director Gregory Gay stated that the benefit of the ordinance proposed by Agenda Item 16-A-1 is to make sure that the condition of properties that are sold in Opa-locka, whether it be through a bank or a quit claim deed, that the property meets the City's minimum requirements.

Commissioner Dominguez asserted that as a property owner, she doesn't agree with the ordinance proposed by Agenda Item 16-A-1, and she said that she will not support it.

Commissioner Bass shared her understanding that the ordinance proposed by Agenda Item 16-A-1 would protect the buyer of any property in the City of Opa-locka.

Community Development Director Gregory Gay informed the Commission that the ordinance proposed by Agenda Item 16-A-1 would not only protect the buyer of any property in the City of Opa-locka, but it would also protect the integrity of the properties within the City.

Mayor Williams asked what other cities have the ordinance proposed by Agenda Item 16-A-1 in place.

Community Development Director Gregory Gay said that based on his recollection, the City of Miami Gardens, Village of Miami Shores and City of North Miami have in place the ordinance proposed by Agenda Item 16-A-1. Mr. Gay said that in those cities, the ordinance ensures that the properties that have been rehabbed, did it through the proper codes with inspections and that the documentation is in place so that it meets the same minimum standards as a brand-new home.

Mayor Williams stated that as a homeowner, she doesn't have a problem with the ordinance proposed by Agenda Item 16-A-1 because she wants her home to have integrity and she would go through the proper legal channels. The Mayor shared her understanding that some of the houses in Opa-locka are changing hands through bogus home sales with cash on delivery and the City has no way to know that the home has been properly vetted through an inspection by either a bank or the City. Mayor Williams said that turnover of property is okay, but she asserted that the Commission wants to make

sure that homeowners within the City are selling their home in a legal manner.

Commissioner Davis said that he wholeheartedly agrees with Mayor Williams. The Commissioner shared that he was living in the Bunche Park neighborhood, and he recalled that when Miami Gardens incorporated as a city, that small and unincorporated pocket had to comply with the new city laws. He shared that Residents were complaining because they didn't follow the zoning rules and codes for development and didn't pull the proper permits. Commissioner Davis added that it was a bit challenging, and the city got a lot of pushback, but he said that looking at the impact years later he believes it is a valuable tool that the City can use to beautify and ensure that Residents are operating by established codes and standards.

Commissioner Dominguez asked when the \$125 re-occupancy application fee was approved by the City Commission.

Community Development Director Gregory Gay informed the Commission that the \$125 re-occupancy application fee had not yet been approved by the Commission and is a part of the legislation proposed by Agenda Item 16-A-1.

Vice Mayor Taylor said that he agrees with the legislation proposed by Agenda Item 16-A-1, but he noted that based on what was brought up during public comments, others seem to think that it opens the door for a free for all for Code Enforcement to just go on your property and inspect when they feel like it. The Vice Mayor recommended that the process for obtaining a certificate of re-occupancy be explained, because the public brought up that they believe their rights are being violated.

Code Enforcement Manager Wilma Wilcox informed the Commission that the Code Enforcement Department would not be inspecting properties for their certificate of re-occupancy. Ms. Wilcox said that the inspection would be done by the Building Official and their inspectors. She went on to say that the steps followed for the internal process would have the property owner apply and pay for the certificate of re-occupancy, then all of the permits will be confirmed, and then the Code Enforcement Department would review all of the code violations to be shared with the Building & Licensing Department, and then once the property owner pays the housing inspector will conduct the inspection with the realtor or the seller, further explaining that the inspection will focus on anything that is in non-compliance with the ordinances establishing the City's building codes and

zoning, requiring the property owner to get into compliance with any liens that are outstanding within 30 to 90 days, after which the City will provide the lien company a certificate of occupancy and everything else would be in compliance based on the process.

Vice Mayor Taylor thanked Code Enforcement Manager Wilcox for the explanation of the process for the issuing of a certificate of re-occupancy and said that he just wanted Ms. Wilcox to explain it so that the public understands that the ordinance proposed by Agenda Item 16-A-1 is not just giving Code Enforcement permission to go into a Resident's backyard with binoculars when they feel like it.

Code Enforcement Manager Wilma Wilcox thanked Vice Mayor Taylor for asking to have her explain the process for the issuance of a re-occupancy certificate.

Mayor Williams asked if property owners are running up fines on their property and never pay them, then do a quit claim and then the new owner requests that the lien be removed because it was imposed on the previous owner.

Code Enforcement Manager Wilcox confirmed that it happens a lot.

Mayor Williams asserted that it is not fair.

There being no additional discussion, the proposed ordinance passed its first reading by a 4-1 vote.

Commissioner Davis	Yes
Commissioner Dominguez	No
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Mayor Williams	Yes

- 2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE TO TRANSMIT A COPY OF SAID**

BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 16-A-2.

Interim City Manager Williams informed the Commission that the ordinance proposed by Agenda Item 16-A-2 is the first reading of the Community Redevelopment Agency budget. He reminded the Commission that individual presentations were delivered on the budget, and he offered to answer any questions. Manager Williams concluded by asking the Commission to move the item forward.

It was moved by Commissioner Davis, seconded by Vice Mayor Taylor to discuss Agenda Item 16-A-2.

Mayor Williams opened the Public Hearing for Agenda Item 16-A-2.

There being no members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 16-A-2.

There being no discussion, the proposed ordinance was approved by a 5-0 vote.

Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Mayor Williams	Yes

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

- 1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING**

OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE TO TRANSMIT A COPY OF SAID BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on September 14, 2022). *Sponsored by City Manager*

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 16-B-1.

Interim City Manager Williams informed the Commission that Agenda Item 16-B-1 is just a cleanup item from a budgetary and financial perspective. The Manager explained that the City had to respond to some audit items, and this is the second reading of the proposed ordinance. He concluded by asking that the Item be moved forward by the Commission.

It was moved by Commissioner Bass, seconded by Commissioner Dominguez to discuss Agenda Item 16-B-1.

Mayor Williams opened the Public Hearing for Agenda Item 16-B-1.

There being no members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 16-B-1.

There being no discussion, the proposed ordinance was approved by a 5-0 vote.

Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Commissioner Dominguez	Yes
Mayor Williams	Yes

C. RESOLUTION(S):

- 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE EXCHANGE OF THE PROPERTY IDENTIFIED BY FOLIO 08-2122-007-0270, AND**

OWNED BY THE CITY WITH PROPERTY IDENTIFIED BY FOLIO 08-2122-000-0031, AND OWNED BY VSQUARED INVESTMENTS, LLC. AND TAKE ALL OTHER NECESSARY ACTIONS TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

Mayor Williams asked Interim City Manager Williams to introduce Agenda Item 16-C-1.

Interim City Manager Williams informed the Commission that Agenda Item 16-B-1 proposed a resolution to authorize a land swap for property that is alongside Segal Park adjoining City-owned property. The Manager said that the City has attempted to work with the owner of that land which is about an acre and is vacant, undeveloped, and landlocked with no access to the street, and he said the land swap would allow for the property to be better developed. Pointing out that there is nothing that the City can do with its own property as long as it doesn't take possession of that final piece, he shared his excitement that the property owner that wants to complete the land swap, has proposed putting a single-family house on the property which he characterized as a win-win for the City. The Manager further explained that the property is currently being utilized as spillover parking with about 5 parking spaces and the ability to fit 10 cars if you squeeze them very tight. He stated that the backlot of Segal Park will be increased by 5 spots so that no parking is lost. The Manager also said that most importantly, the Seniors who lost their own dedicated park because Ingram Park has been closed, will have a place where they can convene again and receive services from the City. He reported that about a quarter million dollars are being spent to support that initiative and new vans are being purchased, the first floor was refurbished with the second floor being outfitted with new computers so that the park will be utilized by the Seniors. Stating that once that City takes possession of the lot and has access, a developer will be partnered with to build some housing for Seniors. Manager Williams concluded by asking the Commission to approve the land swap.

City Attorney Norris-Weeks stated that she wanted to put on the record that Agenda Item 16-C-1 and 16-C-2 propose different things and if the

Commission approves the first one, the other one is going to be inconsistent with it, adding that Interim City Manager Williams could explain.

Interim City Manager Williams explained that if the Commission's will was to not approve the proposed land swap which he characterized as the most advantageous and least expensive route for the City, he would then request that they move forward with Agenda Item 16-C-2 which proposes a direct land purchase to be negotiated with the owner, adding that those purchases are ranging between \$100,000 and \$200,000 in that area.

It was moved by Commissioner Davis, seconded by Vice Mayor Taylor to discuss Agenda Item 16-C-1.

Mayor Williams opened the Public Hearing for Agenda Item 16-C-1.

There being no members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 16-C-1.

Commissioner Davis shared his perspective based on the questions he asked City Staff during his agenda briefing, regarding the cost of the property, stating that the market value the seller is looking at is a bit pricey and he said that he wouldn't be in favor of the property purchase because he does not feel it is feasible and financially smart from a fiscal perspective. The Commissioner stated that he would be more in favor of the proposed land swap because the City is not going to develop the land right now and are just using it for spillover parking for one of the park facilities. He added that if they are going to look at extra spaces for park improvements, he thinks the proposed land swap would be the better option because the City can expand the park and provide various new uses for Seniors.

Vice Mayor Taylor stated that he is in agreement with the resolution proposed by Agenda Item 16-C-1, but said that he wasn't at first, recalling that it was because he talked to Residents in the area who said that the biggest issue was parking for the park. Noting that Interim City Manager Williams seems to have an option to fix that, the Vice Mayor said he will go with it but wants to make sure that once the Commission passes the resolution, that the City needs to designate parking for that specific park.

Mayor Williams agreed with Vice Mayor Taylor and Commissioner Davis that the proposed land swap would be more feasible than the purchase because of the City's fiscal responsibility, adding that she thinks the owner went over in terms of the sale of the property. The Mayor said that she

knows some of the Residents complain that cars are parking on the streets in front of their homes right in front of the park during events, and she asserted that parking is essential, acknowledging that Interim City Manager Williams was talking about adding 5 parking spots and stating that she doesn't just want to move it to the back of the park to affect those Residents the same way that Residents in the front of the park are now. Offering assurances that she definitely wants to make sure that the Commission moves but said that she wants to ensure that they are going to make parking readily available. Recognizing that they can't satisfy 200 cars, Mayor Williams suggested that when the City does have events at Segal Park, they could have a cap at possibly 50 cars or something like that, so that they are not peeling a band-aid off and putting it somewhere else.

There being no additional discussion, the proposed resolution was approved by a 4-1 vote.

Commissioner Bass	Yes
Commissioner Davis	Yes
Commissioner Dominguez	No
Vice Mayor Taylor	Yes
Mayor Williams	Yes

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING AND APPROVING THE PURCHASE OF THE PROPERTY IDENTIFIED BY FOLIO 08-2122-000-0031, OWNED BY VSQUARED INVESTMENTS, LLC. AND TO FURTHER TAKE ALL OTHER NECESSARY ACTIONS TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

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

Interim City Manager Williams asked if it was the advice of City Attorney Norris-Weeks that Agenda Item 16-C-2 be pulled.

City Attorney Norris-Weeks stated that her advice was that the Commission just vote down Agenda Item 16-C-2 if that is the will of the Commission, because it does appear on the Agenda.

It was moved by Commissioner Bass, seconded by Commissioner Davis to discuss Agenda Item 16-C-2.

Mayor Williams opened the Public Hearing for Agenda Item 16-C-2.

There being no members of the public to address the Commission, Mayor Williams closed Public Hearing for Agenda Item 16-C-2.

There being no discussion, the proposed resolution failed by a 5-0 vote.

Commissioner Davis	No
Commissioner Dominguez	No
Vice Mayor Taylor	No
Commissioner Bass	No
Mayor Williams	No

17. CITY MANAGER'S REPORT:

City Attorney Norris-Weeks read into the record notice of a closed-door session pursuant to Section 447.605 of Florida Statutes, to be held in the Commission Chambers at Sherbondy Village Auditorium at 215 Perviz Avenue, Opa-locka, FL on October 12th at 5:30 p.m., or will be moved to an adjoining room within the building where the auditorium is located. The City Attorney stated that the purpose of the meeting is to discuss Union negotiations between the City of Opa-locka and the PBA Police Benevolent Association. She concluded by informing the Commission that they are seeking to hold the closed-door session and immediately after, convene a Special Commission Meeting that will allow them to vote on the Union contract.

Interim City Manager Williams stated that based on the will of the Commission as expressed by Commissioner Dominguez, he wanted to provide a report for the record on how some of the concerns are being addressed that have been brought forward during Commission Meetings. The Manager addressed comments previously made by Mr. Brian Dennis about Ordinance 95-6, which he said looks to have both public and private Employers hire Residents from the City of Opa-locka. Manager Williams reported that it is an initiative that his Administration is already working on along with the Community Development Department, to begin to add language into the developer agreement that requires developers coming into the City to fund job fairs and market them. He went on to share that they just had the first job fair under the new guidelines that are being put into the developer agreement, and he characterized the job fair as very successful. The Manager expressed his excitement that the company hired Suzan McDowell from Circle of One who designed flyers that the City posted on social media. Manager Williams also said that the developer's subcontractors came to hire Residents, and he informed the Commission that one Resident was actually hired on the spot, further characterizing it as a very emotional and powerful event. Pointing out that it was the first, he offered assurances that the City will continue to do that. The Manager then shared that the City also reached out to Mr.

Dennis to partner with his Transitions organization to help more Residents get involved with their employment in the City.

Manager Williams then addressed Ms. Toroni Mitchell's concern about the 22nd Avenue railroad crossing, which she shared at a previous Commission Meeting. As promised, the Manager reported that his Office reached out to the Department of Transportation which completed their review and he said that they stated that there is no structural damage that needs to be addressed. He said that Ms. Mitchell had been updated with the Florida Department of Transportation response and she was provided with their photos, offering assurances that she will continue to be updated and his Office will stay on top of any concerns she may have.

The Manager then addressed Commissioner Dominguez's request that the City begin to advertise to Residents through the water bill, informing the Commission that the City has partnered with the Miami-Dade County Water & Sewer Department which he said will be including a very small amount of information in the water bill as a way to get out more information about events as soon as next month. Manager Williams stated that the City will continue to put information in the water bills until the public relations company has the first community residential newsletter ready to go.

Manager Williams addressed Resident Cecilia Pruitt's concerns regarding illegal dumping, informing the Commission that a formal presentation on the Illegal Dumping Task Force would be delivered at the next Commission Meeting on October 12th. The Manager reported that it has been extremely successful with arrests for illegal dumping in both the residential and commercial areas. He expressed his hope to get the word out more about the legislation so that some of the Residents who are calling in, can actually collect some of the awards that have been allocated, acknowledging that one of the arrests was made after a tip-off, but unfortunately the Resident chose to remain anonymous, and the City has no way to provide the Resident with the reward dollars. Manager Williams proceeded to express his gratitude for the tip and for being able to stop illegal dumping by catching the culprits. He also addressed Ms. Pruitt's concern about the compensation for the employees of the Public Works Department, sharing his excitement that the City has finalized and fully executed the American Federation of State, County and Municipal Employees contract that the Commission ratified. The Manager said that both the Human Resources Department and the Finance Department are working diligently to calculate the pay rates, including the increases for the Public Works Department. He added that under his Administration, the minimum starting salary for all City Employees has increased to \$15 per hour.

The Manager also expressed his excitement to partner with the City Attorney to announce that they are moving forward with the negotiation of the Police Benevolent Association contract, and they are looking to have it prepared for the Commission's ratification very soon.

Manager Williams then gave a special acknowledgement to the Public Works Department because in all the time he has been working in the City since 2018, his experience has always been that when a storm comes through, the City has had water on the streets of Opa-

locka 2 weeks later while other parts of the County will be dry. He said that the Public Works Department Employees are aware of the City's stormwater issues and they were able to work hard overtime on double shifts to manually pump the water out of the streets.

Mayor Williams thanked Interim City Manager Williams for sharing his appreciation of the Public Works Department Employees, and she said that she also wanted to publicly thank them because for the first time in the history of the City, they took the time and effort to manually pump all of the roads. The Mayor pointed out that generally Opa-locka has flooded roads for a week or two after a big storm, but you don't see that if you drive through the City now. She concluded by asking for a shout out for the Public Works Department Employees, for the job they took on, adding that she hopes they get compensated nicely.

18. OFFICIAL BOARD REPORTS:

There were none.

19. FUTURE AGENDA ITEMS:

Mayor Williams shared her concerns that the City has been overrun by livestock of chickens. The Mayor pointed out that there is a prohibition against livestock in the City's Code, but she said that she was unhappy to learn that there is no enforcement mechanism for the City Manager to do anything about it.

Commissioner Bass said that she is in agreement with Mayor Williams about the chickens, but she said that she doesn't know if the Commission should go so far as to prohibit chickens.

Mayor Williams asked if the Commission was in agreement that chickens can live in the City.

Commissioner Bass said that she is in agreement with allowing chickens to live in the City to an extent, but not running wild.

Mayor Williams asserted that the Commission can't just allow this to happen. The Mayor recalled bringing this up several months ago and that it was a small problem. She warned that if they keep ignoring this, it is going to be a larger problem. Mayor Williams shared that Residents talk to her about it all the time, and she asked the Manager if he has Residents talk to him about it too.

Interim City Manager Williams recalled that when Mayor Williams initially brought up the issue with the chickens in the City, it was not something that was on the Manager's radar. The Manager added that he doesn't know what has happened in the streets, but not a week goes by that his Office does not get a complaint about chickens destroying Resident front

yards. He then proceeded to invite Code Enforcement Manager Wilma Wilcox to speak to the issue.

Code Enforcement Manager Wilma Wilcox informed the Commission that what the City's Code stipulates is that Residents cannot have caged chickens in their yard. Ms. Wilcox went on to say that when the Code Enforcement Department finds homes that have cages of chickens, they can have them remove the cages of chickens. She lamented that the problem is when the chickens are roaming free because there is no way to tell where they are coming from.

Interim City Manager Williams read Ordinance 3-27 and requested guidance from the Commission as to how they will enforce the Code.

Mayor Williams asked what can be done to amend the City's Code to ensure that Ordinance 3-27 is enforced.

Interim City Manager Williams stated that if Mayor Williams' future agenda item passed, recommendations would be brought for approval by the Commission based on what other cities such as Hialeah and the City of Miami are addressing the issue, and then applying it in the best interest of Opa-locka's Residents.

It was moved by Commissioner Davis, seconded by Commissioner Bass to approve Mayor Williams' proposed Item to impose an enforcement mechanism to address the free roaming livestock in the City, for a future Commission Meeting Agenda.

There being no additional discussion, the Future Agenda Item was approved by a 5-0 vote.

Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes
Commissioner Davis	Yes
Mayor Williams	Yes

20. MAYOR/COMMISSION REPORTS:

Commissioner Davis acknowledged that the City was able to receive an additional \$40,000 in support to aid the Opa-locka Flea Market vendors in their relocation efforts to the new Opa-locka Flea Market. The Commissioner shared that he has been working with the Miami Foundation for a number of weeks and recalled that they had a press conference to announce it a few weeks back. He said that he had the opportunity to visit the new Flea Market site, which he said is being retrofitted for tenants to move in. Commissioner Davis expressed his excitement to see all the resources and hard work come together, and he committed to continuing to work to help the Business Community.

Vice Mayor Taylor shouted out the Public Works Department for the hurricane supply giveaway of the bags with the first aid kit, face mask, hand sanitizer, radio and flashlight. The Vice Mayor then went on to acknowledge that it was Hispanic Heritage Month, and the City is having its 2nd annual CONGA-LOCKA Hispanic Street Festival in front of City Hall on October 16th at 5 p.m.

Commissioner Dominguez invited everyone to a celebration of Hispanic Heritage Month that she will be sponsoring on Saturday, October 15th from 6 to 9 pm at Sherbondy Village. The Commissioner asked Residents from different countries to dress to represent their culture. She said that the event would have live music, food and some prizes. She also said that the event will be sponsored by DC2WIN, Chen Medical and DJ Panama.

Commissioner Bass announced that she would be hosting a Community Baby Shower on Friday, October 14th from 7 to 9 pm, and she invited any pregnant women and anyone in need of diapers or other baby items including car seats, which she said would be raffled.

21. OFFICIAL BOARD APPOINTMENTS:

There were none.

Commissioner Davis asked that the Board vacancies be advertised, noting that he has one appointment available to be made.

City Clerk Flores assured the Commission that an eblast and social media post would be sent out to get the word out about the Board vacancies, in addition to the information that is already posted on the City Clerk's webpage.

22. ADJOURNMENT:

Mayor Williams offered prayers for the fellow Floridians who were affected by Hurricane Ian. The Mayor also acknowledged October as Breast Cancer Awareness Month, encouraging all women to continue getting their yearly mammogram because early detection saves lives. She said that the Commission wants to recognize the survivors of breast cancer and pray for those who are no longer here with us.

It was moved by Vice Mayor Taylor, seconded by Commissioner Bass to adjourn the meeting.

There being no further business to come before the City Commission, the meeting was adjourned at 8:47 p.m.

Veronica J. Williams
Mayor

Attest:

Joanna Flores, CMC
City Clerk

RESOLUTION NO. 2022-_____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REJECTING ALL BIDS RECEIVED IN CONNECTION WITH RFP NO. 21-0726100 TO PROVIDE FINANCIAL ACCOUNTING SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, Florida ("City Commission") issued a Request for Proposals, RFP No. 21-0726100, to solicit competitive proposals from qualified firms for Financial Accounting Services; and

WHEREAS, two (2) proposals were received on September 15, 2022 in response to RFP No. 21-0726100; and

WHEREAS, the proposals received are being rejected as the City is no longer in need of the services at this time; and

WHEREAS, the Interim City Manager recommends that all bids in connection with RFP No. 21-0726100 be rejected; and

WHEREAS, the City Commission of the City of Opa-Locka finds that it is in the best interest of the City and its residents to reject all bids in connection with RFP No. 21-0726100.

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

Section 1. RECITALS ADOPTED.

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The Commission of the City of Opa-Locka, Florida hereby rejects all bids received in connection with RFP No. 21-0726100 for Financial Accounting Services.

Section 3. SCRIVENER'S ERRORS.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Interim City Manager following review by the City Attorney, without the need of a public hearing by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.

This Resolution shall take effect immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this _____ day of _____, 2022.

Veronica E. Williams, Mayor

ATTEST:

Joanna Flores, City Clerk

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

Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____
Commissioner Davis	_____
Commissioner Dominguez	_____
Vice-Mayor Taylor	_____
Mayor Williams	_____



City of Opa-Locka Agenda Cover Memo

DocuSigned by:

C46C07C1E8DE492

City Manager:	Darvin Williams		CM Signature:				
Commission Meeting Date:	10.26.2022		Item Type: (Enter X in box)	Resolution X	Ordinance	Other	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
		X	Public Hearing: (Enter X in box)	Yes	No	Yes	No
					X		X
Funding Source: Account# :	(Enter Fund & Dept) Ex:		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
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:	City Manager			

Short Title:

A resolution authorizing the City Manager to reject all proposals received in connection with RFP No. 21-0726100.

Staff Summary:

The City Commission issued a Request for Proposal to solicit competitive proposals to provide Financial Accounting Services. Two (2) proposals were received, however a request is being made to reject the proposals as the services are not needed at this time.

Financial Impact – No impact

Proposed Action:

Staff recommends the approval of this request to reject all proposals submitted.

Attachment:

Bid Certification
Copy of proposals received



**CITY OF OPA-LOCKA
CERTIFICATION**

**REQUEST FOR PROPOSALS
RFP No. 21-0726100**

FINANCIAL ACCOUNTING SERVICES

I, Joanna Flores, City Clerk of the City of Opa-locka, Florida, do hereby certify that proposal(s) were received and opened at the Opa-locka Municipal Complex, 780 Fisherman Street, 4th Floor, Opa-locka, Florida, at 1:41 p.m. this 15th day of September, 2021.

PROPOSAL(S) RECEIVED

NAME/ADDRESS

- | | |
|--|--|
| 1. Aclarian LLC
4240 West Morrison Avenue
Tampa, FL 33629
Contact: Scott Bird, Project Manager
Tele: 321-287-0381
Email: sbird@aclarian.com | Service Request B
\$150,000 Annual |
| 2. Trimerge Consulting Group, PA
1444 Biscayne Boulevard, Suite 115-21
Miami, FL 33132
Contact: Geraldine Lazarre, CPA, President
Tele: 305-940-5344
Email: gazarre@TriMergeConsulting.com
Website: www.TriMergeConsulting.com | Service Request A
\$490,000 Annual
\$40,833 Monthly

Service Request B
\$1,150,000 Annual
\$95,833 Monthly |

I further certify that sealed proposal(s) were submitted and properly opened in the presence of the following:

Sha'mecca Lawson
Executive Assistant to the City Manager
City of Opa-locka

Joanna Flores, CMC
City Clerk



September 15th, 2021

**Request for Proposals for Financial Accounting
Services (RFP # 21-0726100) to:**

City of Opa-locka, Florida

Prepared by:

Andrew Laflin, CPA

President

Aclarian LLC

4240 West Morrison Avenue

Tampa, Florida, 33629

alaflin@aclarian.com

Direct 813-784-3140

EIN/SS Number: 85-3378848



CITY OF
OPA LOCKA
FLORIDA

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1. EXECUTIVE SUMMARY

Aclarian is a limited liability company headquartered in Tampa, Florida. The firm's Employer Identification Number (EIN) is 85-3378848. Aclarian's Tampa headquarters are located at 4240 West Morrison Avenue, Tampa, FL 33629. The telephone number for the office is 813-784-3140. While Aclarian is headquartered in Tampa, our local government services team covers the State of Florida, as we serve our clients wherever they are located within Florida. As it relates to serving our Florida government clients, our practice has no geographical boundaries.

We are confident that Aclarian's experience serving similar governments, bolstered by our client-oriented philosophy and depth of resources, will make Aclarian the best qualified candidate to fulfill the scope of the engagement. We believe that you can depend on Aclarian for several uncommon advantages:

- **Experience Providing Financial Services to Similar Entities.** The professionals assigned to this proposal have a working knowledge of the City and its operations and include similar services of other Florida municipalities.
- **A Focus on Providing Consistent, Dependable Service to Government Entities.** We differ from other firms in that we focus on the needs of Florida public sector clients. You will enjoy the service of members of our team who understand the issues and environment critical to governmental finance and operations. This experience has given Aclarian the insight and experience to serve these governmental entities with exceptional technical experience and client service.
- **Commitment to Innovation** Aclarian's team members ensure all compliance related functions, such as annual budget adoption and audit completion, are carried out in strict adherence to all applicable laws and regulations. Beyond compliance, Aclarian's mission is to assist its municipal clients with maximizing efficiency in its operations while functioning at a high level on behalf of its citizens, employees, and all other relevant stakeholders. We achieve this through critical evaluation of current business processes and development and implementation of achievable solutions. Part of our solution model includes unlimited use of Aclarian's workflow administration and dashboard reporting software technology that is available to our clients at no additional cost.

We believe this proposal demonstrates our understanding of the City's needs while describing our significant governmental accounting experience and qualifications; our philosophy and methodology to conduct services; and our team knowledge and structure to meet those needs. We are committed to providing responsive, value-added services that align directly with the City's financial goals.

We are excited to work with you and welcome the chance to provide our services to the City. As President at Aclarian, I offer my personal commitment to provide the City with the best resources and services available. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,

Andrew Laflin, CPA, President
Aclarian LLC
4240 West Morrison Avenue
Tampa, Florida, 33629
alaflin@aclarian.com
Direct 813-784-3140

2. LETTER OF TRANSMITTAL

The following individuals are authorized to make representations for the Proposer:

Andrew Laflin

President

4240 West Morrison Avenue

Tampa, FL 33629

813-784-3140



Scott Bird

Project Manager

7605 Sutherton Lane

Windermere, FL 34786

321-287-0381

3. GENERAL INFORMATION

Organizational History

Aclarian LLC was formed in 2020 by Andrew Laflin. Previous to forming Aclarian, Andrew was a principal with a large regional accounting firm initially in the audit practice and later started a dedicated outsourcing and consulting practice entirely dedicated to serving Florida local governments. Andrew decided to start his own firm in order to have the freedom and flexibility to offer high quality services at highly competitive fixed fee pricing for local government outsourced finance services that would otherwise not be possible in the higher rate for services structure that is common among large audit and consulting firms.

Since Aclarian's inception, Andrew has assembled a team of highly experienced and talented individuals who have dedicated most of their careers to working in a local government environment in a senior management capacity. Our team members leverage each other's strengths to provide a full service model that is needed to fill the position of Finance Director. Our combined talents amount to vast knowledge, experience, and understanding in all needed areas, including but not limited to:

- Preparing and adopting an annual operating budget under statutory requirements, TRIM guidelines, and each entity's applicable ordinances
- Conducting a year end closing process and sufficiently preparing for the annual year end audit
- Overseeing recurring operations, such as utility customer billing and processing cash receipts, payroll processing, purchase requisitioning and paying vendors, treasury management, and so on
- Handle projects as they arise, such as rate or fee studies, periodic reporting requirements, policy & procedure development, and other ad hoc needs

Personnel assigned to the account

An experienced engagement team has been aligned to provide the most value to the City. The team members have performed numerous engagements similar to yours and will commit the resources necessary to provide top quality service throughout the engagement.

Aclarian's team possesses an in-depth understanding of public sector issues, so you can be confident that your services will include:

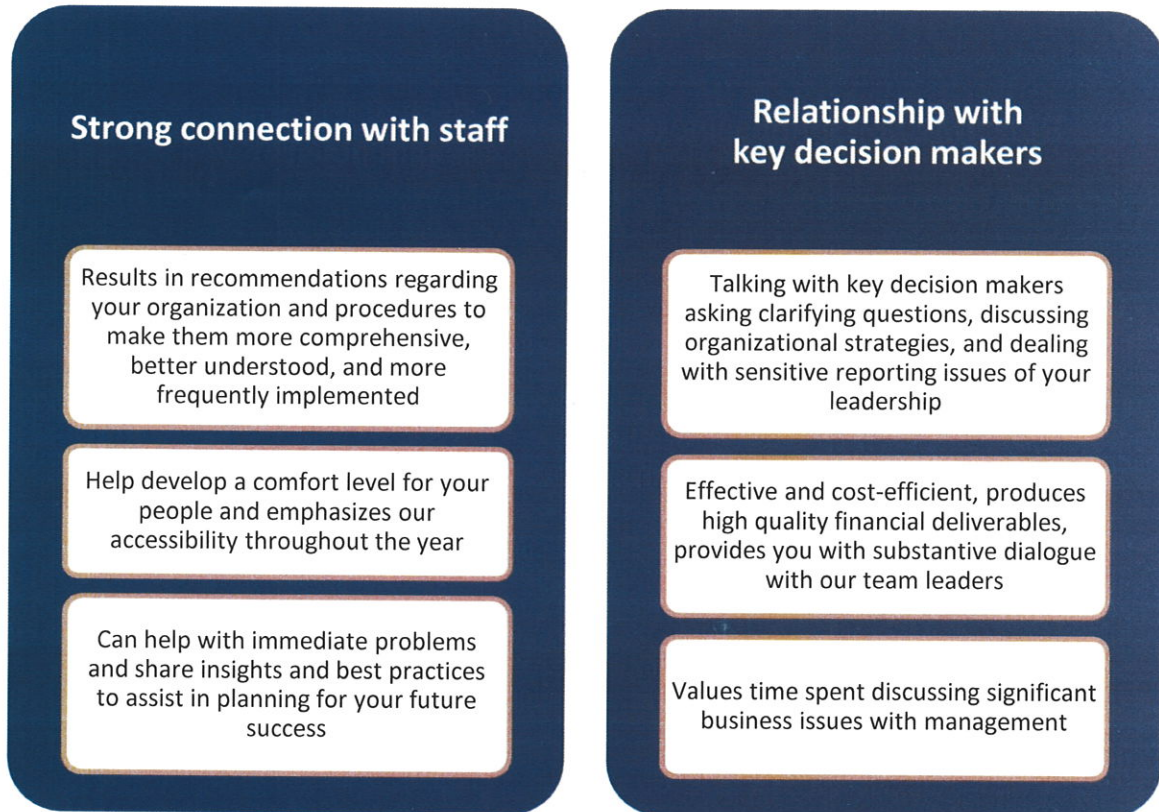
- **Prompt completion** of financial services
- **Minimal disruption** to your operations
- **Development & Implementation** of process improvement strategies

Our proposed team members have the experience and qualifications to succeed in this role.

4. PROJECT APPROACH

Know the client, serve the mission.

We believe our services are a contributing factor to better business and administrative practices. We gain a better understanding of your plan by working closely with your staff.



Timely and accurate financial services give the highest degree of transparency to the citizens of Opa-locka. As your contracted Finance Director, we are confident we can deliver sustainable results which will help you better manage your City.

Understanding of work to be performed

Essential Functions

- Plans, directs, coordinates and administers all activities and personnel of the City's Finance Department in accordance with all applicable laws, rules, regulations and directions from City government.
- Supervises activities of the Finance Department, including administration, accounting, property control, billing and collection, accounts payable, payroll, occupational licenses, cash/debt management, and pensions.
- Analyzes the City's fiscal policies, interprets data, and recommends actions to immediate supervisor, the City Manager and the City Commission.
- Coordinates activities with functions of other City departments and private and public agencies.

- Directs preparation of reports and statements on the City's financial affairs including internal and external reporting.
- Reviews all revenue forecasts for all General Government, Special Revenue, Debt Service and Enterprise Funds to provide basis for cash flow forecasting.
- Prepares analysis and projections of the City's cash position to ensure that temporarily idle funds are invested and that investments of debt service funds mature at correct time.
- Maintains integrity of the integrated financial information system.
- Manages and administers the treasury function of the City, including disbursing of City payrolls and General Government and Enterprise funds.
- Manages and administers the controllership function of the City, oversees and reviews the bank reconciliations, account reconciliations, journal and payroll entries, general accounting and reporting.
- Assist with maintaining compliance with monthly, quarterly and annual reporting.
- Manage the overall external financial audit of the Annual Financial Reporting requirements and other laws and rules of the Florida Statutes.
- Prescribes accounting/treasury forms and procedures.
- Administers and coordinates investment activities, revenue collections, banking services, debt service, and other financial activities.
- Prepares, submits and monitors annual departmental budget.
- Makes long- and short-range plans for the department.
- Serves as liaison with the City Manager and City Commission on financial matters.
- Recommends selection, promotion, discharge, and other appropriate personnel actions.
- Attends work on a continuous and regular basis.
- Performs other related duties as assigned.

Report irregularities and fraud to the City Manager and City Attorney. Our services to the City will consist of a combination of remote and onsite work. While onsite, we will work closely with the City's internal team (City Manager, City Clerk, Assistant Finance Director, Assistant City Clerk, among others) to provide strategic direction in order to advance our mission. That mission is to meet all necessary compliance functions while striving to improve the City's efficiency and effectiveness of operations. Remote support will also be provided each week throughout the duration of our relationship. Examples of remote support includes leading the audit preparation effort, reviewing reports and other deliverables as needed, such as periodic reconciliations and other compliance deliverables, and preparing or reviewing journal entries or other transactions in CentralSquare when necessary. Our experience is wide-ranging, as we serve as outsourced Finance Director for other municipalities. Furthermore, prior to forming Aclarian, our team members, namely Andrew Laflin and Mike Fitzgerald, had extensive experience with previous government clients, referred to in Tab 5.

We utilize a service model that includes clear roles and responsibilities for your financial services. Our approach will include the following key components:

- **Struture and Organizational Development**
- **Systems Review, Training and Implementations**
- **Business Processes Review, Workflow, and Enhancements**
- **Accounting Operations Day to Day**
- **Budget, Financial Reporting and Audit Coordination**



Proven Methodology. *Each of the above steps benefits from the perspectives and contribution from your proposed Aclarian team members, managed through an efficient, innovative process.*

5. EXPERIENCE AND QUALIFICATIONS

Andrew P. Laflin, CPA

Aclarian LLC (www.aclarian.com)

President & CEO

813-784-3140
alaflin@aclarian.com



Profile

After spending 21 years in public accounting and serving as a former audit partner of a large regional accounting firm, Andrew formed his own company Aclarian in 2020, providing outsourcing, consulting, and advisory services entirely devoted to serving Florida local governments. Aclarian also provides a web-based local government ERP software solution that provides users with a modern, efficient alternative to traditional government accounting systems and eliminates manual, redundant business processes typically found in a local government technology environment.

Andrew is a frequent speaker at various local and state-wide conferences throughout Florida, primarily affiliated with the Florida Government Finance Officers Association (FGFOA).

Client experience

City of Cape Coral	Hillsborough County Aviation Authority
City of Dade City	Hillsborough Transit Authority (HART)
City of Lake Worth Beach	Lee County Metropolitan Planning Org.
City of Madeira Beach	Manatee County
City of New Port Richey	Pasco County
City of Port Richey	Pinellas County
City of Safety Harbor	Pinellas Suncoast Transit Authority
City of Starke	Sarasota County
City of Temple Terrace	TB Advanced Manufacturing Skills Initiative
Clearwater Downtown Development Board	Tampa Bay Area Regional Transportation Auth.
Collier County	Tampa Hillsborough Expressway Authority
Forward Pinellas	Town of Redington Beach
	City of Crescent City

Education and professional involvement

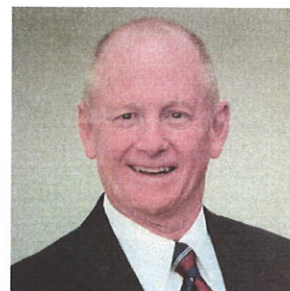
- Bachelor of Arts in Accounting from the University of Notre Dame, Notre Dame, Indiana
- Master of Accountancy from the University of South Florida, Tampa, Florida
- American Institute of Certified Public Accountants
- Certified Public Accountant - State of Florida
- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)
- Former adjunct professor in financial accounting and cost/managerial accounting at the University of Tampa and Hillsborough Community College-Tampa, Florida

Robert C. Busch, CPA

Aclarian LLC (www.aclarian.com)

Senior Consultant

561-312-0040
rbusch@aclarian.com



Profile

Completing a career of over 36 years with the Palm Beach County Board of County Commissioners (PBC), beginning as a Budget Analyst, then Fiscal Manager and finishing as Director of Finance and Administration in the Information Systems Services (ISS) Department, Robert retired from governmental accounting in 2018. Robert joined Aclarian in 2020 to provide outsourcing, consulting, and advisory resources to serve Florida local governments, including outsourced Finance Director services to Florida municipalities. Aclarian also provides a workflow automation and dashboard reporting software solution that provides local governments with an efficient alternative to manual, paper-based processes and offers real time reporting of relevant, meaningful data among multiple users across various departments.

Robert has spoken at various local and state-wide conferences throughout Florida during his career, primarily affiliated with the Florida Government Finance Officers Association (FGFOA).

Consultant / Project Experience

e-Rate Telecommunications Filing	Operating and Capital Budget Development
Information technology contract negotiation	Operating and Capital Budget Administration
PBC / ISS IT Cost Allocation / Recovery Plan	A/P, A/R Management
PBC Financial System Leader	PBC BCC Financial System Trainer
PBC / ISS Agenda Coordinator	PBC / ISS Personnel / Payroll Management
PBC / ISS Audit Coordinator	PBC / ISS Financial System Developer
PBC / ISS Procurement Administrator	PBC Policy and Procedure Management
PBC / ISS Fiscal Policy Management	PBC Non-Profits First Executive Volunteer

Education and Professional Involvement

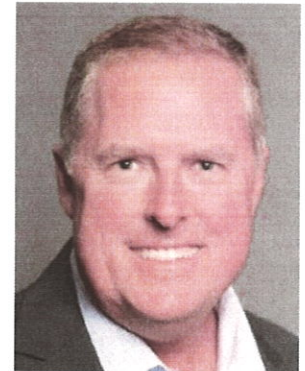
- Bachelor of Science, Business Administration and Computer Information Systems, Rollins College, Winter Park, FL
- Master of Business Administration, Florida Atlantic University, Boca Raton, FL
- Bachelor of Science, Accounting, Florida Atlantic University, Boca Raton, FL
- PBC Management Assessment & Training Program
- Florida Institute of Certified Public Accountants
- Certified Public Accountant, State of Florida Certificate 35231
- Florida Government Finance Officers Association (FGFOA)
- Certified Government Finance Officer, FGFOA, Certificate # 431

Mike Fitzgerald, MBA, CGFO, CPPO

Aclarian LLC (www.aclarian.com)

Vice President

813-205-7831
mfitzgerald@aclarian.com



Profile

Mike has over 34 years of public and private finance experience. He currently serves as Vice President of Outsourced Services for Aclarian LLC, providing outsourcing, consulting, and advisory services entirely devoted to Florida local governments. Aclarian also provides a workflow automation and dashboard reporting software solution that provides local governments with an efficient alternative to manual, paper-based processes and offers real time reporting of relevant, meaningful data among multiple users across various departments.

Mike has held various COO / CFO / Managerial roles in private equity firms, Anheuser-Busch, KPMG, Booz Allen & Hamilton, local governments and as an officer in the United States Air Force. His government experience is listed below.

Client experience

Broome County	Hillsborough County
City of Dade City	Miami/Dade County
City of Lake Worth Beach	Nassau County
City of Madeira Beach	New York Board of Education
City of Starke	United States Air Force (USAF)
City of Tampa	United States Army (USA)
Government Accounting Office (GAO)	United States Navy (USN)
Government Printing Office	Special Operations Command (SOCOM)
City of Crescent City	

Education and professional involvement

- Bachelor of Arts from the University of South Florida
- Master Business Administration from the University of Tampa
- Florida Government Finance Officers Association (FGFOA)
- Certified Government Financial Officer (CGFO)
- Certified Public Procurement Officer (CPPO)
- President for the Government Finance Officers Association - Hillsborough
- Finance committee for the Florida Aquarium

6. SCHEDULE

Expectations for an Aclarian implementation is to create & foster a long-term financial services relationship with the City, it's staff, and citizens.

We understand that this agreement is for three fiscal years with a renewal of two one-year terms. If selected as the desired consultant to provide services, we will collaborate with City leadership to determine a reasonable start date.

7. PRICING OF SERVICES

Aclarian LLC Financial Services pricing historically has been a blended rate of \$150 per hour, which provides flexibility for additional scope of work and services outside of this service request. With that being, please find a form for Financial Accounting Services Request B.



RFP NO: 21-0726100
PRICE PROPOSAL FORM

FINANCIAL ACCOUNTING SERVICES

SERVICE REQUEST B

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: \$ 150,000 (annual)

SUBMITTED
THIS

15th DAY OF September 2021.

BID SUBMITTED BY:

Aclarian LLC

Company

321.287.0381

Telephone Number

Scott Bird

Name of Person Authorized to Submit
Bid

N/A

Fax Number

Scott Bird

Signature

sbird@aclarian.com

Email Address

Project Manager

Title

8. REFERENCES

The following is a listing of 5 references for financial services similar in scope to the City performed within the last year.

Entity Name	City of Madeira Beach
Type and Date of Service:	Outsourced Finance Director, 2020-Present
Team Involvement:	Andrew Laflin, Mike Fitzgerald
Financial Software:	Tyler MUNIS
Contact Person:	Bob Daniels, City Manager Email: rdaniels@madeirabeachfl.gov, Phone: 727-503-0008
Entity Name	City of Dade City
Type and Date of Service:	Outsourced Finance Director, 2020-Present
Team Involvement:	Andrew Laflin, Mike Fitzgerald, Brad Freeman
Financial Software:	Tyler INCODE
Contact Person:	Leslie Porter, City Manager Email: lporter@dadecityfl.com, Phone: 352-523-5050 x400
Entity Name	Pinellas County
Type and Date of Service:	Outsourced Senior Manager, Clerk Finance Division, 2020-Present
Team Involvement:	Andrew Laflin
Financial Software:	Oracle
Contact Person:	Bill Seiter, Assistant Director Email: wseiter@mypinellasclerk.org, Phone: 727-464-8370

Entity Name	City of Starke
Type and Date of Service:	Outsourced Finance Director, 2020-Present
Team Involvement:	Andrew Laflin, Robert Busch, Mike Fitzgerald
Financial Software:	Tyler MUNIS
Contact Person:	Ricky Thompson, City Clerk Email: rthompson@cityofstarke.org, Phone: 904-964-5027
Entity Name	City of Hampton
Type and Date of Service:	Audit Preparation, 2020-Present
Team Involvement:	Andrew Laflin
Financial Software:	Quickbooks Desktop
Contact Person:	Mary Lou Hildreth, City Clerk/Administrator Email: coh1@outlook.com, Phone: 352-468-1201

Letters of Recommendation

City of Madeira Beach, Florida:



February 23, 2021

Subject: Performance of Aclarian LLC as outsourced Finance Director

To Whom It May Concern:

The purpose of this letter is to provide you with my feedback relating to the City of Madeira Beach's experience with Aclarian LLC, who has served in the role of outsourced Finance Director for the City since July of 2020. The Aclarian team has demonstrated sufficient knowledge and expertise in local government accounting and municipal finances and operations and has exhibited professionalism in their interactions with staff in fulfilling the role. Furthermore, the technology solution that Aclarian has implemented with the City through its proprietary software has been a tremendous benefit to the City, as it has allowed us to streamline certain procedures, provide us with enhanced reporting features, and reduce our reliance on paper-based processes. Overall, we have been very pleased with our arrangement with Aclarian thus far and look forward to continuing our relationship. If you have any questions, please feel free to contact me at rdaniels@madeirabeachfl.gov or call me directly at (727) 503-0008.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Daniels", written over a horizontal line.

Robert Daniels
City Manager
Madeira Beach



CITY OF DADE CITY

"Proud Heritage, Promising Future"

Camille S. Hernandez, Mayor
James D. Shive, Mayor Pro-Tem
Scott Black, Commissioner
Knute J. Nathe, Commissioner
Normita L. Woodard, Commissioner

Leslie Porter, City Manager
Angelia Guy, City Clerk
Andrew Laffin, Interim Finance Officer
Thomas Thanas, Interim City Attorney

February 17, 2021

To Whom It May Concern:

Aclarian LLC assumed Finance Officer duties for the City of Dade City beginning in the summer of 2020. During this time, we have been very satisfied with the services provided by the Aclarian team. They have been responsive to our needs, which have included but not limited to assisting with the budgeting process, preparing for the year end audit, reviewing and approving payroll and non-payroll transactions, and providing leadership and guidance over the Finance Team (including utility billing). In addition, we are excited to implement Aclarian's software budgeting platform that will eliminate our dependence on manual spreadsheets and provide more powerful reporting capabilities.

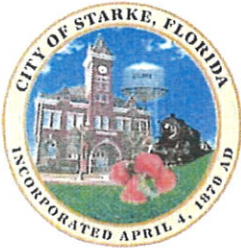
Should you have any questions pertaining to my statements above, please don't hesitate to contact me to discuss further.

Thank you,

Leslie Porter
City Manager
(352) 523-5050 x 400
lporter@dadecityfl.com

Established 1889

P.O. BOX 1355 • 38020 MERIDIAN AVENUE • DADE CITY, FL 33526-1355 • (352) 523-5050 FAX (352) 521-1422



City of Starke

Shannon C. Smith
MAYOR

COMMISSIONERS:
Tommy Chastain
Janice D. Mortimer
Daniel W. Nugent
Shannon C. Smith
Wilbur L. Waters

CITY CLERK
Ricky Thompson

POLICE CHIEF
Jeff Johnson

CITY MANAGER
John Holman

February 19, 2021

Letter of Recommendation, Aclarian LLC
RE: Outsourced Finance Director, City of Starke, FL

To Whom It May Concern:

In September 2020, Aclarian LLC assumed the task of completing documentation for the FY 2019 financial statement audit for the City of Starke, FL. At that time, the City was seriously behind schedule with the audit preparation and key members of existing finance staff were out on extended medical leave.

In this capacity, Aclarian visited the City and spent time with City staff understanding the financial and technical environment of the City's financial system. Aclarian team worked successfully in a remote capacity for most of the audit preparation duties and interfaced seamlessly with the City's audit firm, resulting in the successful issuance of the 2019 audited financial statements.

In addition to the audit preparation duties, Aclarian has embarked on a comprehensive review of the overall fiscal operation of the City. This includes assisting with the budgeting process, business process improvement, and providing structure and leadership within the Finance Department. Aclarian has also demonstrated a workflow software platform that will be used to create efficiencies in the audit preparation process going forward.

We are very satisfied with the Aclarian work product and leadership provided thus far. Please feel free to reach out to me if you have any questions.

Thank you,

Ricky Thompson
City Clerk
(352) 368-1301

rthompson@cityofstarke.org

P.O. Drawer C, 209 N. Thompson Street, Starke, FL 32091
(904) 964-5027 | (904) 964-3998
www.cityofstarke.org

9 ADDITIONAL FORMS

CITY OF OPA-LOCKA



CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature Scott Bird

Printed Name Scott Bird



CITY OF OPA-LOCKA
RFP NO. 21-0726100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

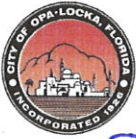
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Scott Bird the
Project Manager of Aclarian LLC
(Title/Position) (Name)
(Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

9.15.21
Date

Scott Bird
Signature



CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Scott Bird being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Representative
(Owner, Partner, Officer, Representative or Agent) of
Aclarian LLC the PROPONENT that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Brian Shapiro
Witness

[Signature]
Witness

By: Scott Bird
Signature

Scott Bird, Project Manager
Print Name and Title



NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Scott Burl
Title: Project Manager

Sworn and subscribed before this

14th day of September, 2021

[Signature]
Notary Public, State of Florida

Brian Shapiro
(Printed Name)



BRIAN SHAPIRO
Notary Public
State of Florida
Comm# HH097076
Expires 2/24/2025

My commission expires: 02/24/2025



E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Aclarian LLC

Authorized Signature: Scott Bird

Print Name: Scott Bird

Title: Project Manager

Date: 9.15.21

CPA License Certification



Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE CERTIFIED PUBLIC ACCOUNTANT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES

LAFLIN, ANDREW PATRICK

4240 W MORRISON AVE
TAMPA FL 33629

LICENSE NUMBER: AC37570

EXPIRATION DATE: DECEMBER 31, 2021

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

THE CITY OF OPA-LOCKA



(RFP) No.: 21-0726100

FINANCIAL ACCOUNTING SERVICES

SUBMITTED TO:

City of Opa-locka
Office of the Clerk
780 Fisherman Street 4th Floor
Opa-locka, Florida 33054

SUBMITTED BY:

TRIMERGE CONSULTING GROUP, PA
1444 Biscayne Boulevard, Suite #115-21
Miami, Florida 33132
Tel: 305.940.5344
Email: info@TriMergeConsulting.com
Website: www.TriMergeConsulting.com
Contact: Geraldine Lazarre, CPA
Email: glazarre@TriMergeConsulting.com

SUBMITTED DATE: September 15, 2021



TRANSMITTAL LETTER

September 15, 2021

City of Opa-locka
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

TriMerge Consulting Group, PA ("TriMergePRO" "TriMergeCPA" "the Proposer") and our temporary employment agency division, known as TriMergePRO, wishes to express our sincere desire to serve in assisting the **City of Opa-locka** ("City") in its Request for Proposal (RFP) NO: 21-0726100. We are pleased to present information on our firm for an opportunity to provide Financial Accounting Services to assist the City in meeting its goal to fill the gaps within its organization by providing supplemental full-time accounting personnel to provide financial management and accounting support services. We understand the request and requirements and are confident that we can meet and exceed your expectations by providing the resources necessary to assure you of the highest quality staffing and recruitment services. Helping government organizations fill the gap on a contractual basis for their staffing needs due to vacancies, retirements, special projects, transitional periods or peak workloads is why TriMergePRO was created. We are a Florida based firm for more than 18 years and we are here to serve the City in its staffing needs. We have identified **Key Personnel** who are local to Miami-Dade County and contribute to the local economy and workforce.

We understand that the City requires staffing support within its Finance Department to support its operations, financial matters, accounting, financial reporting, debt management, internal controls, financial and operational audits, compliance requirements, supporting City Departments and other pertinent matters related to the City. We are a responsible and responsive firm, that has the professional service capability and capacity, friendly customer service and sales techniques for active and nonactive recruitment, technical accuracy and a history of timely completing work on a quality basis and through the adherence of professional and quality control standards. We've helped our clients higher the best and the brightest to assist with their temporary gaps, and going above and beyond.

We assert that we are fully licensed, certified and registered to do business in the State of Florida since our inception, in 2003, for more than eighteen (18) years with a physically staffed office with employees.

Here are our broad steps:

- Ongoing communication and commitment to management and leadership;
- Gain an understanding of the high-level priority areas for the Financial Accounting Services needs to provide personnel for the **City of Opa-locka** throughout the Finance Department;
- Provide responsiveness to the City, combined through quality management, and designating qualified persons to act as representatives;
- Assist the City with navigating through its responsibilities under its agreement under a financial emergency board and other assistance pursuant to section 218.503 (1), Florida Statutes. The State of Florida, Office of the Governor, issued Executive Order 16-135;
- Utilize our past experience working with the City to define and outline a suitable workplan to address the existing and unforeseen gaps within the Finance Department and the organization that can be addressed;
- Senior management team includes professionals in the financial accounting, audit and governmental sector for 20-29 years;
- Identified **Key Personnel** with more than 29 years of experience and additional senior financial management support when needed and;

- Assess policies and procedures, and manuals, in addition to laws, rules and regulations and other compliance related requirements.

Temporary and contractual staffing services in the Financial Accounting Services sector is a growing trend and one that most organizations should be familiar with and consider when making strategic business and organizational decisions. We believe that where temporary assignments are needed to fill short term gaps, it provides an opportunity for an “outside look in” which is where an outsider can provide independent ideas, assessment and perspective on process, operations and structure for long term systematic gains and valuable needed recommendation to management at the top. That’s where we come in through our staffing support services at TriMergePRO, we can assist with temporary staff support at every level, from management to administrative staff.

We are a firm of integrity, forward thinking and fresh ideas. We have serviced organizations and projects servicing both the public and private sector in providing financial accounting, audit and temporary staffing support services for both management and staff related roles, special projects and consulting assignments. With a success rating of **94%** from our customers, we can work with you too. We also believe that our direct past performance servicing the City demonstrates our ability to work alongside the City as a whole and to manage the day-to-day responsibilities of the Finance Department while the City navigates through its declared financial emergency with the State of Florida.

TriMerge Consulting Group, P.A., is a professional management consulting and financial services firm, licensed as a certified public accounting firm and a licensed temporary employment staffing and support services firm. We provide temporary staffing and recruiting services as a licensed temporary employment agency which began by providing outsourced finance and accounting assistance and support to customers but has grown and expanded into providing executive level, management, administrative and operational support services. We also provide audit and assurance services, accounting and financial management as a licensed certified public accounting services firm, project and program management, internal control assessment and review, cost price analysis and cost accounting services, tax compliance and consulting and array of management consulting and advisory services to government agencies, along with nonprofit and for-profit organizations. The company also holds certification with the federal government through the Small Business Administration (SBA) as a woman owned small business (**WOSB**), **HUB Zone and 8a certified firm**. We are also a certified in the Disadvantaged Business Enterprise (**DBE**) and Airport Concessions Disadvantaged Business Enterprise (**ACDBE**) program with the Department of Transportation.

We understand that our proposal offer is irrevocable for a period of 90 days.

We look forward to any questions you may have concerned the information presented. Geraldine Lazzarre, CPA is the Point of Contact (POC) and has authority to contract and bind the firm, contact her directly at (305) 940-5344 or at gglazzarre@TriMergeCPA.com.



Geraldine Lazzarre, CPA
President & Managing Partner

39 NW 166th Street, Suite #1
Miami, Florida 33169
Office Telephone: 305.940.5344
Office Fax: 305.940.5223
Broward Office: 954-733-1099

1444 Biscayne Blvd., Suite 115-21
Miami, Florida 33132
1775 Eye Street NW Suite 1150
Washington, DC 20005
1033 NW 6th Street
Ft. Lauderdale, FL 33311

www.TriMergeCPA.com · info@TriMergeConsulting.com
Member of the American Institute of Certified Public Accountants, Florida Institute of CPA's
And Government Finance Officers Association (GFOA)

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I. Executive Summary

TriMerge Consulting Group, P.A., the Proposer shares Background and Experience on the Firm.



What sets TriMerge Consulting Group, P.A. apart from our competition?

- Our People
- Technical Expertise and Experience
- Performance-Based Process
- Quality Control
- Project and Program Management
- Contract Management and
- Client Relationship Management



TriMerge Consulting Group, P.A. was founded on the belief that all organizations, public or private need comprehensive, single-source management consulting and financial management and services in order to operate efficiently and profitably. We believe the information we collect, compile, and analyze can be used to maximize profits, plan and strategize, and allow our clients to utilize all resources on their core endeavors and activities to meet their goals and objectives. We provide the highest quality, in a timely and efficient manner, which accomplishes the client's objectives. TriMerge Consulting Group, P.A. is committed to serving our clients with integrity, based on the highest ethical standards. Our firm is committed to thoroughly understanding our client's organization. We go beyond the facts and figures of accounting and auditing to provide the necessary financial information to enhance practices, management and agencies as a result of the broad based.

OUR ACCOUNTING PRACTICE

When in need of services such as accounting, organizations go with a brand they can trust, with a **CPA** that can deliver. Our firm follows the authoritative guidance to assist organizations with their accounting service needs. Over **50%** of our team members have Bachelor's degree in Accounting, our experience and continuing education in the profession coupled with our education helps us to keep abreast of changes and trends. Some of the services we offer under our accounting practice includes but are not limited to the following: General Accounting; Outsourced Accountant, Internal Auditor, Controller or CFO; Financial Management and



Reporting; Accounting software training, Asset management; Budgeting; Evaluating proposed capital expenditures; Corporate tax administration and planning; Inventory observation, verification and controls; Internal audit outsourcing (including the documentation, design, and testing of internal controls); Internal controls; Regulatory or contractual compliance assessments; Certified public accountants certifying reports and Other controllership services. TriMergeCPA is a division of TriMerge Consulting Group, P.A. which oversees work associated with our certification as a licensed **Certified Public Accountant** firm. Our team also includes non-Accountant team members with varies background and experience, education and training to adopt to the ever-changing needs of our customers and to address gaps within their organizations and how to best utilize advancements in technology. For example, some team members include those with education and experience in data analytics, engineering, network management, system programming technical product support, customer service, public administration, training, other technical roles and more.

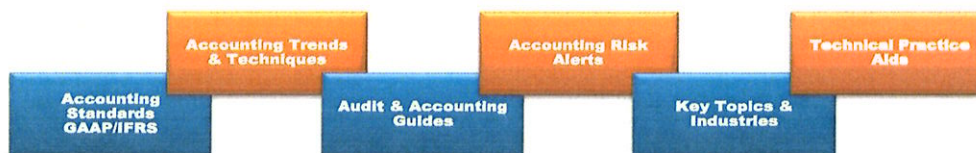
TEMPORARY STAFFING SERVICES & OUTSOURCED FINANCE SUPPORT

TriMergePRO, a division of TriMerge Consulting Group, P.A. oversees the staffing related needs of our customers under our **Temporary Employment Agency license**, where we have been providing temporary staffing support services in management, operations (i.e., marketing, information technology, program and project management, engineering), financial accounting, compliance and financial audit support, internal auditing, general accounting, budget and forecast, and other roles on a short-term basis, special projects and more. We have the ability to recruit other roles without our customers organization dealing with management, facilities, operations, and administration, .

Our temporary professional staffing services assist our customers as a strategic partner to the various levels of government (federal, state and local) with the public sector and our private industry customers with their operations. We can assist with short term assignments and projects throughout the contract lifecycle. We design our solutions to meet each customer's operational, budgetary, deadline and security objectives.

OUR AUDIT AND ASSURANCE PRACTICE

Our audit practice faces ever-changing challenges in today's increasingly complex financial and regulatory environment. We are continuously engaged in accounting, financial reporting, audit and attest, compilation and review services. We learn the guidance and implement our knowledge of financial reporting through our process, which includes but not limited to:





GOVERNMENT & NONPROFIT PRACTICE GROUP We started our Government & Nonprofit Practice Group by first developing a strategy and approach that incorporated subcontracting. We have been performing high-quality accounting and audit services, professional staffing, auditing and accounting services since inception, we bring this high-level quality to the customers we serve in either a prime or subcontracting agreement and relationship. Our approach to deliver services to the government focus on quality services, staffing and scheduling, past performance, financial stability, good contract management and communication. We have serviced both federal and local funded government programs, projects and/or agencies. The work we have performed includes serving cities and municipalities, county government agencies, special purpose programs, transportation, water and sewer, and school boards. We have also provided services through both prime and subcontracting relationships to benefit the USAID, HUD and CDC federally funded projects.



TRIMERGE PROFESSIONALS

TriMerge Professionals (**TriMergePRO**) is a division of TriMerge Consulting Group, P.A., and composed of professional individuals with extensive experience in their respective fields of expertise with the technical capability to perform on time and within schedule. Several of our team members hold PMP's, CPAs, CFEs, CISA, CGMA, CIA, GC designations and more. Furthermore, our management team, staff and joint venture partners have more than 100 years cumulative experience in providing accounting, audit and assurance, tax consulting and compliance, forensic accounting, program and project consulting support and administration, program design, and financial management, grant management and auditing, internal control and advisory services as a professional services firm. Our professionals have extensive experience with financial, administrative, compliance, programmatic and grant monitoring.

INFORMATION SECURITY

TriMerge Consulting Group, P.A.'s information security program is built on a comprehensive framework of policies, standards, and processes. We have considered and incorporated certain aspects of the Code of Practice for Information Security Management in our security policies, standards and procedures.

GLOBAL PANDEMIC/COVID 19

TriMerge Consulting Group, P.A. is responding to the global pandemic caused by the Coronavirus Disease 2019 (COVID-19) by adhering to guidance on mitigating and preventing the spread of COVID-19 in the workplace. Our policy regarding COVID-19 is for individuals to wear a mask, getting tested if there is any known exposure and limiting exposure to others if in contact with COVID-19.



II. Company Background/Qualifications

TriMerge Consulting Group, P.A., the Proposer, present throughout our response adequate information and documentation to support or confirm satisfaction of the required qualifications below:

- Extensive experience, expertise and reliability in Municipal Financial Accounting Services; established reputation, particularly with governmental clients;
- We have a minimum of three (3) years of consecutive and successful experience in the aforementioned areas.
- Identified **Key Personnel** with more than 29 years of government experience.
- We have as track record in providing Financial Accounting Services to governmental agencies as well as private entities which we present in [Past Performance](#).
- Demonstrate an overall combination of skills, prior work experience, business reputation, and commitment to diversity which is outlined in our response.
- Demonstrate financial solvency, and longevity.
- Detailed explanation on how we the Proposer will manage the contract along with other work and commitments.

A. State of Florida

TriMerge Consulting Group, P.A. is properly registered and licensed to conduct business in the State of Florida. This company is not a parent or subsidiary in a group and is a stand-alone company organized as a corporation.

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P06000101819

Entity Name: TRIMERGE CONSULTING GROUP, PA

Current Principal Place of Business:

1444 BISCAYNE BOULEVARD
SUITE #115-21
MIAMI, FL 33132

Current Mailing Address:

39 NW 166TH STREET
SUITE #1
MIAMI, FL 33169

FEI Number: 20-0192243

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

LAZARRE, GERALDINE
39 NW 166TH STREET
SUITE #1
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: GERALDINE LAZARRE

04/30/2021

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PST
Name LAZARRE, GERALDINE
Address 39 NW 166TH STREET
SUITE #1
City-State-Zip: MIAMI FL 33169

FILED
Apr 30, 2021
Secretary of State
7355123033CC



B. Temporary Employment Staffing, Occupational License

003097

Local Business Tax Receipt

Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

5669719

BUSINESS NAME/LOCATION

TRIMERGE CONSULTING GROUP PA
39 NW 166TH ST 1
MIAMI FL 33169

RECEIPT NO.

RENEWAL
7441502

EXPIRES

SEPTEMBER 30, 2021

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10



OWNER

TRIMERGE CONSULTING GROUP PA
C/O GERALDINE L LAZARRE, PRES.

SEC. TYPE OF BUSINESS

213 TEMPORARY EMPLOYMENT AGENCY

PAYMENT RECEIVED

BY TAX COLLECTOR

\$250.00 09/28/2020

ECHECK-20-250248

2

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

C. Certified Public Accountant, Occupational License

Local Business Tax Receipt

Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

5669719

BUSINESS NAME/LOCATION

TRIMERGE CONSULTING GROUP PA
39 NW 166TH ST 1
MIAMI FL 33169

RECEIPT NO.

RENEWAL
5913778

EXPIRES

SEPTEMBER 30, 2021

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10



OWNER

TRIMERGE CONSULTING GROUP PA
C/O GERALDINE L LAZARRE, PRES

SEC. TYPE OF BUSINESS

212 P.A./CORP/PARTNERSHIP/FIRM
AD63912

PAYMENT RECEIVED

BY TAX COLLECTOR

\$75.00 09/28/2020

ECHECK-20-250248

Employee(s)

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector



D. Firm CPA License





E. Request for Proposal - Categories

1. Experience in public, private, and /or non-profit sectors.

We have been servicing the public, private and non-profit sector for more than eighteen years, see some of our experience and also those detailed within our [Past Performance and Experience](#).

Governmental and Non-Governmental Client Listing Served by Team Members

CLIENT NAME/ SERVICE (PARTIAL SAMPLE LISTING)

NONPROFIT AND FOR-PROFIT SECTOR CUSTOMER SUPPORT

ALONZO MOURNING CHARITIES, Outsourced Controllship & Accounting Services (Nonprofit Organization)

SOUTHERN FLORIDA MINORITY SUPPLIER DEVELOPMENT COUNCIL (SFMSDC), Accounting Services (Nonprofit Organization)

NORTHWEST FEDERATED WOMAN'S CLUB OF BROWARD COUNTY, Audit

BASKETBALL PROPERTIES LIMITED, AMERICAN AIRLINE ARENA, Special Project

GOVERNMENT SECTOR CUSTOMER SUPPORT

EARLY LEARNING COALITION OF BROWARD COUNTY, Audit ss Subcontractor

CITY OF DEERFIELD, Financial Management Support and Temporary Staffing as a Prime

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, IT Audit Support as a Subcontractor

FLORIDA MEMORIAL UNIVERSITY, Audit as a Subcontractor

MIAMI-DADE TRANSIT, Audit as a Subcontractor

SOUTH FLORIDA WORKFORCE, CAREERSOURCE, Audit as a Subcontractor

CITY OF LAKE WORTH, Audit as a Subcontractor

CITY OF MIAMI BEACH, Resort tax audit as a Subcontractor

BROWARD COUNTY SCHOOL BOARD, Compliance Audit as Subcontractor

CITY OF OAKLAND PARK AND PENSION, Audit as a Subcontractor

BROWARD HOUSING AUTHORITY, Audit as a Subcontractor

DEERFIELD BEACH HOUSING AUTHORITY, Audit as a Subcontractor

CITY OF QUINCY, Audit as a Subcontractor

CITY OF OPA LOCKA, Financial Management Support and Temporary Staffing as a Prime



2. Qualifications and experience of the firm and its subcontractors/suppliers relevant to Scope of Work.

Our qualification and experience relevant to the Scope of Work is hands on and is reflected in directly providing temporary senior management and leadership within a local municipal government's Financial Services or Finance Department structure led by a Chief Financial Officer, and in roles led by a Finance Director to provide finance and accounting leadership, management and supervision of the financial affairs of the municipal government. This has included assisting with the primary responsibility of working with the local government to safeguard its assets, ensure cost-effectiveness, provide financial support to operating departments, provide legislative support and research, program and project management design and implementation, compliance with laws and rules, and reporting financial information to the City Commission, management, residents of the community and stakeholders.

The direct experience has also included providing supplement full-time staff to provide financial management and accounting support services to the Finance Department in roles such as CFO, Finance Director, Assistant Finance Director, Budget, Grants, Senior Accountant, Accountant, Junior Accountant, Internal Control, Data Analysis, Administration and more. This includes specifically providing senior management and leadership assistance to support the City's Finance Department operations, financial matters, accounting, financial reporting, debt management, internal controls, grants (i.e., development, accounting, compliance and reporting), financial and operational audits, budget administration (i.e. development, amendments, presentation, and policy development), compliance with laws and rules, recommendation on management decisions, memorandum reporting and research on major issues, supporting City Departments and other pertinent matters related to the City.

WE at a minimum provide the background of experienced personnel profile that can be a dedicated designate **(1) Key Personnel** to act and function in the role as Finance Director on a full-time basis. In addition, we will provide a mix of additional support staff to supplement the Finance Department, to provide financial management and leadership, and to supervise City employees and consultants within the Finance Department while supporting the Key Personnel. We understand that, we the Proposer will be responsible for supervising our own staff of employees and consultants and to assure that they comply with policies, procedures, laws and rules.

3. Availability of qualified personnel.

We provided some background on recruiting qualified candidates and our process. Depending on our customers goals and objectives, we recruit more experienced hirers, both senior and management, that have a solid foundation in training and technical ability in the required area and entry level personnel. We do this through pre-interviews by phone, in person or through electronic means to determine if prospective candidates can hold conversations effectively and to determine knowledge and abilities, we do background screening for both experience, education and drug screening. Ultimately, we know that working with new and qualified personnel also comes with comfortability with more seasoned professionals, which is why we provide a thirty (30) to ninety (90) day probationary period for our employees to gauge their performance with our customer, but will also act swiftly to make organizational and customer changes where needed to best serve our customer's needs.



In light of the environment overall, which includes managing through the pandemic, new laws and rules in our country affecting employer and employees, recruitment and competition for qualified personnel, the current climate at the City of Opa-locka surrounding its declared financial emergency, ongoing operational changes, habits and characteristics of the City, our goal with the City of Opa-locka Financial Accounting Services contract needs is designed to be flexible and adaptive to garner the best results in building and managing its needs in providing financial accounting support services.

Many organizations are competing for the same pool of qualified personnel, which is why through TriMergePRO we have implemented a combination of tactics and methods to recruit a diversified team mixed with a combination of technical ability and skills, along with experience and entry level professionals to balance work load, level of effort, maintaining quality control and monitoring our customer's budget.

Recruiting and hiring is an art, not a science. When you are hiring people, we believe that you cannot cram a square peg into a round hole. That is why we mix our recruitment efforts on a Request for Proposal such as this with a mix of experienced level personnel as evidenced through our Key Personnel profile, combined with mid-career and entry level personnel to garner qualified personnel. We understand that investing in training and learning to be able to bring on people at a junior to entry level, and help them grow within our atmosphere, environment and customer organizations is key to building up a work force for long term stability. We believe that many financial accounting personnel learn a tremendous amount during their first two to three years in both public and private accounting.

Recruitment

We understand the initial request and requirements and are confident that we can meet and exceed your expectations by providing the resources necessary to assure you of the highest quality professional service to the City of Opa-locka providing and managing all aspects of the recruitment and hiring of personnel on a timely basis and in accordance with laws, rules and regulations. Helping our government customers with filing temporary gap in workforce resources and addressing staffing needs due to vacancies, retirements, special projects, transitional periods or peak workloads is why TriMergePRO was created. We have a team of professionals with recruitment, management, sales, customer service and human relations experience to assist the firm with a surge in workforce needs. We have identified our **Key Personnel** and will prepare for additional recruitment efforts once an agreement or contract is developed.

As a temporary employment agency and certified public accounting firm with proven experience and past performance in temporary staffing and recruitment, we have gained the ability to attract and recruit roles in administrative, management and technology driven, in addition to finance and accounting roles as a CPA firm. Our administrative team and back-office assist with financial management, payroll and tax compliance to aid in supporting large and small projects, both on a temporary and long-term basis. Internally, we implement payroll services to our employees to provide those hired to service our customers such as the City contract through RUN Powered by ADP – Essential (ADP) technology. We have utilized and partnered with ADP because they are a leader in the payroll servicing business, coupled with their advanced mobile technology we are able to offer a seamless payroll process, maintain compliance with tax filings, which is easy through ADP. This technology, and with our financial management and finance team alongside our Human Resource capacity helps to assure that our team is timely compensated, have access to benefits to service their health and wellness and access to information timely. Other technology is available to assist us with Recruiting, Payroll and Tax Compliance, Worker's Compensation, Travel Management and other, but here is what we get with the Financial Management and Payroll to assure that workers are paid timely and can thrive on their temporary or permanent work assignment as TriMergePRO employees and allow us to adhere to laws, rules

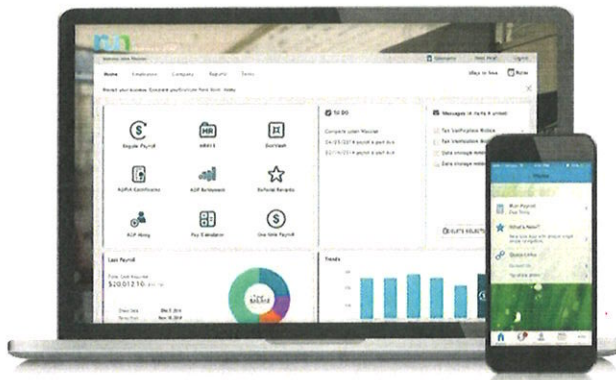


and reporting guidelines. This let's the City of Opa-locka know that we have the technology and tools to successfully meet the needs of our stakeholders by tapping into advanced applications to assure financial and fiscal responsibility on the City contract.

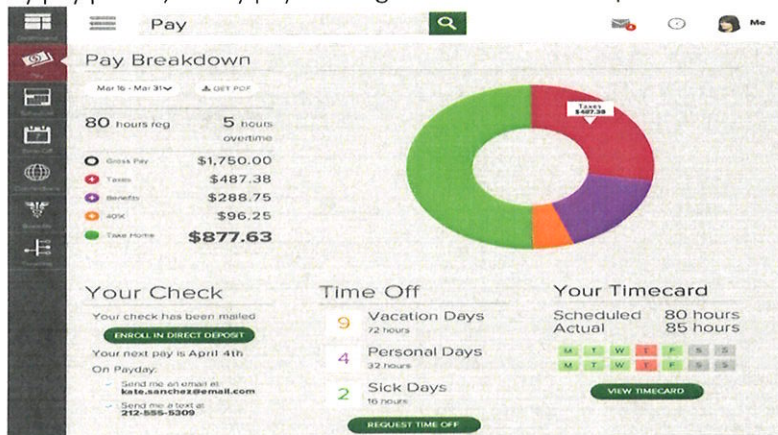
ADP helps us with our workers and gets us

- Automated Payroll
- Worry-free tax filing
- On-the-go mobile access
- Simple time-tracking tools
- ADP's Pay-by-Pay[®] Premium Payment Program

RUN Powered by ADP[®] — Essential



Here is a breakdown of how those recruited on the City contract will be able to view their payroll breakdown by pay period, or any payroll range within the service period.



We will be working with our in-house team and subcontract, to recruit and attract a quality workforce.

TriMergePRO has assisted private companies and government customers with challenging recruitment efforts. We believe our team will provide the managerial and short-term surge capacity to our clients as their needs expand and retract for temporary and permanent workers. We understand that the City will be undergoing an expansion plan over the next few years as it builds out, update and expand its capital and infrastructure needs, manage its financial emergency, access federal funding through the American Rescue



Plan Act of 2021, manage its debt and vendor obligations, inflows from both debt financing and grants, increase financial accounting capacity as it is doing with this RFP, and we believe our plan is solid to accommodate both today and future recruitment needs, which can expand and retract. Additionally, we not only identify and hire, but we train, mobilize and manage administrative, technical professional and operational staff from all over the U.S., serving our projects that service the Federal government customer. ***With a consultant database of over 500 experts*** ranging from administrative, finance and accounting and technology, we are committed to using a strategic innovative recruitment strategy, which provides the required expertise to support this City of Opa-locka contract. This assistance not only covers sourcing and interviewing of qualified candidates, but also conducting a preliminary vetting process before submitting the pipeline of shortlisted candidates to City if needed.

Monitoring & Evaluation Internally, the TriMergePRO team will bring a diverse group of professionals with advanced academic training in recruitment, financial and compliance, labor relations and human resource management to assist with the City contact. With expertise in all aspects of recruitment, we offer innovative solutions that provide aid in the following:

- Online Recruitment
- Recruitment Database
- GFOA, FGFOA, Government Jobs, Indeed, Employ Florida, Career Builder, Zip Recruiter, LinkedIn and more
- Innovative Recruitment Strategies: Trade Schools, Community College, University and other
- Working with State Agencies: Career Source, Re-Employment Agency
- Focus Groups & Interviews
- Training and Development of Workforce
- Data Collection, Management & Analyses
- Evaluation and Assessment Tool Design
- Needs Assessments

We perform self-assessment and monitoring of our performance to assure we are meeting our performance objectives and to evaluate how we are doing. We provide score card assessments to assure that we are meeting our quality control standards and controls as part of our control environment.

Financial Management

To be fiscally and financially responsible, our team monitors budgets, schedules, billing and invoice, accounts receivable, cash flow, reporting and tax compliance to assure the business is stable and reliable to support our customers as they depend on our strength.

With the project management implemented, the TriMergePRO team has assisted many customers with meeting both their short- and long-term temporary staffing needs and look forward to serving the City of Opa-locka.

4. Availability to meet set standards.

We demonstrate our availability to meet set standards through constant learning and willingness to stay abreast of changes affecting the financial and accounting profession, accounting guidance and practices, laws



and rules, regulations and other. We have a robust continuing and professional education and development component as part of our quality control policies and procedures.

We the Proposer also affirm that the assigned **Key Personnel** staff is experienced and trained with more than 29 years of experience serving government. Moreover, we will assure that other experienced level personnel that may be needed and included as team members have performed a combination of general accounting, financial reporting, understanding of internal controls and have demonstrated technical ability to service the City contract. Many of our team members in senior leadership have government accounting, audit and or financial reporting experience, this allows the ability to meet standards, laws and rules as a result of their advanced and historical knowledge and experience which we highlight below.

In accordance with our firm's Quality Control System, all professional personnel servicing accounting, auditing and financial reporting must comply with the continuing professional education (CPE) requirements of AICPA, FICPA, GAQC, PCAOB, U.S. GAO, and other regulatory agencies if applicable. Specifically for the **Key Personnel** performing government assignments, we require a combination of CPEs to meet the 24 hours of Government related CPE requirement within a 2-year reporting period. Thus, we encourage professionals directly working in government to take as many credit hours beyond the required to continue their training, increase their knowledge and professional development. The following are examples of CPEs we recommend:

- Attend GFOA's Live: "Accounting Academy: An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting". **32 CPE hours**
- Attend GFOA's Live: "Advanced Government Accounting". **16 CPE hours**
- Attend FICPA's Live: State and Local Government Accounting Conference. **16 CPE hours**
- Attend "Avoiding Common Deficiencies in Yellow Book and Single Audits. **2 CPE hours**
- Attend "Sampling in a Single Audit Environment". **2 CPE hours**
- Attend "State and Local Government Audit Planning Considerations". **2 CPE hours**
- Attend "Testing and Documenting Internal Control Over Compliance in a Single Audit: Getting it Right. **2 CPE hours**
- Attend AICPA's Live: Nat'l Governmental Accounting & Audit Update Conf. **18 CPE hours**
- Participate in Online Training in the University of Georgia's Center for Continuing Education for Finance Officer Certification, courses include
 - Revenue Administration **12 CPE hours**
 - Debt Administration or Capital Improvement Programs **12 CPE hours**
 - Internal Control – Accounts Payable and Cash Disbursements **6 CPE hours**
 - Internal Control – Accounts Receivable and Cash Receipts **6 CPE hours**
 - Internal Control – Payroll **6 CPE hours**
 - Internal Control – Capital Assets **6 CPE hours**
 - Treasury Management or Purchasing **12 CPE hours**
 - Introductory Budget or Intermediate Budget **12 CPE hours**
 - Introductory Government Accounting – Part 1 **24 CPE hours**
 - Introductory Government Accounting – Part 2 **24 CPE hours**
 - Intermediate Government Accounting **36 CPE hours**
 - Intermediate Budget **12 CPE hours**



Internal and External Quality Control Review

It is important to note that our Quality Control (QC) policies and procedures provide for reasonable assurance that it will undertake or continue relationships and engagements only where it is competent to perform the engagement and has the capabilities, including the time and resources, to do so.

Our Key Policies Include:

- Evaluating whether the engagement can be completed with professional competence;
- Undertaking only those engagements for which the firm has the capabilities, resources, and professional competence to complete; and
- Evaluating, at the end of specific periods or upon occurrence of certain events, whether the relationship should be continued.

TriMerge Consulting Group, P.A. has performed certified public accounting services since 2003 and has a system of quality control for its accounting and auditing practice which has been effectively designed, implemented, and is maintained ongoing to meet the requirements of the quality control standards for an accounting and auditing practice of the American Institute of Certified Public Accountants in the USA by undergoing a peer review. The firm joined the AICPA's Governmental Audit Quality Center (GAQC) in 2013 and therefore established policies and procedures specific to the firm's governmental audit practice to comply with the applicable professional standards. Geraldine Lazarre has firm-wide responsibility for the quality of the firm's governmental audit practice.



Agreements and contracts where we provide staffing support, such as the request in this RFP, adhere to the same quality control requirements, when serving financial accounting projects as we do for audit engagements because we believe that our team of professionals serving any type of accounting and audit project need basic and continuing professional development and training. In addition, the training needed to serve government sector customers which service the public require continuing learning and training on new and expanded accounting guidance, laws, rules and other that may affect the government, therefore we assure that our personnel assigned are getting the necessary support in their professional development.

5. Previous contracting experience with the other public, private and/or nonprofit agencies.

We have more than four (4) years of previous contracting experience serving the City of Opa-locka in a contract or agreement providing Financial Accounting Services to support its Finance Department, City management, City Commission, and public. We have also, more than eighteen (18) years servicing other public, private and/or nonprofit agencies.

6. Financial resources and capabilities by demonstrating financial solvency.

We are a fiscally responsible firm with the financial resources and capacity to demonstrate financial solvency.

We are a firm of integrity and business ethics, experience, accounting and operational controls, and technical skills through our employees and consultants, technical equipment and facilities to be qualified and eligible to be selected as a vendor under applicable laws and regulations. We have adequate financial resources to



perform the contract through existing banking relationships, lines of credit and liquidity. Please see our bank verification letter evidenced in- Bank Verification Letter as of September 14, 2021 which demonstrates stewardship and ability to maintain an active and open bank account since May 3, 2004, with more than 17 years with the same business account and banking relationship. b. We have the ability to comply with the required or proposed performance requirements, taking into consideration all existing commercial and governmental commitments. We have satisfactory performance record with past performance on client engagements as evidenced in our Open Ratings score of 94% [Attachments](#).

7. Evidence of insurance and/or bonding capacity.

We have active general, professional, automobile and worker's compensation liability insurance policies. We provide evidence of insurance through the following:

ACORD [®]		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 06/10/2021	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER Cynanotary, LLC 6635 W. Commercial Blvd., Ste. 211 Lauderhill, FL 33319			CONTACT NAME: James Drake PHONE (A/C No. Ext.): 954 977 9905 FAX (A/C No.): 954.653.3860 EMAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: United State Liability Insurance Co. INSURER B: Hanover Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:		
INSURED TriMerge Consulting Group, PA 39 NW 168th Street, Suite 1 Miami, FL 33169			NAIC #		
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
TYPE OF INSURANCE	INSR. WVD	POLICY NUMBER	POLICY PERIOD (MM/DD/YYYY)	POLICY PERIOD (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO. ☐ LOC	☒	CL 1959761A	09-25-2020	09-25-2021	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COM/PROP AGG \$ Included
AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☒ HIRE AUTOS ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	☒	CL 1959761A	09-25-2020	09-25-2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTIONS	☐				EACH OCCURRENCE \$ AGGREGATE \$ WC STATUTORY LIMITS \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	☐	N/A			
B Professional Liability	☒	LHN D804562 00	09-25-2020	09-25-2021	\$1,000,000 Per Claim \$1,000,000 Aggregate
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Accounting Services All policies are primary of all other valid and collectable coverage maintained by the Broward County Public Schools, Florida. Certificate holder is named as additional insured					
CERTIFICATE HOLDER School Board of Broward County 800 SE 3rd Avenue Ft. Lauderdale, FL 33301			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 		
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Clear All



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/10/2021

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

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

PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT Automatic Data Processing Insurance Agency, Inc. PHONE (A/C No. Ext): 1-800-524-7024 FAX (A/C No.): E-MAIL: ADDRESS:	
INSURED TRIMERGE CONSULTING GROUP, PA 1444 Biscayne Blvd Ste 115-21 Miami FL 33169		INSURER(S) AFFORDING COVERAGE INSURER A: Technology Insurance Company, Inc. NAIC #: 42376 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1997247

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	TWC3948299	02/05/2021	02/05/2022	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

TRIMERGE CONSULTING GROUP, PA 1444 Biscayne Blvd Ste 115-21 Miami FL 33169	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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We are not required to be bonded. We also do not own any automobiles.



8. Location of local office

TriMerge Consulting Group, P.A., the Proposer, is headquartered in the State of Florida, with physical office space at the following:

Florida office:

39 NW 166th Street, Suite #1
Miami, Florida 33169

1444 Biscayne Boulevard, Suite #115-21
Miami, Florida 33132

This contract will be serviced by both offices noted above and will include day to day on-site support assistance at the City's premises at 780 Fisherman Street, 4th Floor, Opa-locka, FL 33054 or other designated location within a 10-mile range provided by the City. If required, we may work off site and remotely where necessary and will be clearly communicated.

Our hours of operation are from 8 a.m. to 6 p.m. Monday through Friday and as needed to service our global customer base.



III. Scope & Methodology – Service A

A. Scope of Services – Service A

We understand that the Service Request A is for Supplemental Financial Management & Accounting Support Services. This is a relationship through contract with a firm to supplement full-time accounting staff to provide financial management and accounting support services. This includes specifically providing senior management and leadership assistance to support the City's Finance Department operations, financial matters, accounting, financial reporting, debt management, internal controls, financial and operational audits, compliance, supporting City Departments and other pertinent matters related to the City. The selected firm would at a minimum designate (1) **Key Personnel** to act and function in the role as Finance Director on a full-time basis. In addition to providing a mix of senior and staff support to supplement the Finance Department, to provide financial management and leadership, and to supervise City employees within the Finance Department. We the respondent will be responsible for supervising our own staff of employees and consultants and to assure that they comply with policies, procedures, laws and rules. The existing employee profile of the Finance Department is as follows and will be supervised by our firm:

Employee Title	Quantity	Full or Part Time	DOL
Accountant	2	Full-Time	Exempt
Accounts Payable Clerk	1	Full-Time	Non-Exempt
Payroll Clerk	1	Full-Time	Non-Exempt
Administrative Assistant	1	Full-Time	Non-Exempt

To designate a **Key Personnel** – to act and serve as the Finance Director and to supervise all activities of the Finance Department, including preparing analysis and projections; maintaining integrity of the integrated financial information system; making long and short-range plans; and working with the Budget Administrator.

This role would be responsible for supervisory finance and budget work in the management of all General Government accounting records, financial and budgeting reports, accounting and budget systems and procedures and risk management programs where applicable to the Finance Department. The Finance Director serves at the will of the City Manager and will report directly to the City Manager or designee. Will be required to work and attend meetings outside regular business hours. Essential functions to be performed by the **Key Personnel** will be the following:

- Plan, direct, coordinate and administer all activities and personnel of the City's Finance Department in accordance with all applicable laws, rules, regulations and directions from City government.
- Supervise activities of the Finance Department, including administration, accounting, property control, billing and collection, accounts payable, payroll, occupational licenses, cash/debt management, and pensions.
- Analyzes the City's fiscal policies, interprets data, and recommends actions to immediate supervisor, the City Manager and the City Commission.
- Coordinate activities with functions of other City departments and private and public agencies.
- Direct the preparation of reports and statements on the City's financial affairs including internal and external reporting.
- Perform performance evaluation reviews and notice of disciplinary action when warranted for employees within the department.



- Review all revenue forecasts for all General Government, Special Revenue, Debt Service and Enterprise Funds to provide basis for cash flow forecasting.
- Prepares analysis and projections of the City's cash position to ensure that temporarily idle funds are invested and that investments of debt service funds mature at correct time.
- Maintain the integrity of the integrated financial information system.
- Manage and administer the treasury function of the City, including disbursing of City payrolls and General Government and Enterprise funds.
- Manage and administer the controllership function of the City, oversees and reviews the bank reconciliations, account reconciliations, journal and payroll entries, general accounting and reporting.
- Assist with maintaining compliance with monthly, quarterly and annual reporting.
- Manage the overall external financial audit of the Annual Financial Reporting requirements and other laws and rules of the Florida Statutes.
- Prescribe accounting/treasury forms and procedures.
- Administer and coordinate investment activities, revenue collections, banking services, debt service, and other financial activities.
- Prepare, submit and monitor annual departmental budget.
- Make long- and short-range plans for the department.
- Serve as liaison with the City Manager and City Commission on financial matters.
- Recommend the selection, promotion, discharge, and other appropriate personnel actions of City employees.
- Attend work on a continuous and regular basis, and provide notice when not available.
- Perform other related duties as assigned.
- Report irregularities and fraud to the City Manager and City Attorney.

We understand that it will be the primary responsibility of the Finance Department to safeguard the City's assets, ensure cost-effectiveness, provide financial support to operating departments, and report accurate and timely financial information to the City Commission, management, residents, the community and stakeholders.

We plan to assist with meeting this goal and objective with the support of a designated **Key Personnel** and support assistance provided to the City's contract with TriMerge.

We expect to be able to work on an agreement with the City to begin offering services somewhere during the period of October 1, 2021 to December 1, 2021. We also believe that other team members needed will include Data Analytics, Senior Accountant, Assistant Finance Director (can substitute Assistant Finance Director with a Chief Accountant or Controller), Grants Manager, Operational and Internal Audit and other roles as needed to support the City and its Finance Department.

We do however believe that through these supplemental services, **Key Personnel** can be responsible for supervising the City's Customer Service and Cashiering division 61, this division of responsibility may include supervision of any financial and accounting function. We believe that central cashiering and customer service should remain by City employees.

B. Other Services – Service A

We understand that from time to time the City may require consulting in areas other than those listed herein. Therefore, we provide a listing of various levels of staff from Partner to the Staff, and Consultant level along



with a corresponding hourly rate for each. If needed, the City may utilize the appropriate staff level of the firm at the stated hourly rate or a determined fixed cost. If the City is unable to utilize the respondent's team due to circumstances such as organizational conflicts, independence concerns, etc., then the City will seek other resources and contracts. We also understand that qualified firms must demonstrate competence and experience in all areas of expertise required by the scope of services.

C. Request for Proposal - Categories

1. High-quality level of services to be provided to the City.

We will provide high-quality level of service through the following:

- Implementing Project Management Tools and Schedules
- Level of Effort and Workload Assessment
- Adhering to our Quality Control Standards and Continuing Education Policies (See [Qualified Personnel](#) and [Internal Control](#))
- Performance Management and Scorecard
- Ongoing Communication with Management
- Senior Management and Leadership with 20+ Years of Experience

2. Understanding of City needs.

We understand the City's needs based on the Scope of Work identified for Scope A and B to provide it with various options to make an informed decision on how best to manage its financial affairs by having a fully functioning Finance Department.

3. Ability to convey a depth of understanding of the Scope of Work and the firm's capacity to accomplish it successfully.

We are able to understand the depth of the Scope of Work and believe that we will create a Work Plan that includes the following.

- Identify Key Personnel
- Create Initial Work Plan and Schedule for Key Personnel
- Key Personnel to Perform Assessment of Finance Department
- Key Personnel to Gain Understanding of Ongoing Issues and Concerns of Management
- Recruitment Ongoing
- Implement Tactics, Tools and Methods
- Professional Development and Training
- Monitoring and Oversight
- Review Quality Controls
- Develop and Update Policies, Procedures and Manuals
- Supervision
- Facilitate Compliance and Financial Audits
- Reporting, Monthly and Quarterly
- Performance Monitoring and Accountability
- Financial and Project Management



4. Conveyance of a willingness to work with City staff to maximize resources.

We have a willingness to work with City staff to maximize resources. We also believe that as the City works through its need to improve infrastructure and capacity building to better align and maximize resources, it will need to invest in key positions internally either through employment, consultant or on a contractual basis to address gaps in other divisions or departments that directly impact the operations of the City and the Finance Department. For example, the ability to have day to day and hands on assistance for a Purchasing personnel is critical to maintaining good and clean books and records, reduction of operating ineffectiveness and inefficiencies, real time reporting and monitoring and other. The City may also need to invest in resources to aid with its possible Enterprise Resource Planning (ERP) software improvements to address not only technical information technology additions but also training on the financial side, development of policies and procedures for new reporting and procedural guidelines as a result of the new ERP software and internal control reviews and assessments.

5. Approach to the Project and Methodology.

Our Project Management and Methodology will We will apply the services offered by....

- a) Act in the best interests of the City of Opa-locka for the course of the agreement and contract.
- b) Provide leadership and facilitate decision-making process with the City and between all departments, divisions and teams that require financial and accounting input.
- c) Provide contract management services for the contract.
- d) Engage the City Manager, his/her designee and manage expectations to ensure successful management of the Finance Department.
- e) Conduct a comprehensive resource needs assessment to identify required resources and skills for the program implementation effort and beyond.
- f) Define Key Performance Indicators (KPI) to measure performance as well as measure the success of the Finance Department.
- g) In conjunction with the City Manager, his/her designee, develop, implement and monitor overall Finance Department plan and schedules.
- h) Conduct a customer readiness assessment.
- i) Develop and maintain an integrated work plan and schedule that includes all the tasks required to complete routine work within the Finance Department and upon which clear billing can be processed. It is key to note that depending on the resources available, the work plan and schedule will need to be adjusted.
- j) Facilitate the approval process and obtain sign-off from City Manager, his/her designee on all Finance Department deliverables.
- k) Conduct a technology needs assessment for the Finance Department. Provide architectural and technology infrastructure advice and recommendations to City Manager, his/her designee for Finance Department technology needs and production systems technology needs. Review and comment on technology requirements in conjunction with the City's IT Department as needed.
- l) Conduct a security needs assessment for the Finance Department.
- m) Provide oversight for all training activities.
- n) Review policies and procedures, laws and rules, resolutions and ordinances that the City must abide by to assure that there are adequate policies and procedures to address.
- o) Finance Department meetings, minutes, memorandum and status reports to be developed.



p) Conduct Finance Department-related meetings. These meetings include weekly or as needed Finance Department update meetings, weekly or bi-weekly issues meetings, monthly meetings with the City Manager, his/her designee, and presentations to others as needed.

6. Technical soundness of the proposal.

We believe that our proposal response is technically sound and plays an important role in identifying our capability and capacity. We have reviewed the proposal for correctness of theorems and supporting documentation and proof of our abilities, experience and know how.

7. Application of the service offered.

We will apply the services offered on a day to day and as needed basis, providing supplemental assistance to fill gaps when needed and to retract services when needed to manage the City's budget.



IV. Scope & Methodology – Service B

A. Scope of Services – Service B

We understand that the Service Request B is for Full Finance Department Outsourcing Services. This is a relationship through contract with a firm to fully manage full-time accounting staff to provide financial management and accounting support services with no full-time employees for the roles outlined below. This includes specifically providing senior management and leadership assistance to support the City's Finance Department operations, financial matters, accounting, financial reporting, debt management, internal controls, financial and operational audits, compliance, supporting City Departments and other pertinent matters related to the City. The selected firm would at a minimum designate (1) **Key Personnel** to act and function in the role as Finance Director on a full-time basis. In addition to providing a mix of senior support staff to support the full outsourcing of the Finance Department, to provide financial management and leadership, and to supervise the firms' personnel dedicated to the Finance Department. We the respondent will be responsible for supervising our own staff of employees and consultants and to assure that they comply with policies, procedures, laws and rules. The existing employee profile of the Finance Department is as follows and will be absorbed as the contractor:

Employee Title	Quantity	Full or Part Time	DOL
Accountant	2	Full-Time	Exempt
Accounts Payable Clerk	1	Full-Time	Non-Exempt
Payroll Clerk	1	Full-Time	Non-Exempt
Administrative Assistant	1	Full-Time	Non-Exempt

To designate a **Key Personnel** – to act and serve as the Finance Director and to supervise all activities of the Finance Department, including preparing analysis and projections; maintaining integrity of the integrated financial information system; making long and short-range plans; and working with the Budget Administrator.

This role would be responsible for supervisory finance and budget work in the management of all General Government accounting records, financial and budgeting reports, accounting and budget systems and procedures and risk management programs where applicable to the Finance Department. The Finance Director serves at the will of the City Manager and will report directly to the City Manager or designee. Will be required to work and attend meetings outside regular business hours. Essential functions to be performed by the **Key Personnel** will be the following:

- Plan, direct, coordinate and administer all activities and personnel of the City's Finance Department in accordance with all applicable laws, rules, regulations and directions from City government.
- Supervise activities of the Finance Department, including administration, accounting, property control, billing and collection, accounts payable, payroll, occupational licenses, cash/debt management, and pensions.
- Analyzes the City's fiscal policies, interprets data, and recommends actions to immediate supervisor, the City Manager and the City Commission.
- Coordinate activities with functions of other City departments and private and public agencies.
- Direct the preparation of reports and statements on the City's financial affairs including internal and external reporting.



- Perform performance evaluation reviews and notice of disciplinary action when warranted for employees within the department.
- Review all revenue forecasts for all General Government, Special Revenue, Debt Service and Enterprise Funds to provide basis for cash flow forecasting.
- Prepares analysis and projections of the City's cash position to ensure that temporarily idle funds are invested and that investments of debt service funds mature at correct time.
- Maintain the integrity of the integrated financial information system.
- Manage and administer the treasury function of the City, including disbursing of City payrolls and General Government and Enterprise funds.
- Manage and administer the controllership function of the City, oversees and reviews the bank reconciliations, account reconciliations, journal and payroll entries, general accounting and reporting.
- Assist with maintaining compliance with monthly, quarterly and annual reporting.
- Manage the overall external financial audit of the Annual Financial Reporting requirements and other laws and rules of the Florida Statutes.
- Prescribe accounting/treasury forms and procedures.
- Administer and coordinate investment activities, revenue collections, banking services, debt service, and other financial activities.
- Prepare, submit and monitor annual departmental budget.
- Make long- and short-range plans for the department.
- Serve as liaison with the City Manager and City Commission on financial matters.
- Recommend the selection, promotion, discharge, and other appropriate personnel actions of City employees.
- Attend work on a continuous and regular basis, and provide notice when not available.
- Perform other related duties as assigned.
- Report irregularities and fraud to the City Manager and City Attorney.

We understand that it will be the primary responsibility of the Finance Department to safeguard the City's assets, ensure cost-effectiveness, provide financial support to operating departments, and report accurate and timely financial information to the City Commission, management, residents of the community and stakeholders.

We plan to assist with meeting this goal and objective with the support of the designated **Key Personnel** and support assistance provided to the City's contract with TriMerge.

We do however believe that full outsource management of the Finance Department shall not include the City's Customer Service and Cashiering division 61, this division may include supervision of any financial and accounting function but these employees will not be part of any full outsource contract. We believe that central cashiering and customer service should remain by City employees. We also believe for this option to be effective where appropriate accountability measures can be put in place, the City will need a full time employed Purchasing Office, Director or Administrator to manage the day to day functions. We also believe that the City's Human Resource Department may require enhanced processes and procedures related to the accounting of personnel compensation and benefits that need to be recorded and processed in the financial accounting system to produce accurate reporting. Both of these are needed if the Finance Department will be fully outsourced in order to develop appropriate metrics for rating performance and accountability by the contractor.



We expect to be able to work on an agreement with the City to begin offering services somewhere during the period of November 1, 2021 to January 3, 2022. We also believe that other team members needed will include Data Analytics, Senior Accountant, Assistant Finance Director (can substitute Assistant Finance Director with a Chief Accountant or Controller), Grants Manager, Operational and Internal Audit and other roles as needed.

B. Other Services – Service B

We understand that from time to time the City may require consulting in areas other than those listed herein. Therefore, we provide a listing of various levels of staff from Partner to the Staff, and Consultant level along with a corresponding hourly rate for each. If needed, the City may utilize the appropriate staff level of the firm at the stated hourly rate or a determined fixed cost. If the City is unable to utilize the respondent's team due to circumstances such as organizational conflicts, independence concerns, etc., then the City will seek other resources and contracts. We also understand that qualified firms must demonstrate competence and experience in all areas of expertise required by the scope of services.



V. Cost Proposal – Service A

See attachment for pricing structure, fee schedule and cost proposal.

Any additional cost will be for additional resources and consultant needs not identified in the cost proposal that may be needed on a temporary basis, special project or other specialty required for the Finance Department operations that do not exist currently.

Cost Saving Initiatives include a detailed and thorough needs analysis and assessment which we believe will be ongoing in light of the varies needs of the City in light of possible conversion into a new ERP system which will require additional support and resources.

VI. Cost Proposal – Service B

See attachment for pricing structure, fee schedule and cost proposal.

Any additional cost will be for additional resources and consultant needs not identified in the cost proposal that may be needed on a temporary basis, special project or other specialty required for the Finance Department operations that do not exist currently.

Cost Saving Initiatives include a detailed and thorough needs analysis and assessment which we believe will be ongoing in light of the varies needs of the City in light of possible conversion into a new ERP system which will require additional support and resources.



VII. Resumes and Certifications

Sandra Jean-Baptiste Bridgeman, CPA

Director (**Key Personnel**)

TriMerge Consulting Group, P.A.



EDUCATION

Degree: Bachelors of Science and a Master's: Business, Accounting, and Information Technology

College/University: Brooklyn College, Barry University, Florida International University

Year graduated: 1999 and 2003

SUMMARY OF EXPERIENCE

Years in public sector: 20+

Years with firm: New

Years of government experience: 29+

Experienced Chief Financial Officer with a demonstrated history of working in the government administration industry - General and Enterprise funds. Skilled in Budgeting, Analytical Skills, Government, Strategic Planning, and Project Planning. Strong finance professional with a BS, MS, CPA. (FL) focused in Accounting / Business / Information Technology from Brooklyn College, Barry University; FIU.

Ms. Bridgeman started her career with Miami-Dade County, and is a seasoned professional financial management, with more than 29 years of experience in government. Licensed CPA.

Miami-Dade County, Parks and Recreation – Chief of Finance

Administered the day-to-day financial activities of the Parks Department. Responsible for the direct supervision of a staff of 24 employees. Provided direct oversight on financial matters for approximately 112 remote locations. Handled County parks, marinas, golf courses, historical buildings, an equestrian center, the Zoo and leisure access and several community programs. The Finance Division operated via five units: Trade and Construction Payable, Revenue & Accounts Receivable, Inventory control, General Accounting/Grant support and internal audit. Responsibilities: Established a systematic program to improve departmental accountability. Assessed, developed or refined procedures for recording, processing and reporting data resulting in elimination of redundancies, reduction of errors and increase accuracy all captured in an accounting manual. Improved the quality of accounting information by reducing reconciliation time by 50%. Established of well-defined procedures for the accounting and tracking of capital improvement projects. Efficiently monitored the physical inventory of capital assets and retail inventory throughout Parks. Implemented the County Payable System and interfaced it with Parks existing Work Order System. Established a cross-training program for personnel development. Created a database to capture input and output measures for budgetary decision-making. Migrated Accounts Receivable data from the HP 3000 to a more flexible platform as an interim solution Performed several operational and financial audits resulting in recommendations for effective internal controls. Implemented automated data retrieval/input process for revenue facilities in remote locations; trained over 50 field personnel. Served on several selection committees for County-wide systems. Active Core Team member for the implementation of the County's (EAMS). Worked closely with consultants to customize and configure it. implemented in 2005.



Miami-Dade County, Aviation Department – Controller

Recruited as part of the rescue team and joined the department in August of 2006 to help salvage the ERP implementation of Peoplesoft intended to replace the accounting legacy system. Through aggressive efforts, MDAD was able to successfully produce financial statements that yielded a sound unqualified opinion by auditors in 2006. Other accomplishments on post implementation centered upon the department's efficiency and effectiveness. General responsibilities were as follows:

- Responsible for MDAD's day-to-day accounting and financial activities, personnel management, re-classifications from hiring to job appraisals.
- Produced a wide variety of accounting and statistical reports, the (CAFR) which has won an award from the GFOA for the past several years.
- Monitored and provided status of the Airport's financial condition to bondholders, and stakeholders.
- Established policies and procedures, monitored, enforced internal controls to protect Airport assets.
- Provided financial data for the Offering Statement for all bond's issuance/refinancing/ refunding.
- Conducted periodic audits to ensure compliance and adequate internal controls. Tracked and monitored the Airport Construction Program closely.
- Interfaced on a regular basis with traffic engineers, the MAAC, financial advisers and airport Executives.
- Formulated a strategic based approach to review budget forecasts within budgetary constraints.
- Achieved budget objectives by monitoring financial activities, analyzing and assessing variances and initiating corrective actions when appropriate. Measured divisional goals and objectives periodically to address issues timely.
- Complied with federal, state, and local requirements; filed required reports; advised the Director on needed actions.
- Maintained professional certification, via continuing professional education and networking.
- Periodically served on the Steering committee for IT initiatives at MDAD and county-wide projects.

Miami-Dade County – Comptroller

Delivered accurate and timely financial services for sound decision making. Provided leadership and guidance for all accounting treatments necessary to manage financial risks while ensuring uniform standards in accounting, reporting, objectives for all areas reporting financial information. Ensured efficient training and professional development for personnel. Responsible for the coordination of the County's external audits for the County-wide CAFR, Single Audit, Auditor General Report, Impact Fee, SNP, GOB and Impact Fee Reports. Ensured reliability and integrity of financial reporting and management information systems for the County through effective maintenance of viable structures, and flow of financial activities in the General Ledger (FAMIS). Promoted and monitored enhancements to current financial system and sought new technological processes resulting in improved efficiencies and cost savings. Ensured all payroll related activities such as disbursements and W2's were generated properly and timely as per IRS requirements and for 28,000 employees and incidental workers. Provided resolutions to a diverse range of issues consistent with an understanding the County's mission, role and goals. Responsible for the completion of the controller's division budget, with an emphasis on forecasting and strategic planning. Established clear



objectives; assessed current internal situations to formulate, implement, evaluate and adjust strategies within the framework of the business environment. Maintained performance measures in the Finance's Active Strategy (ASE) scorecard. Responsible for managing personnel and related re-classifications, promotions, disciplinary actions, and job appraisals. Work cohesively with Bond Administration and Cash Management under the departments to ensure proper monitoring of risk and liquidity not only for debt but for capital projects as well.

Miami-Dade County, Aviation Department – Chief Financial Officer

Primarily responsible for the overall management of the Airport's financial risks and available resources. •Served as a strategist to the executive management team and applied critical thinking skills, along with financial acumen, to short and long-term goals, strategies, plans and policies of the Airport. Directed the development of the Department's annual operating budget valued last at a billion dollars. Reviewed financial, economic and airline industry data to develop and recommend airline rates and charges rent and fee structures annually. Directed the development of capital budgets; monitored all capital programs closely and aligned funding according to programs' schedules and needs. Conducted routine performance analysis. Managed credit rating presentations, closing materials for the POS for Bond refunding or issuance of Bonds when needed. Established and reviewed internal control and policies to safeguard Airport assets. Produced the Comprehensive Annual financial Report (CAFR). Maintained all official statistical information, financial and capital programs reporting and transparency. Maintained constant communication with Airlines and the executive team. Promoted and encouraged teamwork. Ensured compliance with authoritative bodies and grantors, stakeholders, bondholders, government and bond agencies. Stayed current on technological advances that could enhance existing processes.

City of Miami – Assistant City Manager, Chief Financial Officer

Oversees, plans, directs and manages the overall financial plans and policies of the City. This includes financial planning, operating and capital budgeting, management of financial risks, record-keeping, financial reporting, grant and risk administration, general and procurement services administration. Assesses and monitors investments and financing opportunities for the maximum benefit of the organization for the city. Studies, analyzes and reports on trends, opportunities for expansion and projection of future company growth. Serves on the executive management team and assists in planning and implementing organizational goals and objectives.

City of Cooper City – Finance Director, Chief Financial Officer

Oversees, plans, directs and manages the overall financial plans and policies of the City.

FINANCIAL ACCOUNTING SERVICES: TECHNICAL EXPERIENCE

Direct and hands on experience functioning in senior leadership financial role with local government agencies providing financial management, leadership, supervision, monitoring and oversight of financial operations,



accounting, compliance and reporting. In addition to functioning in the role of senior executive management as a former Assistant City Manager.

OTHER EXPERIENCE

Demonstrated technical experience that produced high quality, depth, and relevant experience in the following subject matters: technology

GOVERNMENTAL EXPERIENCE

Miami-Dade County, Aviation | Miami Dade County, Parks and Recreation | City of Miami | City of Cooper City |

PROFESSIONAL MEMBERSHIPS

Florida Government Finance Officers' Association | FICPA



Geraldine "Gerri" Lazarre, CPA

Managing Partner (Principal Consultant) **(Key Personnel-As Needed)**
TriMerge Consulting Group, P.A.

EDUCATION

Degree: Bachelor's in Business
Administration-Accounting and
Masters of Science in Taxation

College/University: Howard University
and University of Miami

Year graduated: 1999
and 2003

SUMMARY OF EXPERIENCE

Years in public accounting: 20+

Years with firm: 18+

**Years of government
experience:** 15+

Ms. Lazarre's career has focused in the professional financial and management advisory and consulting services for more than 20 years, and has become a trusted advisor working with government agencies, nonprofit organizations and the for profit sector. As Managing Partner and President of TriMergeCPA, Gerri oversees the firm's corporate governance, system of quality control, project and contract management and engagement performance. She leads the team to achieve its goals, objectives and successful outcomes. She has extensive experience specializing in audit, accounting and financial management, budget/forecasting, outsourcing and temporary staffing, internal control assessment, operations and project management, in addition to tax compliance and consulting. Her work has included working with both local and federal government agencies such as Miami-Dade Transit, City of Oakland-Park, City of Quincy, City of Opa-locka, City of Lake-Worth, Broward County Clerk of Courts, Broward Housing, the U.S Agency for International Development (USAID) and the private sector, with entities such as the American Airline Arena and CH2M Hill.

Ms. Lazarre started her career with the Audit and Assurance division of PricewaterhouseCoopers (PwC) in Miami, Florida in 1999. After departing PwC, she continued her professional career with local public accounting firms and in the private sector. In 2003, Gerri co-founded TriMerge Consulting Group, PA dba TriMergeCPA, TriMergeTax and TriMergePro where she is currently the Managing Partner. Throughout her career, Ms. Lazarre has managed and performed numerous audits and reviews of internal controls; and has assisted clients with the remediation of deficiencies in the financial management process. In addition to assisting government clients with navigating financial emergencies, assessment and restructuring operations through financial management, oversight and compliance. Most notably, she has worked with the City of Opa-locka, after the City declared a financial emergency with the State of Florida, and working with the Florida's Chief Inspector General's Office and the Joint Legislative Audit Committee Office's since 2017.

Licensed certified public accountant in the state of Florida, Georgia and the District of Columbia.

FINANCIAL ACCOUNTING SERVICES: TECHNICAL EXPERIENCE

Providing financial management, leadership, and supervisory services to Finance Departments of local government agencies on a temporary and interim basis to facilitate day to day management, overseeing operations, liaison with the City Manager's office, City Commission, Department Heads, intergovernmental agencies, vendor and third-party agencies, stakeholders, taxpayers and other. This includes functioning in



the capacity of Acting Chief Financial Officer, Finance Director, and Budget Administrator for different organizations and also managing the customers employees and contractors, in addition to additional resource support provided by TriMergePRO hired employees and consultants to facilitate customer workload and level of effort requirements to manage the contract.

Has served as a financial expert consultant to the City Manager by providing counsel, expertise, and guidance to the City management, administrators, and staff in financial services matters. Have led and assisted the City with stabilizing its finances, budget and operations by fostering better relationships with interlocal government agencies and banking institutions, becoming compliant with past due financial statement and compliance audits which assisted with releasing hold of state intergovernmental funding due to the City and allowing the City to gain \$2.1 million in CARES Act program funding, and more than \$1.9 million in CARES Act operations funding.

Lead Finance Department to include both the accounting and finance team alongside the utility billing customer service and cashiering in the delivery of financial processes, developing cross-functional partnerships with other departments, and providing innovative and reliable financial guidance.

Directs staff in the performance and completion of analysis, measurement, and reporting of financial and operational activities within the General Ledger Accounting (i.e., SunGard), Grant Accounting (i.e., SunGard), Treasury (i.e., cash flow analysis) , Accounts Payable, Planning & Analysis, Payroll, Financial Systems, and Other.

Oversees the development and preparation of the Annual Budget for the City and acting as the Budget Administrator in the absence of hired employee from the period February 2019 to December 2019. This aided in the City government producing its first on-time Annual Budget, abide and comply with the "Truth in Millage" guidelines and assists in the preparation of mandated advertisements and documentation required for public hearings and the adoption of the final budget timely with the City Clerk and Finance Department staff to assist the City navigate through its third year under a financial emergency. Assisted City Department Directors with the Annual Budget process, along with City Manager and City Commission and the City Manager's Annual Budget presentation to the City Commission and forwarding to the State of Florida, Office of the Chief Inspector General.

Assist to direct, oversee, and monitor financial planning to assure fiscal integrity and accountability for the City. Developed and implemented both long and short-term plans and activities to meet both the operational and financial goals of the City, including the prioritization of resources.

OTHER EXPERIENCE

Demonstrated technical experience that produced high quality, depth, and relevant experience in the following subject matters:

- **Financial Statement Audits**

We comply with Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Auditing Standards, commonly referred to as the "Yellow Book", which is produced in the United States by the Government Accountability Office. These standards apply to both financial and performance audits of government agencies, which we adhere to. We also adhere to other applicable standards, and compliance with laws, rules and regulations. We adhere to both Generally Accepted Accounting Principle (GAAP), Financial Accounting Standards Board (FASB) and the Government Accounting Standards Board (GASB).



Lead Audit Partner on financial statement audits engaged by the firm. Manage and performed numerous audits, reviews of internal controls, compliance, risk assessment, consideration of fraud and examining compliance with findings and the remediation of deficiencies in the control environment. Prepare audit plan and workflow, nature and timing of fieldwork, design of audit procedures and test of controls, review audit work papers to adhere to engagement performance and quality review process, provide recommendations and solutions, conclude audit with the deliverables, communication and presentation to management and other concluding steps to management and the board of governance. Supervise and monitor engagement performance. Responsible for assuring that the firm establishes and maintains a system of quality control over the accounting and audit practice. Our quality control system includes many components to assist with validating and monitoring our process (i.e., Leadership, Monitoring, Continuing Professional Education, Human Resource and Recruiting, Engagement Acceptance, Continuance and Performance), in addition to the requirement for a Peer Review which we have successfully passed since inception.

Leader over the firm's membership in the Government Audit Quality Center (GAQC) and Employee Benefit Plan Audit Quality Center (EBPAQC) within the American Institute of CPA. Responsible for the firm's registration with the Public Company Accounting Oversight Board (PCAOB).

Serve customers and audit engagements in the governmental, nonprofit and private sector.

- **Audits of Segments of Financial Statements**

External Auditor: Responsible for examining and auditing the Customer (auditees) books and records to assure compliance with GAAP, GASB and other guidance. Assure auditees compliance with GASB 34, 37, 63 and other pronouncements. Our work includes examining that the agencies reporting enterprise funds (a type of proprietary fund) or using enterprise fund accounting and reporting standards to report their activities could be required to present segment information for those activities in the notes to the financial statements. This may also be a group of identifiable activity (or group of activities), reported as or within an enterprise fund or another stand-alone entity that has one or more bonds or other debt instruments (such as certificates of participation) outstanding, with a revenue stream pledged in support of that debt. In addition, the activity's revenues, expenses, gains, losses, assets and liabilities are required to be accounted for separately. We assure compliance and review during our audit review process based on the books and records (i.e., general ledger, trial balance, financial statements) of the auditee.

Internal Audit Support Services: In our role as an Outsourced Consultant providing Temporary Professional Accounting Support to our local government customers, we are adhering to the guidance and guidelines for segment reporting as noted in GASB 34, 37 and 63.

- **Internal Controls Audits**

Performed numerous internal control audits as part of the financial statement audit and compliance audit for auditees. This included an audit of an understanding of an organization process for assuring that the organization is meeting its objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations and policies.

In performing the auditees **Single Audit**, we adhere to Subpart F of the OMB Uniform Guidance, to perform a rigorous, organization-wide audit or examination of the auditees expenditure of \$750,000 or more of federal assistance (commonly known as federal funds, federal grants, or federal awards) received for its operations by grantors.



We also perform where applicable, the Florida Single Audit Act, in accordance with Section 215.97, Florida Statutes, which establishes the Florida state audit and accountability requirements for state financial assistance provided to nonstate entities. This allows for the promotion of audit economy and efficiency.

Internal control audits for clients have been surrounding areas such as: Cash, Fixed Assets, Inventory Tag, Payroll Access Controls, Bank Reconciliation, Grants Management, Hiring and Recruitment, Procurement, Utility Billing Operations, Budget, Financial Reporting and more.

- **Project Management**

Provide organizational and project management for more than 20 years.

- **Program Research, Planning and Evaluations**

Develop and draft program design, research and planning valued in excess of \$5 million.

- **Provision of Studies, Analyses, Scenarios and Reports relating to a Customer's mission-oriented business programs or initiatives**

Write and develop reporting and analysis for customer mission-oriented business programs and initiatives for emergency management, infrastructure, equipment and tools, and other.

- **Customized Training as needed to achieve a Management Consulting Objective**

Develop customized training for individual and group settings on various financial, accounting, management and organizational needs for various customers serving both the public and private sector.

- **Assistance with Policy and Regulated Development**

Draft legislation for regulation development for local government and policies and procedures for both the public and private sector.

- **Assistance with Process and Productivity Improvement**

Develop flow chart and process chart on work flow for productivity. Develop manuals, job descriptions and detailed policies and procedures.

- **Expert Witness Services in Support of Litigation, Claims, or Other Formal Cases Relating to Management Consulting**

Provide analysis, guidance and supporting details from technical perspective for claims.

- **Advisory and Assistance Services Relating to a Customer's Mission-Oriented Business Programs or Initiatives**

GOVERNMENTAL CLIENTS & PROJECTS SERVED

City of Opa-locka | United States Agency for International Development | Deerfield-Beach Public Housing | Broward County Public Schools | Broward County Clerk of Courts | Broward Housing | Florida Memorial University | Miami-Dade Transit | City of Miami-Beach | City of Lake-Worth | City of Oakland Park | City of Deerfield-Beach |

Grantor Funding From:



U.S. Department of Education, Department of Justice, Department of Treasury, Department of Transportation, Department of Health and Human Services | Department of Housing and Urban Development | National Endowment of the Arts | Environmental Protection Agency | Florida Department of State and Secretary of State | Florida Department of Environmental Protection | South Florida Regional Transportation Authority |

PROFESSIONAL MEMBERSHIPS

American Institute of Certified Public Accountants | Florida Institute of Certified Public Accountants | Florida Government Finance Officers' Association | Government Finance Officers Association | PCAOB |



VIII. Past Performance & Experience

PAST PERFORMANCE – PROPOSER’S EXPERIENCE & REFERENCES	
(i) Client Name	City of Opa-locka
(ii) Description of Service	Temporary Accounting and Audit Support to the Finance Department, City Manager, Assistance City Manager, City Attorney, Infrastructure/CIP Director, Human Resource, City Clerk, Public Works & CIP Director and City Commission – Provide temporary staffing services to Finance Director, Assistant Finance Director, Budget Administrator, Senior Accountant, Accountant, Administrative support and Grant Writer/Manager roles. Annual financial and compliance audit support contract to audit the Government-wide and Funds/Departments such as Water & Sewer, Parks & Recreation, Police/Public Safety, Capital Projects, Community Development, Building & Licenses, Code Enforcement, Finance and Grants, and more. Under contract, we assisted with performing the federal and state Single Audit. The audit was conducted in accordance with auditing standards generally accepted in the U.S. and applicable to financial audits contained in Government Auditing Standards. This also included compliance with OMB A-133 and OMB Uniform Guidance and to identify findings and make recommendations for improvement. We adhere to GAAP and GAAS. Assist with the successful compliance with the annual Truth and Millage Certification (TRIM). Assist with improving financial reporting, accounting and reconciliation to go from a Disclaimer of Opinion on the financial reporting to a Qualified Opinion based on project management training, tools and techniques used, along with temporary staffing needs. Capital Improvement Project Budget – Assisted with developing the 5 Year CIP Budget/Forecast valued in excess of \$55 million. Budget – Submission of Proposed Annual Budget by Resolution for approval, estimated at over \$40 million Grants Management, Accounting and Compliance – Assisted with grant compliance funded by federal agencies such as EPA, DOT and other grant submission for FEMA, HUD and more.
(iii) Dates covering the term of the contract	July 2017 – Present July 2017 – September 2019 SCOPE: Temporary Financial Accounting Staffing, Grant Writing and Support, Financial Management, Leadership and Supervision October 2019 – September 30, 2021 Financial Management, Leadership and Supervision, Temporary Financial Accounting Staffing



(iv) Contact	Mr. John Pate (City Manager), jpate@Opalockafl.gov , 786-338-6598
(v) Statement on Prime or Sub	Prime
(vi) Results of the project	Financial and project management assistance and support for the Finance Department and City Manager's office. Provided more than 20 support team members over a 4-year period on a temporary basis to assist City government operations. Successfully assisted the City with complying with five (5) financial and compliance audit requirements which aided in compliance with state requirements, removal of state withholding of funds. Worked with team to submit an approved Annual Budget, an approved Budget Amendment, managing the Finance Department and submission of proposed millage rate and proposed Annual Budget by Ordinance. Successful TRIM Certification process after non-timely compliance in over 3 years. Developed request for \$2.1 million in CARES program funding, and \$1.9 million successfully gained in CARES operation funding on behalf of the City. Assisted with completing the 2015-2018 CITT surtax audit which aided the City in collecting more than \$1.2 million in transit and transportation revenues. Assist with recruitment efforts for multiple roles within the City. Services are ongoing, contract has been extended with additional scope.

(i) Client Name	City of Deerfield Beach
(ii) Description of Service	Temporary Accounting and Audit Support to the Finance Department, City Manager, Assistance City Manager, other Departments, City Commission – Provide temporary financial management support in both the Chief Financial Officer (CFO) and Assistant Finance Director role by providing three (3) support staff over a 12-month period to manage, supervise and lead the Financial Services Department of the city. Assist with the recruitment efforts for CFO, Assistant Finance Director and Budget Manager. We adhere to GAAP and GAAS.
(iii) Dates covering the term of the contract	February 2020 - Present
(iv) Contact	Ms. Stephanie Tinsley (CFO), stinsley@deerfield-beach.com , 954-420-5571
(v) Statement on Prime or Sub	Prime
(vi) Results of the project	Led the Financial Services Department on a temporary basis and assisted with recommendation on recruitment efforts.

(i) Client Name	Clifton Larson
(ii) Description of Service	Staffing for IT/IS Auditor – Federal Government Provide support for the annual financial and compliance audit support contract of a Federal Government agency.
(iii) Dates covering the term of the contract	February 2020 - Present
(iv) Contact	Mr. Jason Wagoner (Partner), jason.wagoner@claconnect.com , 301-902-8568
(v) Statement on Prime or Sub	Subcontractor
(vi) Results of the project	Gerri Lazarre, CPA as Contract Manager and responsible for administering and managing the contract and deploying appropriate resources to engagement with qualified personnel meeting the job description for the audit.



IX. Attachments

A. Open Rating

Our team demonstrates in, our relevant experience in providing quality service by our customers with an "Overall Performance Rating" of **94%** from our most recent Open Ratings Past Performance Evaluation.

Open Ratings

Past Performance Evaluation

1. COMPANY OVERVIEW	
Primary Name :	Trimerge Consulting Group, PA
Alternate Name :	(none)
D-U-N-S® :	16-722-4760
Address :	1444 Biscayne Blvd Miami, FL 331321430
Telephone Number :	+1 (305) 940-5344
Past Performance Evaluation	
Report Date :	
Order Number	
Company Information	
Year Started:	
Year of Current Control:	
Annual Sales:	
Total Employees:	
SIC/Line of Business:	

2. SUPPLIER PERFORMANCE RATINGS	
The supplier's overall performance rating is an assessment of predicted performance. Ratings are on a scale of 1 to 5, with 5 representing the highest level of customer satisfaction. The SIC-level benchmark indicates how the supplier ranks in comparison against peers.	
Overall Performance Rating	94
Overall, how satisfied do you feel about the performance of this company during this transaction?	Bottom SIC:

B. Additional Attachments

1. *Fiscal Soundless and Bank Verification Letter*
2. *Page 21-30 from RFP No 21-0726100*

TRIMERGE CONSULTING GROUP, PA
39 NW 166TH ST STE 1
MIAMI, FL 33169-6049

Account ending in7334

Case number: N/A

Date

September 14, 2021

Account information
bankofamerica.com

To whom it may concern:

Your inquiry regarding the above account was received.

What you need to know

Our records indicate the account was opened on 05/03/2004, and is currently in an open status and titled as: TRIMERGE CONSULTING GROUP, PA

What you need to do

To set up a direct deposit or to authorize a merchant to withdraw payments from your account, please provide the following information to the requestor or originator of the transaction(s):

- Your account number 003766567334
- Our Automated Clearing House (ACH) Routing/Transit Number for your account, which is 063100277
- Wire Routing Number is 026009593
- SWIFT Code is BOFAUS3N

You may be required to provide this information on a direct deposit or automatic debit form supplied by the requestor or originator of the transaction(s).

We appreciate the opportunity to serve you and your financial needs.



RFP NO. 21-0726100

FINANCIAL ACCOUNTING SERVICES

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: TRIMERGE CONSULTING GROUP P.A.

Address: 39 NW 166TH STREET, SUITE #1

City, State, Zip: MIAMI, FL 33169 Phone/Fax: 305-940-5344 / 305-940-5223

2. Check One: Corporation ☒ Partnership ☐ Individual ☐

3. If Corporation, state:

LLC - 8/24/2003, CONVERTED TO CORPORATION 7/31/2006
Date of Incorporation: 07/31/2006 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: N/A

5. Name and Title of Principal Officers

Date Elected:

LAZARRE, GERALDINE; President

07/31/2006

6. The length of time in business: 18 years

7. The length of time (continuous) in business as a service organization in Florida:

18 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last thirty-six months.

9. A copy of County and/or Municipal Occupational License(s)

Note: Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.



RFP NO: 21-0726100
PRICE PROPOSAL FORM

FINANCIAL ACCOUNTING SERVICES
SERVICE REQUEST A

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: \$ _____

SUBMITTED
THIS

15 DAY OF September 2021.

BID SUBMITTED BY:

TRIMERGE Consulting Group PA 305-940-5344
Company Telephone Number

LAZARRE, GERALDINE 305-940-5223
Name of Person Authorized to Submit Bid Fax Number


Signature

info@TrimergeConsulting.com
Email Address

PRESIDENT
Title



RFP NO: 21-0726100
PRICE PROPOSAL FORM

FINANCIAL ACCOUNTING SERVICES

SERVICE REQUEST B

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: \$ _____

SUBMITTED
THIS

15TH DAY OF September 2021.

BID SUBMITTED BY:

TRIMERGE Consulting Group P.A. 305-940-5344
Company Telephone Number

LAZARRE GERALDINE 305-940-5223.
Name of Person Authorized to Submit Bid Fax Number

Signature

Email Address

info@Trimergeconsulting.com

Title

PRESIDENT

CITY OF OPA-LOCKA



CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature  _____

Printed Name LAZARRE, GERALDINE



CITY OF OPA-LOCKA
RFP NO. 21-0726100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by LAZARRE, GERALDINE the
(Name)
PRESIDENT of TRIUMERGE CONSULTING GROUP PA.
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

9/15/2021
Date

[Signature]
Signature



CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

LAZARRE GERALDINE being first duly sworn, deposes and says that:

- (1) He/She/They(is) are the OWNER of TRIMERGE
(Owner, Partner, Officer, Representative or Agent) of
CONSULTING GROUP PA the PROPONENT that has submitted the attached proposal;
- (2) He/She/They(is) are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Raul Calvar
Witness

[Signature]
Witness

By: [Signature]
Signature

GERALDINE LAZARRE, PRESIDENT
Print Name and Title



NON-DISCRIMINATION AFFIDAVIT

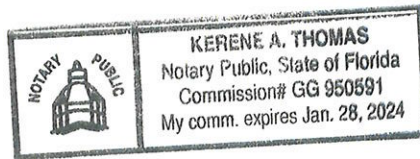
I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: GUARDINE LAZARRE
Title: PRESIDENT

Sworn and subscribed before this

th
14 day of September, 2021

Kerene A Thomas
Notary Public, State of Florida



Kerene A Thomas
(Printed Name)

My commission expires: Jan 28, 2024



E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: TRIMERGE CONSULTING GROUP P.A.

Authorized Signature: 

Print Name: LAZARRE GERALDINE

Title: PRESIDENT

Date: 9/15/2021

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE III SECTION 22-61 OF THE LAND DEVELOPMENT REGULATIONS TO INCLUDE PROVISION FOR "CERTIFICATES OF RE-OCCUPANCY"; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is incumbent upon the City of Opa-Locka ("City") to ensure that properties are constructed and maintained in accordance with the City's Zoning regulations and other City Codes, including but not limited to Building Code and life safety requirements; and

WHEREAS, it has been brought to the City's attention that, on several occasions, properties that are not in compliance with the City's Zoning regulations and other City Codes have been transferred to new owners without their knowledge; and

WHEREAS, the City of Opa-Locka, along with other cities across the nation, is experiencing a high foreclosure rate and at some point, these homes will be transferred to new owners; and

WHEREAS, the purpose of this Ordinance is to ensure that prior to residential properties being transferred, the City can confirm that the properties meet the current City zoning requirements and other City Codes, and

WHEREAS, staff intends to undertake an educational component prior to enforcing this Ordinance, to make the public aware of the existence of the Ordinance and its requirements; and

WHEREAS, the City is in need of Certificate of Re-Occupancy Regulations, for inclusion within the City's Land Development Regulations as a part of Article III, Section 22-61.

NOW THEREFORE, BE IT ORDAINED 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 Ordinance.

SECTION 2. AMENDING ARTICLE III, SECTION 22-61 OF THE LAND DEVELOPMENT CODE

The City Commission of the City of Opa-Locka hereby amends the City's Land Development Regulations, Article III, Section 22-61, entitled "Certificates of Re-Occupancy" to state:

Sec. 22-61. Certificates of Occupancy and Re-Occupancy

1. Certificates of Re-Occupancy

- A. No building or structure, or part thereof, or premises, which are hereafter erected or altered, or land upon which a new or rehabilitated use is established, shall be occupied or used until a certificate of occupancy shall have been applied for and issued.
- B. Certificates of occupancy shall not be issued until the premises have been inspected and found to comply with all requirements of the Code of the City of Opa-locka and of this Chapter, and with all other agencies when required, such as Miami-Dade County Health Department, etc.
- C. A record of all certificates of occupancy issued hereunder shall be kept on file in the city.
- D. All applications for certificates of occupancy shall be approved or disapproved within seven (7) days following application.

2. Certificates of Re-Occupancy

Section 1. Purpose

The Purpose of this Section is to ensure that prior to a residential property being conveyed to a new ownership, that the City can confirm that the property meets the current City zoning requirements and other City Codes, including but not limited to the Building Code and life safety requirements, that the premises is being used solely for residential purposes; and that the premises has not been unlawfully altered, in violation of the City's Zoning and other City Codes.

Section 2. Certificate of Re-Occupancy Required

Prior to the purchase, sale, conveyance, and transfer of title to any single- family, condominium, duplex, triplex townhouse dwelling unit, or apartment complex

consisting of four (4) or more units, a certificate of re-occupancy must be obtained. This section shall not apply in instances where property has been transferred by virtue of a certificate of title issued after a foreclosure sale. However, prior to any re-occupancy of such foreclosed property, a certificate of re-occupancy shall be obtained. The certificate of re-occupancy, if issued, shall state that the City has inspected the dwelling and determined that the dwelling complies with the residential occupancy regulations of the zoning district and other City Codes wherein the dwelling unit is located and does not contain any uncorrected building violations.

Section 3. Application

1. It shall be unlawful for any person, firm or corporation to sell, convey, or transfer any single-family, condominium, duplex, triplex or townhouse dwelling unit, or apartment complex consisting of four (4) or more units owned by such person, firm or corporation, unless a certificate of re-occupancy has been issued by the Director of the Building & Licensing Department or his/her designee. The certificate of re-occupancy, if issued, shall state that a City Inspector has inspected the dwelling and has determined that the dwelling meets the residential occupancy regulations of the zoning district and other City Codes in which the dwelling unit is located.

2. It shall be unlawful for any person, firm or corporation to transfer or convey a single family, condominium, duplex, triplex, or townhouse dwelling unit, or apartment complex consisting of four (4) or more units owned by such person, firm or corporation, without first disclosing by written notice to the buyer, grantee, or transferee the fact that a certificate of re-occupancy is required in accordance with this Section. Such notice shall be issued on a form to be provided by the City.

3. Application for a certificate of re-occupancy shall be made by the seller or owner or the designated agent, upon a form provided by the City and the payment of an inspection fee. Said fees shall be paid by the applicant. If the dwelling must be inspected within fifteen (15) business days of receipt of the application, an expedited inspection may be requested. There shall also be a fee for expedited inspections.

4. Upon receipt of the application and fee, a City Inspector shall inspect the dwelling within thirty (30) days and, if such dwelling is found to be in conformance with the provisions of paragraph 1 above, a certificate of re-occupancy shall be issued. If the dwelling is not in conformance with such provisions, the Director or the Director's designee shall indicate by itemized list corrective action required and the certificate of re-occupancy shall be withheld

until such provisions are complied with to the reasonable satisfaction of the Director or the Director's designee.

5. In the event of acts of God, terrorism or other force majeure acts, the dates outlined herein shall be extended, and the City shall be relieved of any responsibility as a result thereof.

Section 4. Restriction on inspection

Information gained or conditions observed during any inspection conducted pursuant to the authority of this Section shall not be utilized by the Code Enforcement Officers of the City as the basis for bringing code enforcement violation proceedings other than as to the residential occupancy regulations of the zoning district in which the dwelling unit is located, and the safety violations directly addressed by the inspection made under this Section, as applicable. This shall not preclude other enforcement actions brought upon the basis of information gained or violations observed by other lawful means.

Section 5. Exemption

A certificate of re-occupancy shall not be required for the original transfer or conveyance of a newly constructed single family, duplex, triplex dwelling unit, or apartment complex to any firm, corporation, or individual, or to any transfer that represents the first transaction since the issuance of the original certificate of occupancy.

Section 6. Limitation of Liability

The issuance of a certificate of re-occupancy does not constitute any representation or warranty as to the condition of the dwelling or other structures on said premises described herein (or any aspect of such condition), and interested persons are advised and encouraged to make their own inspection of the premises to determine the condition thereof. The issuance of a certificate of re-occupancy does not prevent the City from making future findings that violations exist that were not found in any previous inspection(s).

Section 7. Payment of Outstanding Lien Amounts

No re-occupancy certificate shall be issued for any property unless the property is in compliance with any outstanding warning notices or notices of violation issued by the City and until the owner of the property has satisfied City of Opelousa liens against the property.

Section 8. City Manager Authority

In the event of a pending real estate transaction, the City Manager shall enter into a stipulated settlement agreement for the issuance of conditional certificates of re- occupancy. Such conditional certificates shall provide for a reasonable

time for compliance with any outstanding zoning or building code issues and for a fine in the event of noncompliance. Conditional certificates of re-occupancy shall not be issued where life-safety violations exist on the property. There shall be a fee for a conditional certificate of re-occupancy. The property owner to whom the property is transferred must agree to be bound by the terms of this Section and in the event the requisite remedial action does not occur within the timeframe stipulated in the conditional certificate, agrees to be subject to the penalties outlined in Paragraph 10 below.

Section 9. Warning Notices

Prior to the imposition of any lien or penalty for the failure to obtain a re-occupancy certificate, a warning notice shall be issued to the violator(s) requiring compliance within a reasonable period. In the event the requisite inspection does not occur within the time set by the City, a notice of violation shall be issued.

Section 10. Penalties

Any person convicted of a violation of this section shall be punished by a fine not to exceed Five Hundred Dollars (\$500.00), or by imprisonment not to exceed sixty (60) days, or both, in the discretion of the County Court. In addition, any property for which an application for a re-occupancy inspection and certificate is not filed prior to the sale of said property shall be subject to a fine equivalent to the expedited application fee, payable at the time the late application is filed.

SECTION 3. The provisions of this Ordinance shall take effect six months after the effective date of this Ordinance. Prior to that date, City staff will undertake steps to educate City residents about the Ordinance and its implementation. Commencing six months after the effective date of this Ordinance, all affected persons or entities must comply with its provisions.

SECTION 4. CONFLICT & REPEALER.

All ordinances, parts of ordinances or code provisions in conflict herewith ordinance are hereby repealed.

SECTION 5. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of the Code or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 6. INCLUSION IN CODE.

It is the intention of the City Commission of the City of Opa-Locka that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of Opa-Locka and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

SECTION 7. SCRIVENER'S ERRORS

Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, following review by the City Attorney, and without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-Locka is subject to the approval of the Governor or Governor's Designee.

PASSED FIRST READING this ____ day of _____ 2022.

PASSED SECOND READING this ____ day of _____ 2022.

Veronica J. Williams, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Commissioner Dominguez	_____ (Yes)	_____ (No)
Vice-Mayor Taylor	_____ (Yes)	_____ (No)
Mayor Williams	_____ (Yes)	_____ (No)



**City of Opa-locka
Agenda Cover Memo**

Department Director:	Wilma Wilcox		Department Director Signature:	<i>Wilma F. Wilcox</i>	
City Manager:	Darvin Williams		CM Signature	<i>[Signature]</i>	
Commission Meeting Date:	09/28/2022	Item Type: (Enter X in box)	Resolution X	Ordinance X	Other
Fiscal Impact: (Enter X in box)	Yes X	No	Ordinance Reading: (Enter X in box)		1st Reading 2nd Reading
			Public Hearing: (Enter X in box)		Yes X
					No
Funding Source: Account# :	(Enter Fund & Dept) Ex: See Financial Impact section below		Advertising Requirement: (Enter X in box)		Yes No X
ILA Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:		
Strategic Plan Related (Enter X in box)	Yes X	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐		Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)
Sponsor Name			Department:		

Short Title:

AN ORDINANCE OF THE CITY OF OPA LOCKA , CREATING AN ORDINANCE ENTITLED "CERTIFICATE OF RE-OCCUPANCY"; PROVIDING FOR AN APPLICATION PROCESS; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCLUSION IN CODE; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

Many property owners have over time modified their structures. Sometimes these modifications were done without appropriate permits and resulted in the housing units being out of compliance with current zoning and other City Code requirements. Over time as these units were sold, new owners inherited conditions for which they were not responsible or aware. The purpose of this ordinance is to ensure that housing units are in compliance with current zoning requirements and other City building and life safety requirements, including as it pertains to use.

The intent of this legislation is to ensure that new homeowners in the City of Opa-locka will know that they are purchasing a home free from any major zoning and other code violations, which ultimately would become that property owner's responsibility to correct. The proposed legislation would also provide an avenue for the City to uncover and correct unlawful violations of the zoning and building codes, including illegal dwelling units that can become a nuisance to the surrounding community.

Financial Impact: Fees will be established separately to cover the cost of executing this program.

Proposed Action:

Staff recommends the City Commission adopt the Re-Occupancy Certification ordinance on its first hearing.

Attachment:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE TO TRANSMIT A COPY OF SAID BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY; PROVIDING A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR SCRIVENOR'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Interlocal Agreement (the "Agreement") by and among the Opa-Locka Community Redevelopment Agency ("OCRA"), the City of Opa-Locka (the "City"), and Miami-Dade County (the "County") requires, among other things, the OCRA to annually adopt and transmit a budget and annual report to the City and County for review and approval by the City Commission and Board of County Commissioners, respectively; and

WHEREAS, as a prerequisite to carrying out redevelopment activities for the fiscal year commencing October 1, 2022 and ending September 30, 2023 ("FY 2022-2023"), it is required that the Opa-Locka CRA's Board approve and adopt the annual General Operating and Tax Increment Fund Budget ("Budget"), attached and incorporated as Exhibit "A"; and

WHEREAS, pursuant to Interlocal Agreements with Miami-Dade County, a copy of the Opa-Locka CRA's budget is required to be transmitted to Miami-Dade County; and

WHEREAS, all the expenses included in the OCRA Budget are in accordance with state law, the Interlocal Agreement, and the OCRA's Redevelopment Plan; and

WHEREAS, Opa-Locka Code of Ordinances, Article IV, Section 4.5(B) provides, in relevant part, that "The Commission shall by ordinance adopt the annual budget on or before the thirtieth (30th) day of September of each year; and

WHEREAS, the City Commission of the City of Opa-Locka desires to approve and adopt the Opa-Locka Community Redevelopment Agency's Budget for FY 2022-2023 as set forth in Exhibit "A".

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

SECTION 1. RECITALS. The above recitals are true and correct and are incorporated into this Ordinance by reference.

SECTION 2. APPROVAL.

The City Commission of the City of Opa-Locka hereby approves and adopts the OCRA's Proposed General Operating and Tax Increment Fund Budget for the Fiscal Year Commencing October 1, 2022 and Ending September 30, 2023, attached hereto as Exhibit "A".

SECTION 3. INSTRUCTIONS TO EXECUTIVE DIRECTOR.

The Executive Director of the Opa-Locka CRA or designee is directed to transmit a copy of said budget to Miami-Dade County and is authorized to take all action necessary to complete the approval process for the Fiscal Year 2022-2023 Budget with the Miami-Dade County. All major changes to the Fiscal Year 2022-2023 Budget as approved herein, shall require OCRA Board approval.

SECTION 4. SEVERABILITY.

If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

SECTION 5. CONFLICT.

All sections or parts of sections of the applicable City of Opa-Locka ordinances currently in place in conflict herewith are intended to be rescinded and repealed to the extent of such conflict.

SECTION 6. SCRIVENER'S ERRORS.

Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Interim City Manager following review by the Opa-Locka Community Redevelopment Agency Executive Director, or designee and City Attorney, without the need of a public hearing by filing a corrected copy of same with the Opa-Locka Community Redevelopment Agency Secretary and City Clerk.

SECTION 7. EFFECTIVE DATE.

This Ordinance shall, upon adoption, become effective as specified by the City of Opa-Locka Code of Ordinances and the City of Opa-Locka Charter.

PASSED FIRST READING this _____.

PASSED SECOND READING this _____.

Veronica E. Williams, Mayor

ATTEST:

Joanna Flores, City Clerk

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

Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____
Commissioner Davis	_____
Commissioner Dominguez	_____
Vice-Mayor Taylor	_____
Mayor Williams	_____



City of Opa-locka Agenda Cover Memo

Department Director:	Corion DeLaine		Department Director Signature:		
City Manager:	Darvin Williams		CM Signature:		
Commission Meeting Date:	9-28-22	Item Type:	Resolution	Ordinance	Other
		(Enter X in box)		X	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	2nd Reading
				X	
		X	Public Hearing: <i>(Enter X in box)</i>	Yes	No
				X	
Funding Source: <i>Account# :</i>	<i>(Enter Fund & Dept)</i> Ex: PTP		Advertising Requirement: <i>(Enter X in box)</i>	Yes	No
				X	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bi#: N/A		
		X			
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
	X		Enhance Organizational ☐		
			Bus. & Economic Dev ☒		
			Public Safety ☐		
			Quality of Education ☐		
			Qual. of Life & City Image ☐		
			Communication ☐		
Sponsor Name	City Manager		Department: Opa-locka Community Redevelopment Agency	City Manager	

Short Title:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE TO TRANSMIT A COPY OF SAID BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

The Interlocal Agreement (the "Agreement") by and among the Opa-locka Community Redevelopment Agency ("OCRA"), the City of Opa-locka (the "City"), and Miami-Dade County (the "County") requires, among other things, the OCRA to annually adopt and transmit a budget and annual report to the City and County for review and approval by the City Commission and Board of County Commissioners, respectively.

Proposed Action:

Staff has recommended approval of this legislation.

Attachment(s):

Exhibit "A" – OCRA FY 2022-2023 Annual Budget

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY FY2022-23 BUDGET NARRATIVE AND SUPPORTING DOCUMENTATION

EXPENDITURES

LINE ITEM	LINE ITEM DESCRIPTION	AMOUNT BUDGETED	NARRATIVE
SALARIES			
515110	SALARIES - EXECUTIVE	\$64,065	CRA EXECUTIVE DIRECTOR
515120	SALARIES - REGULAR	\$54,267	Two (2) support staff members (Project Coordinator, Administrative Assistant)
	TOTAL SALARIES	\$118,332	
BENEFITS			
515210	FICA	\$9,053	
515220	RETIREMENT	\$14,093	
515230	LIFE AND HEALTH INSURANCE	\$11,901	
	TOTAL COMPENSATION	\$35,047	
EXPENDITURES			
515320	ACCOUNTING AND AUDITS	\$24,000	Auditing services to provide reports for FY 2019/2020 and FY 2020/2021.
515492	ADVERTISING AND NOTICES	\$7,500	Advertisement requirements for OCRA board meetings.
515400	LOCAL TRAVEL	\$1,000	
515493	OTHER ADMIN EXPENSES	\$122,987	
515341	COUNTY ADMIN FEE 1.5%	\$8,438	Reimbursement for the 2021-2022 County TIF Administrative fees and the State of Florida Department of Economic Opportunity Special District Fees.
	TOTAL ADMIN EXP.	\$163,925	
OPERATING EXPENSE			

515110	EMPLOYEE SALARY & FRINGE	\$153,379	Three (3) Staff Members: CRA Manager, Project Coordinator, Administrative Assistant
515312	PROFESSIONAL SERVICES	\$175,000	CRA PLAN UPDATE – Consultant for special services for Updating the FON and Redevelopment Plan for Opa-locka CRA. Partial Payment for Parks Master Plan
513410	PRINTING AND BINDING	\$2,500	Printing and Binding of plans and projects to be conducted
513310	LEGAL SERVICES/COURT COSTS	\$35,000	Legal Services rendered to the OCRA.
515340	OTHER CONTRACTED SERVICES	\$302,000	Demolition services for challenged properties.
515341	STATE & COUNTY FEES		
515400	TRAVEL	\$16,675	Out of Town Travel: \$11, 675 Conference & Meetings: \$5,000
515480	MARKETING/SPECIAL EVENTS	\$50,000	Marketing and Branding activities for OCRA.
515541	EDUCATION	\$5,000	Publications/Subscriptions/Memberships
515542	APPRENTICESHIP TRAINING	\$150,000	Funding to assist local apprenticeship programs for the enrichment and reskilling of Opa-locka Residents.
515544	COMMERCIAL GRANTS	\$400,000	Funding for Property and Business Improvement programs.
515545	HOME OWNERSHIP/RENTAL ASSISTANCE	\$240,000	Funding for Rental and Mortgage assistance programs.
	TOTAL OPERATING EXPENSE	\$1,434,743	
CAPTIAL PROJECTS – GRANTS AND OTHER			
5776001	DEVELOPMENT ASSISTANCE	\$1,600,000	Strategic Investment Program: \$700,000 Water Park Investment: \$1,000,000
5776002	FARMERS MARKET	\$20,000	Funding allocated to produce Farmers/Vendor/Street Market events in the OCRA Area.
5776003	COMMUNITY POLICING	\$20,000	Funding for partnership activities with the Opa-locka Police Department

5776004	ART IN PUBLIC PLACES	\$50,000	Funding to pursue Public Art projects within the OCRA Area.
5776005	HOUSING INITIATIVES	\$100,000	Funding for housing subsidies for new development projects to assist with housing affordability.
	TOTAL OTHER USES	\$1,790,000	
CAPTIAL			
515601	STREETSCAPE	\$200,000	Allocation for streetscape beautification projects
5776007	PARK AMENITIES	\$119,007	Allocation for the assistance of park and recreation projects and programming
5776006	HISTORIC BUILDING RENOVATIONS	\$250,000	For the allocation of the rehabilitation of Historic Opa-locka City Hall.
541838	PARK FENCE	\$50,000	Match funding for City Park Fencing project
5776008	SIGNAGE/MARQUEE	\$30,000	Allocation for new "Welcome to Opa-locka" Signage. Location TBD
	TOTAL CAPITAL	\$649,007	
	TOTAL EXPENSE EX TRANSFER		

TRANSFER OUT			
581440	REIMBURSEMENT – GEN FUND		
515441	INFORMATION TECH CHARGE		
515442	INSURANCE CHARGE - RISK		
515448	OCCUPANY - TCO		
	TOTAL TRANSFER OUT		
	TOTAL EXENSE		



Community Redevelopment Agency (CRA) - Administrative Expense

180-77		FY 21	FY 22			FY 23	
ACCT	Account Title	Actual	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	<u>City Fees</u>						
	Administrative Overhead	7,206	11,348	11,348	-	35,000	23,652
	Occupancy (TC)	6,152	5,440	5,440	-	5,000	(440)
	Insurance (RM)	6,164	6,970	6,970	-	10,000	3,030
	Total City Fees	19,522	23,758	23,758	-	50,000	26,242
	Office Supplies	-	-	-	-	1,000	1,000
	Salary & Benefits for Admin	-	69,000	64,690	(4,310)	66,259	1,569
	Postage/Fedex/Courier	-	100	100	-	1,000	900
	Minutes Processing	-	10,000	2,000	(8,000)	2,000	-
	Membership Dues	-	4,725	4,725	-	2,000	(2,725)
	State Admin Fee	135	225	225	-	175	(50)
	Grand Total	19,657	107,808	95,498	(12,310)	122,434	26,936

180-77	CRA - Summary	FY 21	FY 22			FY 23	
ACCT	Account Title	Estimate	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
180	REVENUES						
	City Tax Increment Revenue	712,555	884,270	884,270	-	1,154,464	270,194
	County Tax Increment Revenue	334,355	419,193	419,193	-	568,291	149,098
	Total Tax Increment Revenue	1,046,910	1,303,462	1,303,462	-	1,722,755	419,293
	Carryover from prior year (cash & equiv.)	1,075,634	1,760,617	1,760,617	-	2,340,453	579,836
	Interest Earnings	-	-	-	-	-	-
	Misc. Revenue	-	10,000	-	(10,000)	24,000	24,000
	(A) REVENUE TOTAL	2,122,544	3,074,080	3,064,080	(10,000)	4,087,208	1,023,128
77	EXPENDITURES						
	Administrative Expenditures:						
	Accounting & Audits	2,500	25,000	11,500	(13,500)	24,000	12,500
	Advertising & Notices	-	7,500	7,500	-	7,500	-
	Local Travel	-	5,000	250	(4,750)	1,000	750
	Other Admin. Exp (attach list)	19,657	107,808	95,498	(12,310)	122,434	26,936
	County Admin Fee 1.5%	-	-	6,288	6,288	8,524	2,236
	(B) Subtotal Adm. Exp	22,157	145,308	121,036	(24,272)	163,458	42,422
	Operating Expenditures:						
	Employee Salary & Fringe	25,770	161,610	64,690	(96,920)	133,468	68,778
	Printing & Binding	-	3,599	1,500	(2,099)	2,500	1,000
	Marketing/Promotional Events/Positioning	-	100,000	12,000	(88,000)	50,000	38,000
	Out of Town Travel	-	5,000	2,001	(2,999)	11,675	9,674
	Conferences & Meetings	-	5,000	-	(5,000)	5,100	5,100
	Education	-	-	-	-	5,000	5,000
	Other Oper. Expenses (attach list)	-	-	-	-	-	-
	Legal Services/Court Costs	24,000	24,000	24,000	-	35,000	11,000
	Professional Services	190,000	175,000	90,900	(84,100)	100,000	9,100
	Apprenticeship Training	-	100,000	-	(100,000)	150,000	150,000
	Commercial Grants	-	245,000	-	(245,000)	400,000	400,000
	Home Ownership / Rental Assistance	-	200,000	-	(200,000)	240,000	240,000
	Other Contracted Services	-	-	500	500	302,000	301,500
	Total Operating Expenditures	239,770	1,019,209	195,591	(823,618)	1,434,743	1,239,152
	CAPITAL PROJECTS - Grants & Other						
	Development Assistance	-	1,000,000	300,000	(700,000)	1,600,000	1,300,000
	Carryover Budgeted Grants	-	-	-	-	-	-
	Farmers Market	-	10,000	-	(10,000)	20,000	20,000
	Community Policing	-	-	-	-	20,000	20,000
	Art in Public Places	-	20,000	-	(20,000)	50,000	50,000
	Housing Initiatives	-	100,000	-	(100,000)	100,000	100,000
	Carryover Budgeted Grants/Housing	-	-	-	-	-	-
	Total Cap Projects - Grants & Other	-	1,130,000	300,000	(830,000)	1,790,000	1,490,000
	CAPITAL PROJECTS - Infrastructure						
	Capital Maintenance	-	-	-	-	-	-
	Capital/Infrastructure Grants	100,000	585,000	107,000	(478,000)	649,007	542,007
	Carryover Funds for Budgeted Proj.	-	-	-	-	-	-
	Total Cap Projects - Infrastructure	100,000	585,000	107,000	(478,000)	649,007	542,007
	(C) Total Operating. Expense + Capital	339,770	2,734,209	602,591	(2,131,618)	3,873,750	3,271,159
	(D) Reserve/Contingency	-	-	-	-	50,000	50,000
	EXPENDITURE TOTAL (B+C+D)	361,927	2,879,517	723,627	(2,155,890)	4,087,208	3,363,581

180-77 **CRA - Summary**

		FY 21	FY 22			FY 23	
ACCT	Account Title	Estimate	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	CAPITAL PROJECTS						
	Facades	50,000	-	17,000	17,000	-	(17,000)
	Historic Building Renovations	-	50,000	-	(50,000)	250,000	250,000
	Parks Fence	-	60,000	60,000	-	50,000	(10,000)
	Streetscape	-	75,000	-	(75,000)	200,000	200,000
	Park Amenities	50,000	100,000	30,000	(70,000)	119,007	89,007
	Other	-	300,000	-	(300,000)	-	-
	New Opa-locka Signage/Marquee	-	-	-	-	30,000	30,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	Carryover Funds Budgeted Proj.	-	-	-	-	-	-
	Total Project Dollars:	100,000	585,000	107,000	(478,000)	649,007	542,007
	YEAR-END CARRY-OVER	1,760,617	194,563	2,340,453	2,145,890	(0)	(2,340,453)

180-77	CRA - Summary	FY 21	FY 22			FY 23	
ACCT	Account Title	Estimate	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	Miscellaneous Revenue						
			-		-	24,000	24,000
	Main Street Grant		10,000		(10,000)		-
	Total	-	10,000	-	(10,000)	24,000	24,000
515320	Accounting & Audits						
	Two audits in FY 23	2,500	25,000	11,500	(13,500)	24,000	12,500
			-		-		-
	Total	2,500	25,000	11,500	(13,500)	24,000	12,500
515492	Advertising & Notices						
		-	7,500	7,500	-	7,500	-
			-		-		-
	Total	-	7,500	7,500	-	7,500	-
	Local Travel						
			5,000	250	(4,750)	1,000	750
			-		-		-
	Total	-	5,000	250	(4,750)	1,000	750
	Other Admin. Exp (attach list)						
	From Admin page	19,657	107,808	95,498	(12,310)	122,434	26,936
	Total	19,657	107,808	95,498	(12,310)	122,434	26,936
	County Admin Fee 1.5%						
			-	6,288	6,288	8,524	2,236
			-		-		-
	Total	-	-	6,288	6,288	8,524	2,236
	Employee Salary & Fringe						
	From Compenstation Page	25,770	161,610	64,690	(96,920)	133,468	68,778
					-		-
	Total	25,770	161,610	64,690	(96,920)	133,468	68,778
514700	Printing & Binding						
	CRA Plan Update		3,599	1,500	(2,099)	2,500	1,000
			-		-		-
	Total	-	3,599	1,500	(2,099)	2,500	1,000
515480	Marketing/Promotional Events/Positioning						
	Logo Design		-		-		-
	PR/Marketing Event Planning		-		-	50,000	50,000
	Other		100,000	12,000	(88,000)		(12,000)
			-		-		-
	Total	-	100,000	12,000	(88,000)	50,000	38,000

180-77 CRA - Summary		FY 21	FY 22			FY 23	
ACCT	Account Title	Estimate	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
515400	<u>Out of Town Travel</u>						
			-	2,001	2,001		(2,001)
	ISC Shopping Center		-		-		-
	State - 3 People, 3 Nights		-		-	2,775	2,775
	National - 3 People, 4 Nights		-		-	6,300	6,300
	Main Street - 2 People, 2 Nights		-		-	1,300	1,300
	FL Redev Assoc - 2 People, 2 Nights		-		-	1,300	1,300
			5,000		(5,000)		-
	Total	-	5,000	2,001	(2,999)	11,675	9,674
	<u>Conferences & Meetings</u>						
			-		-		-
	ISC Shopping Center		-		-		-
	State - 3 People, 3 Nights		-		-	1,500	1,500
	National - 3 People, 4 Nights		-		-	1,500	1,500
	Main Street - 2 People, 2 Nights		-		-	500	500
	FL Redev Assoc - 2 People, 2 Nights		-		-	1,600	1,600
			5,000		(5,000)		-
	Total	-	5,000	-	(5,000)	5,100	5,100
515541	<u>Education</u>						
	Publications/Subscriptions/Memberships		-		-	5,000	5,000
			-		-		-
	Total	-	-	-	-	5,000	5,000
	<u>Other Oper. Expenses (attach list)</u>						
					-		-
					-		-
	Total	-	-	-	-	-	-
	<u>Legal Services/Court Costs</u>						
	Retainer	24,000	24,000	24,000	-	35,000	11,000
			-		-		-
	Total	24,000	24,000	24,000	-	35,000	11,000
	<u>Professional Services</u>						
	Stantec		-	15,900	15,900		(15,900)
	Parks & Rec Master Plan		75,000	75,000	-		(75,000)
	CRA Plan Update		-		-	100,000	100,000
	Other	190,000	100,000		(100,000)		-
			-		-		-
	Total	190,000	175,000	90,900	(84,100)	100,000	9,100
	<u>Apprenticeship Training</u>						
			100,000		(100,000)	150,000	150,000
			-		-		-
	Total	-	100,000	-	(100,000)	150,000	150,000
	<u>Commercial Grants</u>						
	Property and Business Improvement Program		245,000	-	(245,000)	400,000	400,000
			-		-		-
	Total	-	245,000	-	(245,000)	400,000	400,000

180-77	CRA - Summary	FY 21	FY 22			FY 23	
ACCT	Account Title	Estimate	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	<u>Home Ownership / Rental Assistance</u>						
	Mortgage and Rental Assistance Program		200,000	-	(200,000)	240,000	240,000
					-		-
	Total	-	200,000	-	(200,000)	240,000	240,000
515340	<u>Other Contract Services</u>						
	Transcribing Services		-	500	500	2,000	1,500
	Building Demolition - 4 Buildings		-		-	300,000	300,000
			-		-		-
			-		-		-
			-		-		-
	Total	-	-	500	500	302,000	301,500
	<u>Development Assistance</u>						
	Strategic Investment Program		1,000,000	300,000	(700,000)	800,000	500,000
	Water Park Investment		-		-	800,000	800,000
			-		-		-
	Total	-	1,000,000	300,000	(700,000)	1,600,000	1,300,000
	<u>Carryover Budgeted Grants</u>						
			-		-		-
			-		-		-
	Total	-	-	-	-	-	-
	<u>Farmers Market</u>						
		-	10,000	-	(10,000)	20,000	20,000
			-		-		-
	Total	-	10,000	-	(10,000)	20,000	20,000
	<u>Community Policing</u>						
			-		-	20,000	20,000
			-		-		-
	Total	-	-	-	-	20,000	20,000
	<u>Art in Public Places</u>						
			20,000	-	(20,000)	50,000	50,000
			-		-		-
			-		-		-
	Total	-	20,000	-	(20,000)	50,000	50,000
	<u>Housing Initiatives</u>						
	Housing / Rent Subsidies		100,000		(100,000)	100,000	100,000
			-		-		-
	Total	-	100,000	-	(100,000)	100,000	100,000
	<u>Carryover Budgeted Grants/Housing</u>						
			-		-		-
			-		-		-
	Total	-	-	-	-	-	-
	<u>Capital Maintenance</u>						
			-		-		-
			-		-		-
			-		-		-
	Total	-	-	-	-	-	-
	<u>Capital/Infrastructure Grants</u>						
	Facades	50,000	-	17,000	17,000		(17,000)
	Historic Building Renovations		50,000	-	(50,000)	250,000	250,000
	Parks Fence		60,000	60,000	-	50,000	(10,000)
	Streetscape		75,000	-	(75,000)	200,000	200,000

180-77	CRA - Summary	FY 21	FY 22			FY 23	
ACCT	Account Title	Estimate	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	Park Amenities	50,000	100,000	30,000	(70,000)	119,007	89,007
	Other		300,000		(300,000)		-
	New Welcome to Opa-locka Marquee		-		-	30,000	30,000
			-		-		-
			-		-		-
			-		-		-
			-		-		-
	Total	100,000	585,000	107,000	(478,000)	649,007	542,007
	Carryover Funds for Budgtd Proj.						
					-		-
					-		-
	Total	-	-	-	-	-	-
	Reserve/Contingency						
			178,257	-	(178,257)	50,000	50,000
					-		-
	Total	-	178,257	-	(178,257)	50,000	50,000

Sponsored by: Interim City Manager

ORDINANCE NO. 22-XXX

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, 2021 AND ENDING SEPTEMBER 30, 2022, 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.

WHEREAS, the City Commission of the City of Opa-Locka, FL adopted its 2021-2022 Fiscal Year General, Proprietary and Special Revenue Funds budgets by passage of Ordinance 21-12, and further amended it by passage of Ordinance 22-01, Ordinance 22-10, Ordinance 2022-11 and Ordinance 2022-14; and

WHEREAS, pursuant to Florida Statute 166.241(5), the governing body of each municipality at any time within a fiscal year or within 60 days following the end of fiscal year may amend a budget for that year as follows:

- a) Appropriations for expenditures within a fund may be decreased or increased by motion recorded in the minutes if the total appropriations of the fund is not changed;
- b) The governing body may establish procedures by which the designated budget officer may authorize budget amendments if the total appropriations of the fund is not changed;
- c) If a budget amendment is required for a purpose not specifically authorized in paragraph (a) or paragraph (b), the budget amendment must be adopted in the same manner as the original budget unless otherwise specified in the municipality's charter; and

WHEREAS, pursuant to 4.7(c) of the City of Opa-Locka Charter, entitled "Appropriation Amendments During the Fiscal Year", the City Commission may otherwise amend the annual budget from time to time during the year, by ordinance, as it deems necessary to do so; and

WHEREAS, the City Commission desires to amend its 2021-2022 Fiscal Year General, Proprietary and Special Revenue Funds budgets as set forth in Exhibit “A”.

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

SECTION 1. RECITALS ADOPTED

The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

Pursuant to Article IV, Section 4.5 of the City Charter, the City Manager has recommended proposed Amended General, Proprietary and Special Revenue Funds Budgets to the City Commission for the Fiscal Year retroactive to October 1, 2021, a copy of which is attached hereto as Exhibit “A” and incorporated by reference herein.

The City Commission of the City of Opa-Locka hereby approves, adopts and ratifies the proposed Amended General, Proprietary and Special Revenue Funds Budgets for the Fiscal Year 2021-2022, and hereby appropriates the budgeted expenditures and revenues as set forth in the attached Exhibit “A”.

The City Manager is authorized to expend or contract for expenditures, pursuant to the City of Opa-Locka Charter and the adopted Code of Ordinances in accordance with the adopted Amended General, Proprietary and Special Revenue Funds Budgets for Fiscal Year 2021-2022.

The department/division expenditure allocations established by the City Manager, as revised and summarized in the budget attached as Exhibit “A”, are hereby adopted and ratified. Funds of the City for General, Proprietary and Special Revenue Funds Budgets shall be expended in accordance with the appropriations provided by the budget, which shall constitute an appropriation of amounts specified therein. Expenditure control shall be at the fund level. Funds may be expended by, and with the approval of, the City Manager and the City Commission, in accordance with the provisions of the City Charter, adopted Code of Ordinances and applicable laws. Supplemental appropriations and reduction of appropriations, if any, shall be made in accordance with the City Charter.

Any and all outstanding encumbrances as of September 30, 2022, shall not lapse at that time and appropriations have been hereby provided for those outstanding encumbrances that have been incurred prior to September 30, 2021, but are not expected to be paid until after then. Receipts from sources not anticipated in the attached budget may be appropriated and expensed by Ordinance duly enacted by the City Commission in accordance with the applicable law. Adjustments within the same fund to departmental

appropriations made in the attached Budget may be approved, from time to time, in the appropriate lawful manner. The City Manager is authorized to approve adjustments to the expenditure code allocations, within the limit of department appropriations made in the attached Budget and as otherwise consistent with the City of Opa-Locka's Code of Ordinances.

All Ordinances setting fees and charges, and all other fees and charges consistent with appropriations adopted herein, as may be amended during the fiscal year, are hereby ratified, confirmed and approved.

SECTION 3. SCRIVENER'S ERRORS.

Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager following review by the City Attorney and without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-Locka and upon a filing of a certified copy hereof with the Florida Department of State and is subject to the approval of the Governor or Governor's Designee.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-Locka and upon a filing of a certified copy hereof with the Florida Department of State and is subject to the approval of the Governor or Governor's Designee.

PASSED FIRST READING this ____ day of _____, 2022.

PASSED SECOND READING this ____ day of _____, 2022.

Veronica J. Williams, Mayor

ATTEST:

Joanna Flores, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

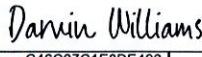
Seconded by: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Commissioner Dominguez	_____ (Yes)	_____ (No)
Vice-Mayor Taylor	_____ (Yes)	_____ (No)
Mayor Williams	_____ (Yes)	_____ (No)



**City of Opa-locka
Agenda Cover Memo**

Department Director:	Robert Anathan		Department Director Signature:	 DocuSigned by:	
City Manager:	Darvin Williams		CM Signature:	 C16C07C1E8DE492	
Commission Meeting Date:	26 Oct 22	Item Type: (Enter X in box)	Resolution	Ordinance	Other
Fiscal Impact: (Enter X in box) N/A	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading	2nd Reading
	X		Public Hearing: (Enter X in box)	Yes	No
				X	
Funding Source: Account# :	(Enter Fund & Dept) See Attachments		Advertising Requirement: (Enter X in box)	Yes	No
				X	
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: City Manager's Office	City Manager	

Short Title:

FY 22 Budget Amendment #5 – Second Hearing

Staff Summary:

Issue/Recommendation: A budget amendment is required to align the budget with current City requirements. Staff recommends the City Commission approve FY 22 Budget Amendment #5 at the second hearing.

History: The City Commission adopted the City FY 22 Budget on September 22, 2021 (Ordinance 21-12) which was subsequently approved by the State. This budget was composed of \$44.7 million of expenditures and \$8.9 million of funding moving between various Funds, resulting a total budget of \$53.6 million.

On January 12, 2022, the City Commission approved Budget Amendment #1, which focused primarily on bringing forward incomplete portions of projects approved in FY 21 but not completed, and also the

initiation of spending American Rescue Plan Act (ARPA) grant funds on various water and sewer projects. This amendment increased expenditures by another \$6.0 million to \$50.7 million and additionally increased the movement of funding between various City financial units, (e.g., General Fund, Water-Sewer Fund, etc.) by another \$6.2 million to \$15.1 million. A reminder that this latter category doesn't increase City spending but rather serves to move funding from one City financial unit to another to permit the latter unit to make expenditures to be funded by that unit.

On February 23, 2022, the City Commission approved FY 22 Budget Amendment #2 at the second hearing through Ordinance 22-10. This amendment increased expenditure by \$0.1 million while reducing interfund transfers by \$0.2 million for a net reduction to the City's budget of \$0.1 million. There were \$0.9 million of new expenditures, offset by \$0.6 million of savings and the use of \$0.2 million of Contingency. Increased expenditures included \$345,750 for capital projects, \$105,000 for additional accrued leave payout for departing employees, \$103,396 associated with the termination of the prior City Manager and the recruitment of a replacement and \$75,000 the Parks and Recreation Master Plan.

On April 27, 2022, the City Commission approved FY Budget Amendment #3 at the second hearing through Ordinance 2022-11. This amendment increased expenditure by \$0.3 million and interfund transfers by \$0.4 million for a net increase to the City's budget of \$0.7 million. There were \$1.1 million of new expenditures, offset by \$0.6 million of savings and the use of \$0.2 million of Contingency. Increased expenditures included \$408,072 for capital projects, \$75,000 for demolition of an unsafe structure, \$60,000 for a project to record and destroy records that have passed record retention requirements, \$52,000 for additional accrued leave payout for departing employees, \$51,000 for increased workers compensation premiums and \$50,000 for planting 158 trees on Perviz Avenue.

On June 27, 2022, the City Commission approved FY Budget Amendment #4 at the second hearing through Ordinance 2022-14. This amendment decreased expenditure by \$2.0 million and interfund transfers by \$1.3 million for a net decrease to the City's budget of \$3.9 million. There were \$2.4 million of new expenditures, offset by \$3.9 million of savings and the restoration of \$0.5 million of Contingency.

Current Activity: Budget Amendment #5 was composed of 19 items at the first hearing. An ongoing review of the accounts identified 9 additional items, bring the total number of items addressed in this Budget Amendment to 28. The attached "Summary By Line Item", provides a brief description of the purpose of each line item and how it is recommended to be funded

Amendment #5 is composed of four primary issues.

- \$193,000 Leave Payout – There continues to be a departure of experienced employees with significant accrued unused leave. Steps have been taken to reduce this expense in future years.
- \$ 47,600 Net Compensation – There are sixteen line items adjusting compensation where actual compensation was allocated differently than budgeted and also additional overtime due to many vacancies. Although reflected as a net increase, there will be significant additional compensation savings reflected when the year closes due to a large number of vacant positions during the year.

- \$ 34,150 Insurance – A FY 21 workers’ compensation audit conducted during the year indicated that the City wage information provided to the Florida Municipal Insurance Trust (FMIT) when the FY 21 workers’ compensation premium was developed was too low, requiring an additional payment.
- \$ 15,000 RFP Advertising – To get the broadest response to bid solicitations, RFP advertising is now being placed in local newspapers in addition to using the electronic distribution system previously used.

Nearly all of the above issues were addressed with other savings, resulting in an increase to the City's FY 22 Budget of \$3,946.

Financial Impact:

Funding

Revenue / Loans / Grants	\$ 3,948
Use Of Fund Balance	<u>-</u>
Total Funding – Excluding Transfers-In	3,948
Transfers-In	<u>(2)</u>
Total Funding	\$ 3,946

Expenditure

Expenditure – Excluding Transfers-Out	\$ 3,948
Transfers-Out	<u>(2)</u>
Total Expenditure	\$ 3,946

Additional details on the Financial Impact are provided in the attachment, Budget Amendment #5 Summary. There is also a Detailed Information attachment which contains accounting information for the State review which is a highly detailed accounting version of what is presented in the Summary information.

Proposed Action:

Staff recommends that the City Commission approve the proposed amendments on the second hearing.

Attachment:

1. Summary of the recommended amendments
2. Detailed information on each recommended amendment
3. Ordinance

FY 22 Budget Amendment #5 Summary By Line Item
Second Hearing

#	Amount	Purpose	Funding Source
1	\$3,948	Admission fees for a summer camp trip	Paid for by trip participants
2	\$61,100	Reallocation of PW Administrative Division compensation allocated differently than budgeted.	Increases in compensation offset by reduction in other compensation accounts in same division.
3	\$500	Additional software feature for City Clerk	City Clerk compensation savings.
4	\$1,000	Building & Licenses additional printing costs for forms	Savings from Other Contract Services in same division
5	\$22,000	Community Development compensation not allocated as budgeted	Savings from Other Professional Services in same division
6	\$1,000	Additional Uniform Rental / Laundry expense for Building & Grounds Maintenance Division due to additional staffing.	Savings from Building Improvements in same division
7	\$1,000	Additional Uniform Rental / Laundry expense for Fleet Maintenance Division	Savings from Parts & Repairs in same division
8	\$1,000	Additional Illegal Dumping Collection Division Overtime due to vacant positions in division.	Savings from Salaries - Regular in same division
9	\$4,000	Additional Utilities Service Line Division Overtime due to vacant positions in division.	Savings from Salaries - Regular in same division
10	\$2,500	Additional Fire Hydrant maintenance	Savings from Salaries - Regular in same division
11	\$38,000	Parks & Recreation additional Salary – Executives due to incorrect compensation allocation and additional overtime	Savings from Salaries – Part-Time in same division
12	\$34,150	Increased insurance expense due to Workers Comp audit and additional auto deductible expense	Savings from other accounts in same division
13	\$193,000	Unused accrued leave payout	Savings from Other Professional Services in same division and Contingency
14	\$15,000	Additional RFP Advertising	Savings from Other Professional Services in same division
15	\$2,000	CIP Management compensation	Contingency
16	\$8,000	Increased Police Part-Time Compensation due to increased hourly rates	Savings from Salaries - Executive Compensation in same division
17	\$10,000	Reallocation of Building & Licenses compensation	Savings from Salaries - Regular Compensation in same division
18	\$3,200	Minor increase in Salary – Regular due to additional staffing	Savings from Building Improvements in same division
19	\$15,000	Increased Stormwater Compensation due to different allocation than budgeted	Contingency
20	\$5,000	Additional requirement for employee medical services	Savings in Employee Training
21	\$11,000	Additional Town Center Utility expense	Savings in Building Improvements
22	\$1,200	Additional Building & Licenses Office Supplies	Savings in Travel expense
23	\$100	Additional Commission Office Supplies	Saving in General Expense

FY 22 Budget Amendment #5 Summary By Line Item
Second Hearing

#	Amount	Purpose	Funding Source
24	\$3,000	Additional Internet expense	Savings in Software
25	-	Reallocation of Debt Service between Principal and Interest	NA
26	\$100	Commission Compensation budget slightly understated	Savings in Travel expense
27	-	Reallocation of HR Compensation between Regular and Executive Compensation	NA
28	\$200	Additional Sewer Division Overtime expense	Savings in Regular Compensation

FY 22 Budget Amendment #5 - Second Hearing

Total City				
	Governmental Funds	Enterprise Funds	ARPA Fund	Total
<u>Budget Thru Amend #4</u>				
<u>Funding</u>				
Revenue/Loans	26,169,901	14,350,478	3,978,531	44,498,910
Use Of / (Add To) Fund Bal	4,924,379	3,673,205	(3,978,531)	4,619,053
Total Funding Ex Trans-In	31,094,280	18,023,683	-	49,117,963
Transfer-in	9,915,058	4,113,484	-	14,028,542
Total Funding	41,009,338	22,137,167	-	63,146,505
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	31,385,053	17,732,909	-	49,117,962
Transfer-Out	9,624,285	4,404,258	-	14,028,543
Total Expenditure	41,009,338	22,137,167	-	63,146,505
<u>Amendment #5</u>				
<u>Funding</u>				
Revenue/Loans	3,948	-	-	3,948
Use Of / (Add To) Fund Bal	-	-	-	-
Total Funding Ex Trans-In	3,948	-	-	3,948
Transfer-in	(2)	-	-	(2)
Total Funding	3,946	-	-	3,946
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	3,948	-	-	3,948
Transfer-Out	(2)	-	-	(2)
Total Expenditure	3,946	-	-	3,946
<u>Budget Thru Amend #5</u>				
<u>Funding</u>				
Revenue/Loans	26,173,849	14,350,478	3,978,531	44,502,858
Use Of / (Add To) Fund Bal	4,924,379	3,673,205	(3,978,531)	4,619,053
Total Funding Ex Trans-In	31,098,228	18,023,683	-	49,121,911
Transfer-in	9,915,056	4,113,484	-	14,028,540
Total Funding	41,013,284	22,137,167	-	63,150,451
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	31,389,001	17,732,909	-	49,121,910
Transfer-Out	9,624,283	4,404,258	-	14,028,541
Total Expenditure	41,013,284	22,137,167	-	63,150,451

Exhibit "A"

General Fund

Exhibit "A"

FY 22 Budget Amendment #5 - Second Hearing

Governmental Funds										
	General Fund	CRA Fund	Safe Neighborhood Capital Fund	People's Transportation Plan Fund	Town Center Fund	Debt Service Fund	Special Law Enforcement Fund	Insurance Service Fund	Information Technology Service Fund	Total Gov Funds
<u>Budget Thru Amend #4</u>										
<u>Funding</u>										
Revenue/Loans	16,637,557	1,303,462	2,956,771	950,000	350,200	3,926,911	45,000	-	-	26,169,901
Use Of / (Add To) Fund Bal	4,499,529	-	-	414,850	-	-	10,000	-	-	4,924,379
Total Funding Ex Trans-In	21,137,086	1,303,462	2,956,771	1,364,850	350,200	3,926,911	55,000	-	-	31,094,280
Transfer-in	3,388,842	-	1,608,375	-	594,727	48,044	-	3,046,940	1,228,130	9,915,058
Total Funding	24,525,928	1,303,462	4,565,146	1,364,850	944,927	3,974,955	55,000	3,046,940	1,228,130	41,009,338
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	17,826,104	1,219,941	4,565,146	1,364,850	821,600	1,257,343	55,000	3,046,939	1,228,130	31,385,053
Transfer-Out	6,699,824	83,521	-	-	123,327	2,717,612	-	1	-	9,624,285
Total Expenditure	24,525,928	1,303,462	4,565,146	1,364,850	944,927	3,974,955	55,000	3,046,940	1,228,130	41,009,338
<u>Amendment #5</u>										
<u>Funding</u>										
Revenue/Loans	3,948	-	-	-	-	-	-	-	-	3,948
Use Of / (Add To) Fund Bal	-	-	-	-	-	-	-	-	-	-
Total Funding Ex Trans-In	3,948	-	-	-	-	-	-	-	-	3,948
Transfer-in	(2)	-	-	-	-	-	-	-	-	(2)
Total Funding	3,946	-	-	-	-	-	-	-	-	3,946
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	3,946	-	-	-	-	2	-	-	-	3,948
Transfer-Out	-	-	-	-	-	(2)	-	-	-	(2)
Total Expenditure	3,946	-	-	-	-	-	-	-	-	3,946
<u>Budget Thru Amend #5</u>										
<u>Funding</u>										
Revenue/Loans	16,641,505	1,303,462	2,956,771	950,000	350,200	3,926,911	45,000	-	-	26,173,849
Use Of / (Add To) Fund Bal	4,499,529	-	-	414,850	-	-	10,000	-	-	4,924,379
Total Funding Ex Trans-In	21,141,034	1,303,462	2,956,771	1,364,850	350,200	3,926,911	55,000	-	-	31,098,228
Transfer-in	3,388,840	-	1,608,375	-	594,727	48,044	-	3,046,940	1,228,130	9,915,056
Total Funding	24,529,874	1,303,462	4,565,146	1,364,850	944,927	3,974,955	55,000	3,046,940	1,228,130	41,013,284
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	17,830,050	1,219,941	4,565,146	1,364,850	821,600	1,257,345	55,000	3,046,939	1,228,130	31,389,001
Transfer-Out	6,699,824	83,521	-	-	123,327	2,717,610	-	1	-	9,624,283
Total Expenditure	24,529,874	1,303,462	4,565,146	1,364,850	944,927	3,974,955	55,000	3,046,940	1,228,130	41,013,284

FY 22 Budget Amendment #5 - Second Hearing

Enterprise Funds										
	Water-Sewer Operating Expense Fund						Storm Water Op	Water Sewer CIP	Storm Water CIP	Total
	Water-Sewer Operating Divisions (Expense)					Total				
	Water Division	Sewer Division	Water-Sewer Finance Division	Water Lines Division	Water-Sewer CIP Division	Total Water-Sewer Op Fund	Storm Water Op Fund	Total Water-Sewer CIP Fund	Storm Water CIP Fund	Total Funds
<u>Budget Thru Amend #4</u>										
<u>Funding</u>										
Revenue/Loans						10,025,825	1,900,000	1,531,577	893,076	14,350,478
Use Of / (Add To) Fund Bal						2,205,242	1,467,963	-	-	3,673,205
Total Funding Ex Trans-In						12,231,067	3,367,963	1,531,577	893,076	18,023,683
Transfer-in						1,000,000	-	1,048,775	2,064,709	4,113,484
Total Funding	-	-	-	-	-	13,231,067	3,367,963	2,580,352	2,957,785	22,137,167
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	2,154,670	4,417,423	4,069,998	280,205	139,882	11,062,178	1,132,594	2,580,352	2,957,785	17,732,909
Transfer-Out	-	-	2,168,889	-	-	2,168,889	2,235,369	-	-	4,404,258
Total Expenditure	2,154,670	4,417,423	6,238,887	280,205	139,882	13,231,067	3,367,963	2,580,352	2,957,785	22,137,167
<u>Amendment #5</u>										
<u>Funding</u>										
Revenue/Loans						-	-	-	-	-
Use Of / (Add To) Fund Bal						-	-	-	-	-
Total Funding Ex Trans-In						-	-	-	-	-
Transfer-in						-	-	-	-	-
Total Funding	-	-	-	-	-	-	-	-	-	-
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	-	-	(2,000)	-	2,000	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-	-	-	-
Total Expenditure	-	-	(2,000)	-	2,000	-	-	-	-	-
<u>Budget Thru Amend #5</u>										
<u>Funding</u>										
Revenue/Loans						10,025,825	1,900,000	1,531,577	893,076	14,350,478
Use Of / (Add To) Fund Bal						2,205,242	1,467,963	-	-	3,673,205
Total Funding Ex Trans-In						12,231,067	3,367,963	1,531,577	893,076	18,023,683
Transfer-in						1,000,000	-	1,048,775	2,064,709	4,113,484
Total Funding	-	-	-	-	-	13,231,067	3,367,963	2,580,352	2,957,785	22,137,167
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	2,154,670	4,417,423	4,069,998	280,205	141,882	11,062,178	1,132,594	2,580,352	2,957,785	17,732,909
Transfer-Out	-	-	2,168,889	-	-	2,168,889	2,235,369	-	-	4,404,258
Total Expenditure	2,154,670	4,417,423	6,238,887	280,205	141,882	13,231,067	3,367,963	2,580,352	2,957,785	22,137,167

Exhibit "A"

FY 22 Budget Amendment #5 -Second Hearing

<u>#</u>	<u>Amendment Details</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	
1	<u>Parks & Rec - Excursion Fees</u>							
	Gen Fund	Rev	001-369900	Other Miscellaneous Revenue	20,000	3,948	23,948	Admission fees collected from Summer Camp participants for admission to end of season amusement park excursion
	Gen Fund	Exp	72-572553	Summer Camp Program	8,000	3,948	11,948	
2	<u>Compensation - PW Admin</u>							
	PW Admin	Exp	32-541110	Salaries - Executive	69,039	60,000	129,039	Incorrect allocation of compensation
	PW Admin	Exp	32-541120	Salaries - Regular	240,006	(48,100)	191,906	
	PW Admin	Exp	32-541140	Salaries - Overtime	300	100	400	
	PW Admin	Exp	32-541646	Computers	39,100	(12,000)	27,100	
3	<u>Software - City Clerk</u>							
	Clerk	Exp	16-512528	Software Licensing	5,500	500	6,000	Additional software feature
	Clerk	Exp	16-512120	Salaries - Regular	116,870	(500)	116,370	
4	<u>Printing & Binding - Building & Licenses</u>							
	Bldg & Lic	Exp	30-524470	Printing & Binding	1,500	1,000	2,500	Additional forms requirements
	Bldg & Lic	Exp	30-524340	Other Contracted Services	120,000	(1,000)	119,000	
5	<u>Compensation - Community Development</u>							
	Com Dev	Exp	37-515110	Salaries - Executive	59,668	15,000	74,668	Salary not allocated as budgeted.
	Com Dev	Exp	37-515120	Salaries - Regular	131,211	7,000	138,211	
	Com Dev	Exp	37-515312	Other Professional Services	111,000	(22,000)	89,000	
6	<u>Uniforms - Building & Grounds Maintenance</u>							
	Bld & Grnds	Exp	39-541341	Uniform Rental/Laundry	1,500	1,000	2,500	Reorganization increased headcount
	Bld & Grnds	Exp	39-541620	Building Improvements	60,000	(1,000)	59,000	
7	<u>Uniforms - Fleet Maintenance</u>							
	Flt Maint	Exp	49-541341	Uniform Rental/Laundry	1,986	1,000	2,986	Budget error
	Flt Maint	Exp	49-541542	Parts & Repairs	55,000	(1,000)	54,000	
8	<u>Overtime - Illegal Dumping Collection</u>							
	Ilgl Dmp	Exp	50-541140	Salaries - Overtime	2,000	1,000	3,000	Additional efforts to collect illegal dumping
	Ilgl Dmp	Exp	50-541120	Salaries - Regular	70,847	(1,000)	69,847	
9	<u>Overtime - Service Line Maintenance</u>							
	Sl Ln Maint	Exp	63-533140	Salaries - Overtime	2,400	4,000	6,400	Vacant positions created need for additional overtime
	Sl Ln Maint	Exp	63-533120	Salaries - Regular	136,908	(4,000)	132,908	

Exhibit "A"

FY 22 Budget Amendment #5 -Second Hearing

#	Amendment Details				Budget	Adj	Revised	
10	Fire Hydrant Maintenance - Water Distribution							
	Wtr Distr	Exp	64-5336309	Fire Hydrants	93,000	2,500	95,500	Minor increase in fire hydrant maintenance
	Wtr Distr	Exp	64-533120	Salaries - Regular	162,056	(2,500)	159,556	
11	Compensation - Parks & Recreation							
	Prks & Rec	Exp	72-572110	Salaries - Executive	73,863	18,000	91,863	Reallocation of compensation
	Prks & Rec	Exp	72-572130	Salaries - Part Time	145,642	(38,000)	107,642	
	Prks & Rec	Exp	72-572140	Salaries - Overtime	9,000	20,000	29,000	
12	Premiums & Dedcutibles - Risk Management							
	Risk	Exp	84-513392	Motor Vehicle Claims	15,000	9,150	24,150	Additional coverage (property and workers comp) and increased vehicle deductible.
	Risk	Exp	84-513451	Insurance Premium	2,828,854	25,000	2,853,854	
	Risk	Exp	84-513110	Salaries - Executive	32,296	(27,600)	4,696	
	Risk	Exp	84-513210	FICA	2,612	(2,200)	412	
	Risk	Exp	84-513493	General Expense	2,000	(1,500)	500	
	Risk	Exp	84-513540	Pubs/Subscriptions/Memberships	600	(600)	-	
	Risk	Exp	84-513541	Educational Costs	2,000	(2,000)	-	
	Risk	Exp	84-513521	Clothing & Uniforms	250	(250)	-	
13	Leave Payout - Non-Department							
	Non-Dept	Exp	19-581922	Employee Leave Payout - Wages	237,000	170,000	407,000	Departure of additional long-time employees with significant accrued leave payout
	Non-Dept	Exp	19-581928	Employee Leave Payout - FICA/Med	19,200	13,000	32,200	
	Non-Dept	Exp	19-581929	Employee Leave Payout - Retire	29,800	20,000	49,800	
	Non-Dept	Exp	19-519312	Other Professional Services	300,500	(130,000)	170,500	
	Non-Dept	Exp	19-519390	Contingency	1,002,041	(73,000)	929,041	
14	RFP Advertising - Non-Department							
	Non-Dept	Exp	19-515491	Other Advertising	10,000	15,000	25,000	Additional advertising due to an increase in RFP solicitations.
	Non-Dept	Exp	19-519312	Other Professional Services *	170,500	(15,000)	155,500	
* Budget has been modified due to prior items								
15	Compensation - CIP Management							
	CIP Mgmt	Exp	75-535110	Salaries - Executive	52,759	1,500	54,259	Minor compensation adjustment
	CIP Mgmt	Exp	75-535120	Salaries - Regular	55,272	500	55,772	
	WS Finan	Exp	61-513992	Contingency	142,402	(2,000)	140,402	
16	Compensation - Police							
	Police	Exp	26-521110	Salaries - Executive	203,673	(8,000)	195,673	Reallocation of compensation
	Police	Exp	26-521130	Salaries - Part Time	101,826	8,000	109,826	

Exhibit "A"

FY 22 Budget Amendment #5 -Second Hearing

#	Amendment Details				Budget	Adj	Revised	
17	Compensation - Building & Licenses							
	Bldg & Lic	Exp	30-524110	Salaries - Executive	183,366	10,000	193,366	Reallocation of compensation
	Bldg & Lic	Exp	30-524120	Salaries - Regular	108,911	(10,000)	98,911	
18	Compensation - Building & Grounds Maintenance							
	Bldg & Grnd	Exp	39-541120	Salaries - Regular	172,030	3,000	175,030	Minor compensation adjustment
	Bldg & Grnd	Exp	39-541140	Salaries - Overtime	5,000	200	5,200	
	Bldg & Grnd	Exp	39-541620	Building Improvement *	59,000	(3,200)	55,800	
	* Budget has been modified due to prior items							
19	Compensation - Stormwater							
	Storm	Exp	43-538120	Salaries - Regular	133,485	10,000	143,485	Minor compensation adjustment
	Storm	Exp	43-538140	Salaries - Overtime	5,000	3,000	8,000	
	Storm	Exp	43-538210	FICA	10,594	2,000	12,594	
	Storm	Exp	43-538992	Contingency	65,854	(15,000)	50,854	
Second Hearing Additions								
20	Employee Medical Services - HR							
	HR	Exp	13-513311	Employee Physicals	9,000	5,000	14,000	Additional employee physicals and other medical services
	HR	Exp	13-513542	Employee Training	17,000	(5,000)	12,000	
21	Utilities - Town Center							
	Town Center	Exp	62-519430	Electric, Gas, Water	146,600	11,000	157,600	Increased utility expense
	Town Center	Exp	62-519620	Building Improvements	75,000	(11,000)	64,000	
22	Office Supplies - Building & Licenses							
	Bldg & Lic	Exp	30-524510	Office Supplies	2,000	1,200	3,200	Increased office supplies expense
	Bldg & Lic	Exp	30-524400	Travel & Per Diem	5,490	(1,200)	4,290	
23	Office Supplies - Commission							
	Commission	Exp	10-511510	Office Supplies	1,200	100	1,300	Increased office supplies expense
	Commission	Exp	10-511493	General Expenses	2,000	(100)	1,900	
24	Internet Expense - IT							
	IT	Exp	85-512413	Internet	29,100	3,000	32,100	Additional Internet expense. More than believed needed as a contingency
	IT	Exp	85-512528	Software Licensing	506,525	(3,000)	503,525	

FY 22 Budget Amendment #5 -Second Hearing

#	<u>Amendment Details</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	
25	<u>Reallocation of Principal & Interest - FY 15 Bond</u>							
	Debt Svc	Exp	83-513721	2015 Bond Interest	179,437	4,358	183,795	Reallocation of principal and interest, including rounding issue
	Debt Svc	Exp	83-513711	2015 Bond Principal	343,775	(4,356)	339,419	
	Debt Svc	Trans-Out	83-513910	Transfer Out - To General Fund	2,717,612	(2)	2,717,610	
	Gen Fund	Trans-In	001-381230	Transfer In - From Debt Service Fund	2,717,612	(2)	2,717,610	
	Gen Fund	Exp	19-519390	Contingency	929,041	(2)	929,039	
26	<u>Compensation - Commission</u>							
	Comm.	Exp	10-511110	Salaries - Executive	33,035	100	33,135	Minor compensation adjustment
	Comm.	Exp	10-511400	Travel	9,000	(100)	8,900	
27	<u>Compensation - HR</u>							
	HR	Exp	13-513110	Salaries - Executive	86,927	4,000	90,927	Minor compensation adjustment
	HR	Exp	13-513120	Salaries - Regular	90,867	(4,000)	86,867	
28	<u>Overtime - Sewer Division</u>							
	Sewer	Exp	35-535140	Salaries - Overtime	7,000	200	7,200	Minor compensation adjustment
	Sewer	Exp	35-535120	Salaries - Regular	172,690	(200)	172,490	