CITY OF OPA-LOCKA

The City of Bright Opportunities

REGULAR COMMISSION MEETING
Agenda

Wednesday, April 12, 2023
7:00 PM

Commission Chamber
780 Fisherman Street, 3rd Floor
Opa-locka, FL 33054

City Commission
Mayor John H. Taylor, Jr.
Vice Mayor Natasha L. Ervin
Commissioner Sherelean Bass
Commissioner Joseph L. Kelley
Commissioner Veronica Williams

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 City of Bright Opportunities"

AGENDA
REGULAR COMMISSION MEETING
April 12, 2023
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:

Workshop - February 27, 2023

Regular Commission Meeting - March 22, 2023

Special Commission Meeting - March 30, 2023

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, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS ("RFP"), ATTACHED HERETO AS EXHIBIT "A", FOR A QUALIFIED CONSULTANT TO CONDUCT A FEASIBILITY STUDY FOR THE INSTALLATION OF METERED PARKING ON ALI BABA AVENUE, WITHIN THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REQUIRING THE CITY TO HOST ALL SPECIAL EVENTS ASSOCIATED WITH THE CITY'S ANNUALLY RECOGNIZED NATIONAL HOLIDAYS AND SHOW THAT SAID EVENTS ARE SPONSORED BY THE MAYOR AND CITY COMMISSIONERS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Commissioner Bass*

3. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO PROVIDE SUPPORT FOR THE SOUTH FLORIDA SCHOOL OF EXCELLENCE AUTISM AWARENESS WALK; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

4. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO TAKE ALL NECESSARY STEPS TO PURCHASE TRASH BINS AND RECYCLING RECEPTACLES TO BE PERMANENTLY PLACED IN PUBLIC AREAS THROUGHOUT THE CITY IN OBSERVATION OF EARTH DAY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

1. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023,**

ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager*

2. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A CITIZENS PARTICIPATORY BUDGETING (CPB) PROCESS AND ALLOCATING FIVE HUNDRED THOUSAND DOLLARS ($500,000.00) FOR COMMUNITY IMPROVEMENT PROJECTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

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

C. RESOLUTION(S):

17. CITY MANAGER'S REPORT:

1. Rental and Mortgage Assistance Update

2. ARPA Expenditure Update

3. OLPD K-9 Presentation

18. OFFICIAL BOARD REPORTS:

19. MAYOR/COMMISSION REPORTS:

1. Mayor John H. Taylor, Jr.
   Financial Oversight Update presented by Interim City Manager Darvin Williams

2. Commissioner Joseph L. Kelley
   Street naming for Vice Mayor Dorothy Johnson

20. OFFICIAL BOARD APPOINTMENTS:

Civil Service Board
1 individual appointment (Commissioner Bass)
1 individual appointment (Commissioner Williams)

Community Relations, Recreation and Activities Board
1 at-large appointment

Housing Authority and Nuisance Abatement Board
1 individual appointment (Mayor Taylor)
1 individual appointment (Commissioner Williams)

Local Financial Oversight Board
3 at-large appointments

Teen & Young Adult Advisory Board
1 individual appointment (Mayor Taylor)
1 individual appointment (Vice Mayor Ervin)
1 individual appointment (Commissioner Bass)
1 individual appointment (Commissioner Kelley)
1 individual appointment (Commissioner Williams)

21. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

1. **City of Opa-locka Mayor & Commission invite you to Bunny Jam hosted by Mayor John H. Taylor, Jr, Saturday, April 8, 2023 from 2:00 PM - 5:00 PM, Segal Park, 2331 NW 143 Street, Opa-locka, FL.**

2. **City of Opa-locka Mayor & Commission invite you to Commissioner Joseph L. Kelley's Meet Me Monday, April 10, 2023 at 6:00 PM, Helen Miller Center, 2331 NW 143rd Street, Opa-locka, FL.**

3. **Special Opa-locka Community Redevelopment Agency Meeting, Tuesday, April 11, 2023 at 6:00 p.m., City of Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.**

4. **City of Opa-locka Civil Service Board Workshop on Wednesday, April 19, 2023 at 6:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.**

5. **City of Opa-locka Mayor & Commission invite you to the Earth Day Block Party hosted by Commissioner Veronica J. Williams, Saturday, April 22, 2023 from 9:00 AM - 1:00 PM, City of Opa-locka Municipal Complex, 780 Fisherman Street, Opa-locka, FL.**

6. **City of Opa-locka Mayor & Commission invite you to BINGO & Chill sponsored by Mayor John H. Taylor, Jr. on Friday, April 14, 2023 at 6:00 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, FL.**

7. **City of Opa-locka Mayor & Commission, in partnership with Feeding South Florida, invites the community to a Free Food Walk-Thru Distribution hosted by Commissioner Joseph L. Kelley, Friday, April 21, 2023 from 10:00 A.M. - 1:00 P.M., first come, first served, at Segal Park, 2331 NW 143 Street, Opa-locka, Florida.**

8. **City of Opa-locka commemoration of the National Day of Prayer sponsored by Commissioner Dr. Sherelean Bass on Thursday, May 4, 2023 at 11:00 a.m., Helen L. Miller Center, 2331 NW 143rd Street, Opa-locka, FL.**

9. **City of Opa-locka Mayor & Commission invite you to join free aerobics classes sponsored by Mayor John H. Taylor, Jr. every Monday & Wednesday from 6 p.m. - 7 p.m., Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL.**

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 city of bright opportunities"

CLERK'S ACTION SUMMARY MINUTES
WORKSHOP

Wednesday, February 27, 2023
6:00 p.m.

1. WELCOME/OPENING REMARKS:

Mayor John Taylor called the Workshop to order at 6:07 p.m. on Wednesday, February 27, 2023.

2. ROLL CALL:

The following members of the City Commission were present: Vice Mayor Natasha L. Ervin, and Mayor John H. Taylor, Jr. Commissioner Veronica J. Williams joined virtually. Commissioner Sherelean Bass arrived at 7:10 p.m.. Also, in attendance were: Interim City Manager Darvin Williams, City Attorney Burnadette Norris-Weeks and City Clerk Joanna Flores.

3. INVOCATION:

The invocation was delivered by Mayor Taylor.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC COMMENTS:

Mayor Taylor opened the Public Comments.

There being no members of the public to address the Commission, Mayor Taylor closed Public Comments.

6. DISCUSSION ITEMS:

1. FINANCIAL OVERSIGHT OF THE CITY

Mayor Taylor traveled to Tallahassee that past weekend to discuss the Joint Legislative Auditing Committee (JLAC) and the Auditors General's office on the financial oversight status of the city. Acknowledgment that the City of Opa-locka was in a better place. The realization of the lack of communication from both parties was discussed as well. Once an explanation of what the city was expecting to do was provided, a mutual agreement was established. Mayor Taylor wanted to allow the City Manager to speak on topics discussed in Tallahassee and allow questions for the Commission.

Interim City Manager Darvin Williams started by providing feedback received from the JLAC team as well as the legislator and the committee members who wanted to see the City of Opa-Locka make financial oversight its priority by the Commission and Administration focusing on financial needs and efficiencies. Manager Williams asked the Commission if there were any questions. The Manager proceeded with the ninety-nine findings and stated it was easiest to tackle as communicating with the committee members on the work that was done with the JLAC team, and the administration has led to continuing to make great progress on the ninety-nine findings. Manager Williams expected to get a response back on administration submissions within that coming week. Implemented from the administration side were sixty-six of the ninety-nine findings which are awaiting analysis and looking to move forward on to the next thirty findings. The Manager advised the receiver of feedback which is the greatest progress that the City of Opa-locka had made since being under Financial oversight and since the original ninety-nine findings came out which were words from the Senior General and Auditor General in anticipation of not having to come to Opa-locka much longer. Manager Williams asked the Commission if they had any questions.

Interim City Manager proceeded with a discussion on ERP systems which was stated to be a hot topic in Tallahassee as there was a rumor that the City of Opa-locka was not moving forward with the digitization of the City, particularly in the finance department. Manager Williams advised that the rumor is untrue as the city has been working with Tyler Technologies for some time with the Commission approval of a 1.8-million-dollar contract last year to proceed with the ERP system to digitize all of the Departments. The Manager advised originally being told that the digitization could proceed without the current accessibility of current audits. The plan was to start with the less financially heavy data departments such as Human Resources and then move to Code Enforcement and Building and License but learned quickly during the onboarding process that current financial data was needed in order to implement the system. Manager Williams advised Tyler Technologies to begin asking for the financial data but as the Commission is aware the City is several years behind in the submission of audits, so the City was unable to provide Tyler Technologies with current financial data. Therefore, the discussion concluded by pausing the implementation of the ERP system until October of this year. City Manager Williams advised during that time he will be working with the internal audit team, Anthony Brunson PA., to assist the City with finding a system that can be utilized while going through the audits. Manager Williams acknowledged the Finance Department for the great work they have done and under the conditions under which they have done it. The Manager's office is working on a system called SunGard. SunGard was purchased in 2017 and since then the City of Opa-locka has not been able to receive updates or technical support on the SunGard system. The Managers advised that anytime the system goes array the IT team has to fix it and anytime an update is needed the Finance department has to do a workaround. Manager Williams stated the way that the workaround looks is that the SunGard system can only stay open for two years, given that the City is behind in the submission of audits, and the finance department currently rebuilding with the first Finance Director in five years are doing journal entries on Excel spreadsheets. Per City Manager Williams means 1200 entries per day on average that the City of Opa-locka has to manually input and the Finance Department has been able to achieve and keep up in progression to the point that the City of Opa-locka was able to show the JLAC team the work that the Finance Department has done in the conditions in which they have done it and the JLAC team was blown away. The Manager's office will continue to work with the Brunson team to get a system implemented moving forward. Interim City Manager paused to take any questions regarding the ERP system from the Commission.

Vice Mayor Natasha Ervin asked for an explanation of the ERP system.

Interim City Manager Darvin Williams advised that the ERP system is a software platform that allows all departments to communicate and work together, it also allows to be digitized so once the City has an ERP system in place residents will be able to go online to pay their license, and permits, the Manager can go online to review disciplinary actions for employees, Human Resource department accessibility will be online; it is a way to bring the City of Opa-locka to the 21st Century. The Manager advised digitization is one of the initiatives he launched in April of 2022 to make everything more accessible to Opa-locka residents and a key component for the Finance Department as so many things are run by finance. Manager Williams advised the Police Department which is a finance-heavy department as there are searches, seizures, and equipment purchases that are six-figure expenditures that have to be tracked. The finance department drives many of the departments and the ERP system puts it all together.

There being no further question Manager Williams proceeded with covering the Audit submission plan and offered copies to the Commission if needed. The Audit submission plan was originally prepared for the summer of 2022. The Manager believed the Audit

Submission plan was submitted to the Commission in June via email, which provides steps that the City needs to take to get yearly audits out on time. To have that discussion there has to be an understanding of where the City is and how the City got there, which Manager Williams referenced a chart in the Audit Submission Plan provided. The Manager went on to advise the last time the City of Opa-locka submitted a timely audit was on June 26, 2015, and three years later another audit was submitted on February 23, 2018, which created a very deep hole that the City has been working to get out from under. Manager Williams stated on average it takes the City of Opa-locka 14 months to submit an audit and the City tends to stay 14.5 months, a year and two and half months behind. The Manager stated it was necessary to put together a plan as one of the criteria to remove the City from financial oversight was a timely submission of audits. Challenges that had to be addressed with the plan are the lack of a finance department, rebuilding the finance department, and hiring the first Finance department Director Ms. Niema Walker in over five years also hired a Senior Accountant and other positions and is still hiring with positions such as two accountant and one Senior accountant positions being open. The hiring of positions within the Finance Department is a key component to allowing the City to move forward in the timely submission of audits. That first step is incomplete but well on its way. The Manager advised the next task is to engage an internal Financial Services firm. The previous firm Trimerge Consulting Group provided services as the City's finance and internal audit department which were a heavy daily load. Manager Williams advised moving forward faster. The goal is to split up those tasks, rebuild the finance department, and move forward with Trimerge as the City's internal audit firm or find another firm if Trimerge no longer desired to move forward. Manager Williams had a conversation with Trimerge and was able to engage Anthony Brunson PA as the internal audit firm, Anthony Brunson's team is highly reputable and has worked with the City of Opa-locka previously and understands the challenges the City faced. The Manager informed Anthony Brunson PA firm was able to hit the ground running, so the second task is complete. Manager Williams continued by advising the next task, which would be to engage an external auditing team which was in the works before his Interim City Manager appointment. The Marcum Accountants team was engaged as the City's external audit team and has continued to move forward with the team. The Manager advised from the time the City Manager's office turns in the internal audit reports to Marcum they have a 90-day turnaround time. Manager Williams advised the next task is to develop budgets for audit completion. The Manager stated that the City has budgeted for the completion of each of its outstanding Annual Financial Reports (AFR), for the fiscal year 2021, the City of Opa-locka budgeted $500,000 plus external audit expenses and employee salaries for completion. The Manager also reports $750,000 to complete the fiscal year 2022 which excludes external audit expenses such as Marcum firm and employee salaries; the Fiscal year 2023 is budgeted at another $750,00 plus external audit expenses and employee salaries. Manager Williams reports the City of Opa-locka is on track with the submission of the 2021 audit by Junes of 2023 and the submission of the 2022 audit by December of 2023 which means the City would have completed two audits within twelve months and three audits within a year and a half.

Mayor John H. Taylor Jr. wanted to add to the Manager's report, speaking with JLAC that the City will be on time with the submission of audits by December JLAC has expressed that the City has to comply by the end of the year 2023. The Mayor advised once the City of Opa-locka complies by year-end, the City will submit a timely submission audit in June of 2023. Mayor Taylor reported JLAC has made it clear that once in compliance all outstanding audits have to be submitted. JLAC also advised the conversation by the Commission on the dais should always include financial oversight, to ensure the City's finances are at the forefront.

Interim Manager Williams Darvin Williams agreed with Mayor Taylor, including complying by the end of the year as mentioned in every meeting in Tallahassee. The Manager also advised that it has been some time since the City has been under financial oversight so the bandwidth for the additional extension has been expended and exhausted which was communicated from Committee members, legislation, and JLAC administration. Manager Williams advised there is a plan in place that will be executed, which started in April of 2022 and was executed in July 2022 with the hiring of Finance Director Niema Walker. The Manager reported the fiscal year 2020 annual financial report was submitted in October 2022. The City and Brunson team expected to turn in its internally reviewed reports to the Marcum team the first week in March. Manager Williams advised the Marcum team stating the turnaround time generally requires 90 days until completed, which would put the City on track for June submission or possibly May. The Manager continued with the submission of the City of Opa-locka fiscal year 2022 report whose targeted date is December of 2023. Manager Williams reported that with the 2022 submission, the City of Opa-locka will be caught up in the submission of annual financial reports for the first time in over 10 years. The Manager expressed his excitement about completing the next steps. Manager Williams reported that the City is on schedule to submit a fiscal 2023 report by June 2024. Annual financial reports are always due the following June after the close of the year, meaning if a year closes out in 2022 it is due June 2023, which indicates that the City will be caught up by December 2023. The Manager advised once the City submits the financial report in June 2024, it

will be the first timely submission in a decade. Manager Williams informed that the timely submission of annual financial reports is the first Benchmark to be removed from financial oversight. The Manager expressed his excitement about the work that the City of Opa-locka is doing and acknowledged the finance department for all of their excellent work. Manager Williams opened the floor for questions.

Commissioner Dr. Sherelean Bass excused her tardiness and wanted to commend all departments for all of their hard work, the Mayor past and present for pushing, and expressed gratitude for finally seeing the light under the tunnel. Commissioner Bass looks forward to December once the timely submissions are completed. The Commissioner also advised that she was speechless by all the work everyone who played a part had done.

Interim Manager Darvin Williams informed the Commission of the next step which is the City's five-year recovery plan, the Fiber Recovery Plan, a component of the financial oversight plan that shows what the City would look like moving out of financial oversight, how the City demonstrate to the oversight committee, and show how The City will fiscally manage to Opa-locka residents. The Manager wanted the Commission to know in regards to the financial fund structure, all highlighted operating funds are funds in the City of Opa-locka that are out of deficit. Manager Williams wanted to report that the Water and Sewer fund is out of deficit, but it is a thin line. The Manager explained if the Miami-Dade County officials are listening in, they did not get too excited as the City is renegotiating the debt plan; Water and Sewer fund is a positive fund but a very thin surplus, but the takeaway message is that the City can demonstrate on paper fiscally financial responsibility with finances and assets.

Commissioner Veronica Williams echoed the sentiments of colleagues by thanking everyone including the Manager's office and the finance department for supporting the process. Commissioner Williams advised having a conversation after the Tallahassee trip and she was told that the City did not have a consistent transparency policy and was not as transparent as possible. The Commissioner inquired on whether there was a plan to ensure the City is as transparent with Tallahassee and with JLAC as possible. Commissioner William requested quarterly financial reports for the Board to have discussions and not wait until the end of the year. The Commissioner stated that the Brunson team will require specific timely information from particular departments and inquired on what departments were preventing that information from being provided on a timely basis. Commissioner Williams asked the Manager, what his office intended to do about the departments who are not keeping up with accurate data tracking and how the Manager intended to move forward to ensure timely audit submission with knowing that audits involve multiple departments

Interim Manager Darvin Williams responded by starting with Commissioner William's third comment regarding department tracking. The Manager advised that departmental tracking is related to operational audits, which are methods of how departments track their policies and procedures. Manager Williams advised in responding to the ninety-nine findings of the operational audit the City has to demonstrate policies and procedures in place that are implemented. The Manager advised that the operational audit phase is being worked on now by bringing all departments in line with policies and procedures and the task is a heavy lift. Manager Williams informed that most cities that are over 50 years old have a book of analysis procedure that is as thick as a bible, however, the City of Opa-locka is almost one hundred with the book very thin or sometimes non-existent, but it is something that the City is addressing. The Manager added in regards to Commissioner Williams's first comment on how the City, in writing, has a process by which the administration follows to execute things that are supposed to be done daily. The Manager states that policy and procedure are deficient in the City, needed, and suspected that after submission of the audit, it will be required of the City of Opa-locka to demonstrate policy and procedures for every department, which is a heavy lift. Manager Willaims informed the Commission implementing policy and procedure for all departments will require training and workshops with department heads, bringing in a consultant to get assistance, and legal assistance for the review of policies and procedures but it will be necessary as it may be the next step in getting the City out of financial oversight. The Manager informed Commissioner Williams regarding transparency from the administration side, 100 percent transparency is maintained with Tallahassee and the Departments there. Manager Williams informed The Commission as an example regarding the operational audit, the field team came to the City in the third and fourth quarter of last year, and the administration welcomed them to the City of Opa-locka. He informed that the Administration met with them with all twelve department head and CRA Manager, allowing them to go through all department and inspect, opened up the City book, if they requested policy procedure books and it was available it was provided to them, provided them access to every department head to allow them to have conversations with them at any time and face to face meeting. Tallahassee and its Departments were extremely appreciative of that, and the Manager was told that not many cities give them that level of access. The Manager advised he finds that access has been helpful to the City and helpful for himself as a City manager notes every deficiency that they find and has been helpful to the department heads that may have been operating without the knowledge of such deficiencies. Manager Williams informed that having a transparent transaction with the operational audit team has been extremely helpful to the City of Opa-locka and its administration. The Manager informed the Commission, 100 percent transparency is also provided to the Inspector General's Office by providing himself and the department head access to the Inspector General's Office on a bi-weekly meeting basis, they provide questions and administration provides answers, and sometimes action items are discussed and implemented. The Inspector General’s office has been extremely helpful, which has caused ease. Manager Williams advised Mayor Taylor’s point, the miscommunication was not between the City of Opa-locka administration and the employees, The Inspector General Office communicated with the legislator and had discussions with Florida State Senator Jason Pizzo and others from the JLAC committee to advise that the City of Opa-locka turned in their work, is communicating, submitted responses to the 99 findings and provided much information and waiting on Tallahassee to analyze what the City of Opa-locka submitted and provide the City with a report to respond to. The Manager said the level of transparency has been extremely helpful and will continue to maintain that.

Mayor Taylor asked Commissioner Williams if she had any further questions, she responded by saying no. Mayor Taylor asked Manager Williams to continue with the five-year recovery plan.

Interim Manager Williams continued with a discussion on the five-year recovery as it pertains to the macro issues of the City of Opa-locka and how they are to be addressed. The Manager advised the biggest challenge is the decrease in population which causes a potential decrease in the tax base. He informed the Commission the Affordable Housing Initiative, will anticipate bringing in over 808 new doors to the City of Opa-locka in a matter of 36 months which should stabilize the population and provide the City with a nice boost to reverse the trend of decreasing. Manager Williams advised brand new construction also increases property value and tax base, therefore increasing revenue. The Manager informed the Commission of the goals of the Community Development department, as it has been Director Gregory Gay's vision to transform Opa-locka into a destination rather than pass-through. Manager Williams advised the Community Development department has reconfigured zoning for the City to facilitate growth and change and The Manager believed the City is ready to head in that direction as stability and property values are beginning to take effect. The Manager informed the Commission that Budget Administrator, Bob Anathan attested to a significant increase in the City property values over the last year and industrial increase as well as an increase in homeowners value. Manager Williams advised the need to take on ongoing renewal of infrastructure, in which he will have a Workshop to share information publicly to discuss infrastructure, it is not a topic that has been discussed openly but it is a large bill.

Mayor Taylors asked Manager Williams if he was done with the discussion of the first item which was an oversight.

Manager Williams advised he was completing the five-year recovery plan goals and one of them was to address the infrastructure needs. The Manager advised he would just read the bullet points which included purifications, elimination of substandard housing, decreasing crime and creation of a violence-free community, implementation of parks and recreations master plan, and reopening Ingram Park which are some of the goals of the five-year recovery plan. The Manager informed the Commission of the goals regarding finances which can be a bit boring including the property tax base and debt refinance being executed for the first time in the history of Opa-locka looking at public-private partnership which positions the City of Opa-locka to conduct with private business that the City does not have the finances to do alone. The manager concluded by asking questions from the Commission.

Mayor Taylor asked Manager Williams rather the bullet points he mentioned were in the provided packet or notes he had.

Manager Williams informed the Commission the bullet points are on the page that states Five Year Plan Goals and Assumptions however if it is not there, he will provide that sheet.

There was no further discussion.

2. CITY AFFAIRS

Mayor Taylor advised discussions held in Tallahassee included Appropriations of the City and one of the topics was Cairo Lane which led to a meeting with the Florida Department of Environmental Protection (FDEP), and they will assist the City in finding a grant to complete Cairo Lane. Mayor Taylor asked Manager Williams to speak on the (State Revolving Fund) SRF grant and the revolving loan fund.

Manager Williams informed the Commission, permanent employees based in Tallahassee who have been working with the City of Opa-locka are eager to see Cairo Lane completed. The Manager advised of the City of Opa-locka submission of an appropriation package for Cairo Lane. Manager Williams explained taking a step further in Tallassee with meetings with legislators to discuss necessary funding for Cairo Lane and also meeting with the Secretary of FDEP, in which they discussed available grants and strategies to get additional funding to complete Cairo Lane. The Manager informed the Secretary of FDEP that is in support of the submission of the Resiliency Grant being prepared to execute through the finance and budget department as well as the Capital improvement project. Manager Williams addressed the discussion on the SRF loan and the pushback on getting approval, moving forward the Secretary of FDEP stated he would link arms with the City of Opa-locka, and have meetings with the department approving the SRF loans to obtain the money.

Mayor Taylor advised the next topic that came up in Tallahassee was the Opa-locka Police station, which was a positive conversation, being as though they were understanding that money was provided to demolish the police station which is currently set to be done. Mayor Taylor asked Manager Williams for the time frame.

Manager Williams responded that the demolition of the police station is set to be completed within the next 30 days.

Mayor Taylor advised the question was asked, once the police station is demolished what would be the location. The Mayor stated the Police station would be housed in City Hall on the first floor. Mayor Taylor advised representatives in Tallahassee who wanted to see Opa-locka have a standalone police station. Funding was discussed to determine housing police stations in the future in their location.

Manager Williams advised Tallahassee to commend the City of Opa-locka on its support of the Police Department as they are paying attention to the Police Benevolent Association (PBA) contract that was just executed, including raises for the police officers to make the city more competitive. The Manager advised the Commission that he communicated with Tallassee that the City would need ten million dollars for the police station or twelve million for the police station he would like. Manager Williams advised the City was supposed to receive five million dollars but was appropriated last year to 1.1 million dollars, $800,000 was used for the demolition of the police station and the excess went towards refitting the first floor for the police station. The Manager included partnering with supporters in Tallahassee to secure additional funding for a self-standing police station.

Mayor Taylor informed the Commission in regards to appropriates, Water and Sewer, and infrastructure were also brought up as it pertains to the City of Opa-locka flooding issues. Mayor Taylor advised a conversation with FDEP which advised the temporary pipes that were placed in the 1960s that have not been dug up or replaced since.

Manager Williams informed the Commissioner that in the 1960', clay pipes were temporarily installed into the ground and in many areas of Opa-locka those pipes are still underground which means for every one hundred gallons that is pushed from one location only sixty gallons is received. The Manager advised there are negative implications which include paying for water that seeps into the ground and water increase in the City water table, which causes problems in drainage, stormwater, and flooding. The Manager informed the Commission the total bill to overhaul the city's water infrastructure was close to one hundred million dollars, which is something that has to be discussed and planned for. Manager Williams advised that the administration has decided to take on the project one bit at a time by using six of the 8-million-dollar ARPA funds to start on the water infrastructure to start addressing the flooding in residential and commercial areas. The Manager informed the Commission of support received in Tallahassee, they are willing to review the Appropriations package to support brand new pump stations and the replacements of pump stations and also address infrastructures.

Commissioner Bass stated she is aware that the funds needed for the police station is a process but questioned whether there was a time frame moving forward for a response from Tallahassee.

Manager Williams advised Senator Mike Caruso is looking to execute something on The City behalf in January.

Mayor Taylor responded to Commissioner Bass it will not happen tomorrow because it has to go before legislators first and to give the matter some time, but Senator Caruso is committed to supporting it. Mayor Taylor advised a meeting that morning with two assistant directors from the Water and Sewer Department regarding pump station three hundred and that he would allow the Manager to discuss.

Manager Williams informed the Commissioner that a meeting with Water and Sewer Department was set up by Mayor Taylor regarding issue brought to the County for ten for close to 10 month to discuss Pump Station 3000 not accepting effluent from the City of Opa-locka and needed to determine what the County was going to do about it. The Manager advised issues with effluent and raw sewage in the streets of the City since 2015 when Pump Station 3000 had an overflow. The Manager noticed a level of complacency and informed that no one should be unable to flush their toilet each time it rains or have issues with drainage in the shower. The Manager explained this has been an issue he has been vocal on, and Mayor Taylor has stepped in and addressed the County Mayor's Office, and a productive meeting was conducted with Assistant City Manager and Public Works Department and team on that morning. The Manager advised issues on both sides were identified regarding Pump Station 300 with infiltration and inflow (I/I). Manager Williams informed the Commission that infiltration in the system was down 60 percent and has been reduced to 15 percent and Miami Dade Water and Sewer is considering acknowledging the City of Opa-locka for all the work being done and Manager Williams acknowledged, Director of Public Works and team for all efforts and hard work. The Manager advised the City of Opa-locka is looking into installations of necessary flow meters and also aggressive infiltration/inflow which means getting smart manhole covers which are costly but alerts the City. Manager Williams informed one of the challenges for the City residents and business owners is the damage created to the system when there is flooding with slow drainage and the manhole cover is broken open with the belief that removal of water from the street will occur faster is a separate line, which is why manhole cover are there, to protect the system. The removal of the manhole cover causes things that are not supposed to be down there to break crucial systems and makes things worse and the manhole covers have access to the City of Opa-locka and Miami-Dade County system. The Manager advised during the rainy season if you see a manhole cover opened or being opened, please contact the Police Department and City administration because it impacts the City. Manager Williams stated on the county-side there were issues regarding billing but as a result of the meeting facilitated by the Mayor, the administration is looking to move forward on a $800,000 reduction in the water bill.

Commissioner Bass asked for the location of the Pump Station.

Mayor Taylor informed the Pump Station was located on 32nd Avenue and 127 Street.

Manager Williams advised the Pump Station is located on 127th St and 30th Ave.

Commissioner Bass questioned if there were various kinds of manholes.

Manager Williams advised the implementation of smart manhole covers so that if someone tries to lift, the City receives an alert and also monitors the depth.

Mayor Taylor advised the Manager Williams point, if you see someone digging in the manhole contact the Police Department or City Hall because it is one of the things that has messed up the City system. Mayor Taylor asked if there were any more questions. The Mayor wanted to thank Senator Shevrin Jones and Representative Ashley Gantt for walking The Mayor and City Manager through the process and to each office while in Tallahassee to meet with key individuals to get answers and for the City of Opa-locka to tell its story.

7. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Bass, seconded by Vice Mayor Ervin to adjourn the Workshop at 7:04 p.m.

____

John H. Taylor Jr.
Mayor

ATTEST:

____

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

"The city of bright opportunities"

CLERK'S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING
March 22, 2023
7:00 P.M.

1. CALL TO ORDER:

Mayor Taylor called the meeting to order at 7:07 pm on Wednesday, March 22, 2023 at Commission Chamber, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Sherelean Bass, Vice Mayor Natasha L. Ervin, Commissioner Joseph L. Kelley, Commissioner Veronica J. Williams and Mayor John H. Taylor Jr. Also, in attendance were: Assistant City Manager George Ellis, City Attorney Burnadette Norris-Weeks and City Clerk Joanna Flores.

3. INVOCATION:

The Invocation was led by Commissioner Williams.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

There were none.

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

Commissioner Bass requested to have Item 13-2 and 13-4 pulled from the Consent Agenda.

Commissioner Williams requested to have Item 13-1 and 13-3 pulled from the Consent Agenda.

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

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

Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Mayor Taylor	Yes

7. APPROVAL OF AGENDA:

Interim City Manager Williams deferred Agenda Items 15-A-3 and 15-A-4 because he said that they employ either mechanical or tandem parking that are not yet allowed in the City's Code and a Workshop will be requested to get feedback from the Commission on mechanical and tandem parking, before the items are brought back before the Commission.

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin, to approve the Agenda.

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

Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Mayor Taylor	Yes

8. APPROVAL OF MINUTES:

Regular Commission Meeting - February 22, 2023

It was moved by Commissioner Kelley, seconded by Commissioner Bass to approve the minutes from the Regular Commission Meeting on February 22, 2023.

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

Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Mayor Taylor	Yes

Regular Commission Meeting - March 8, 2023

It was moved by Commissioner Kelley, seconded by Vice Mayor Ervin to approve the minutes from the Regular Commission Meeting on March 8, 2023.

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

Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Mayor Taylor	Yes

Positioning and Messaging Workshop - March 10, 2023

It was moved by Commissioner Kelley, seconded by Commissioner Bass to approve the minutes from the Positioning and Messaging Workshop on March 10, 2023.

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

Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Mayor Taylor	Yes

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

There were none.

10. PUBLIC PRESENTATIONS:

Presentation from S.E.E.K. Foundation Founder and Executive Director Anike Sakariyawo about their work to provide equitable access to STEM/STEAM education.

S.E.E.K. Foundation Founder and Executive Director Anike Sakariyawo delivered a presentation to the City Commission on the S.E.E.K. Foundation.

Chief Operating Officer of Stuart Architecture Anson Stuart delivered a presentation to the City Commission on the proposed plans for the S.E.E.K. Foundation building in the City of Opa-locka.

City Attorney Norris-Weeks stated for the record that the presentation is in no way for the consideration of the City Commission.

Chief Operating Officer of Stuart Architecture Anson Stuart confirmed that the plans he was presenting were by no means for approval.

Mayor Taylor stated that he is familiar with the S.E.E.K. Foundation and the work they do in the City of Miami Gardens, acknowledging that they found their way back home to the City of Opa-locka to bring a different caliber of programming to the City's students and children.

Commissioner Bass stated that she had not had time to read their presentation, but asked if it would be an after-school program or a school.

S.E.E.K. Foundation Founder and Executive Director Anike Sakariyawo explained that it would not be a school and would be more of a community center because she feels it would be more accessible where people don't have so many restrictions to learn specific skills related to STEM. She added that it will also be inclusive of adults, who will be able to come at a certain time when kids are not in the space.

Commissioner Williams stated that she knows the S.E.E.K. Foundation very well and does not even need to read anything about all the great work. The Commissioner also said that they were on a panel together about 2 years ago. She said that she remembers the start of S.E.E.K. and acknowledged how far it has expanded. Commissioner Williams concluded by expressing her excitement, stating that this is a game changer.

Mayor Taylor congratulated S.E.E.K. Foundation for their 10th Anniversary.

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 Taylor opened the Citizens' Forum.

Ms. Audrey Dominguez, who resides at 1147 Jann Avenue provided the City Commission with information on services for the elderly provided by Miami-Dade County. Ms. Dominguez said that a couple of Seniors on the Move have been hospitalized and have no assistance. She urged the Commission to incorporate the program and yielded the remainder of her time to Ms. Christina Banks.

Ms. Christina Banks, who resides at 2470 NW 140th Street reiterated the statement made by Ms. Dominguez that there are quite a few Seniors that have come out of the hospital with no assistance whatsoever. Ms. Banks shared that she has been helping them because she said that for some reason they call her, despite her telling them that she no longer works for the City of Opa-locka. She gave kudos to Commissioner Kelley because the Seniors on the Move program has been in existence for quite some time but said that it's time to take the program to another level by incorporating the program from Miami-Dade County. Ms. Banks reminded the Commission that the Seniors vote and urged them to reevaluate the program, which she said is at no cost to the City of Opa-locka.

Mr. Eloy Romo, who identified himself as the owner of Romo's Pizza located at 13300 NW 42nd Avenue, stated that he has been in the City for a little under 40 years with multiple businesses, and specifically for 17 years with Romo's Pizza. Mr. Romo said that he understands that the City has a color code for compliance for Residents but suggested that commercial buildings should have a little flexibility. He noted that multiple businesses in the City are painted the same color that his business is painted, which he said is appealing for commercial purposes. Mr. Romo concluded by stating that he would like an approval for flexibility, because he is enhancing the City as a respectable restaurant that he knows many of the Commission Members have visited.

Mayor Taylor informed Mr. Eloy Romo that the Commission could not give him approval on the color scheme during the current Commission Meeting but said that they will get him in contact with the City Manager and the Planning and Zoning Department.

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

Mayor Taylor assured Ms. Christina Banks that he would call Miami-Dade County about the program to assist Seniors, which he said he is familiar with, and he said that he would call her to let me know what was discussed.

Commissioner Kelley stated that it's going to require legislation and said that he will definitely be getting with the City Attorney, because he is quite sure that they all want to sponsor it to incorporate it into the Seniors Program. The Commissioner also asked that a copy of the color pallet be provided to the Commission.

Vice Mayor Ervin stated that as a business owner who has been talking a lot with business owners, she thinks that they are going to have to sit down and come up with the business color chart. The Vice Mayor shared that this is the second person in the last 10 days who is trying to paint their building and doesn't want pastel colors because it does nothing to enhance the building.

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

1. **[13-1] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A LOCAL FINANCIAL**

OVERSIGHT BOARD TO ASSIST THE CITY OF OPA-LOCKA, FLORIDA IN ITS FINANCIAL RECOVERY EFFORTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor*

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

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to discuss Agenda Item 12-1.

Mayor Taylor stated that Agenda Item 12-1 was proposed as a direct response to the financial oversight of the City. The Mayor shared that the legislators who represent the City in Tallahassee said that they are unaware of what's going on in Opa-locka. He said that in his meeting with them, it was proposed to establish a board that he asked each of them to put a representative on, so that there is direct communication from the City of Opa-locka with State Senator Shevrin Jones, State Representative Ashley Gantt, County Commission Chair Oliver Gilbert and County Commissioner Marleine Bastien. The Mayor also said that Residents will be on the board, so that everybody is aware of what's going on and everyone is working in tandem to move the City forward.

Commissioner Williams said that she reached out to the Representative and the Senator, and she acknowledged that Mayor Taylor is correct that transparency was specifically mentioned in Tallahassee. Noting that the City has a State Financial Oversight Board, the Commissioner asked if they could have looked at having a monthly or quarterly meeting with Staff and the City's state and local representation, if there are no decisions being made because she said that they know they can't make decisions because that clearly comes from the State Financial Oversight Board. She went on to ask if they would be providing suggestions to the City or to the State Oversight Board, and asked if there is a conflict by having a second board. The Commissioner also said that the only wording she is seeing is that it's a board to replicate what the state does already, stating that it is so wide open and asking what that looks like.

Mayor Taylor stated that the legislation was not his idea, explaining that the people being proposed to be included on the board asked him to bring forth the legislation. The Mayor pointed out that the City of Opa-locka has been under financial oversight since 2017 and he said that there has been a disconnect between the State Financial Oversight Board and the officials who represent the City at the State level. He said that the board would keep Residents and the City's representatives abreast of what is being done on the local level, offering assurances that there is no conflict. The Mayor went on to say that when the City's representatives go before the State Oversight Board to defend Opa-locka, they will be able to say with assurance that they know what the City is doing. He also pointed out that during the Joint Legislative Auditing Committee meeting, they too said that they didn't know what was going on at the local level.

Commissioner Williams stated that Mayor Taylor was correct and reiterated that she totally agrees. The Commissioner also restated that she spoke with the players from Tallahassee, and it is true that they have said that the City is not transparent enough. She said that the replication of some of the duties gave her a little pause but acknowledged that the Mayor explained it and she understands. The Commissioner said that they just had issues with a previous board and said that she just wanted to spell out their duties if they were going to create another board. She concluded by stating that if the goal is to be transparent for everyone to know what's going on, then she is okay.

Mayor Taylor offered assurances that the board is being proposed just in the spirit of transparency.

Commissioner Bass stated that she agrees with the Commission appointing 3 Residents to the Board but proposed a friendly amendment to also include one business owner.

Mayor Taylor stated his understanding that Commissioner Bass was proposing to appoint to the Board 2 Residents and one business owner.

City Attorney Norris-Weeks stated her understanding of the proposed friendly amendment that the City Commission appointees shall be Residents of a business owner, with the same qualifications as those that were already included in Section 2 of the resolution, which she said included professional experience and background, understanding of budgeting or finance or accounting or preparation of financial reports.

Commissioner Bass confirmed that the City Attorney was correct.

Commissioner Kelley expressed concerns about what he described as the norm, offering assurances that he has nothing against education or professionalism, but stating that he never likes to see Residents who have professional experience because there are a lot of smart people that may not have a degree but know what's going on. The Commissioner then went on to state that he also had the same concern as Commissioner Bass about the business owner and he shared his understanding of her friendly amendment which proposed that the Commission could substitute a business owner as part of the 3 Residents.

Commissioner Bass confirmed that Commissioner Kelley's understanding was correct.

Commissioner Kelley added that he doesn't care for the wording of residents that have professional experience because he is not sure folks that have that expertise will have time to serve on the board. The Commissioner also suggested that instead of sunsetting at 3 months, that it sunset at 5 months or a little longer just to make sure everything is on point.

Mayor Taylor stated his understanding that Commissioner Kelley was proposing to move the 3-month sunset to 5 months. The Mayor then asked Commissioner Kelley if he was proposing to remove the language that states professional experience or a background and understanding of budget or finance and accounting.

Commissioner Kelley proposed saying preferably shall be because you would automatically eliminate some Residents who might be valuable on the board. The Commissioner reminded his colleagues that Citizens have been most impacted by the financial emergency, adding that they obviously want to see the City get out of it. He also pointed out that the Commission is still going to have to appoint them and said that he is sure they will do their due diligence.

Mayor Taylor asked the City Attorney if she had made note of Commissioner Kelley's friendly amendment to add the word preferably to the requirements for the board members.

City Attorney Norris-Weeks confirmed that she had.

Commissioner Williams asked the Interim City Manager if the State Oversight Board would sunset when the City comes out of state oversight.

Interim City Manager Williams confirmed that it would.

Commissioner Williams suggested that the board could sunset at the same time as the State Oversight Board.

Mayor Taylor said that he wanted it to continue to make sure that the City is not back where it was before, and so that the City's state legislators know that the City is serious about not going back.

Commissioner Williams suggested that the board be revamped when it sunsets to have a continuous board. The Commissioner also asked if the Commission would vote on the three board members, pointing out that there are 5 Commission Members.

Mayor Taylor explained that the names of the three board members to be appointed by the City Commission would be proposed and the Commission would vote on them.

Commissioner Kelley stated that he totally agrees that they need to go beyond the sunset of the state oversight board, stating that they could revisit it, but he withdrew his proposed friendly amendment for a 5-month sunset, to keep it at 3 months.

Mayor Taylor shared his understanding of the proposed friendly amendments to include adding a business owner in place of one of the Residents and make the qualifications a little broader. The Mayor also told Commissioner Williams that he would like to go past the sunset of the State Oversight Board.

City Attorney Norris-Weeks asked if there was consensus over how far they wanted to go.

Mayor Taylor pointed out that it would be kept at 3 months because Commissioner Kelley had pulled his proposed amendment.

City Attorney Norris-Weeks stated that Mayor Taylor had stated the changes correctly.

Mayor Taylor asked if the Commission needed to vote on the amendment after the Item has already been moved and seconded.

City Attorney Norris-Weeks stated that the Commission would vote on the amendment and then vote on the Item.

It was moved by Commissioner Bass and seconded by Commissioner Kelley to amend the resolution proposed by Agenda Item 12-1 to include a business owner and add preferred to the board qualifications.

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

Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Mayor Taylor	Yes

There being no additional discussion, the resolution passed as amended by a 5-0 vote.

Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Mayor Taylor	Yes

2. **[13-2] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO ESTABLISH AND IMPLEMENT A PROGRAM FOR THE CREATION, COMPILATION, REVIEW AND IMPLEMENTATION OF BOTH DEPARTMENTAL OPERATING PROCEDURES AND CITYWIDE STANDARD OPERATING PROCEDURES TO ADDRESS ALL ASPECTS OF CITY OPERATIONS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

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

It was moved by Commissioner Williams, seconded by Commissioner Kelley to discuss Agenda Item 12-2.

Mayor Taylor introduced his Agenda Item by explaining that it was proposed to direct the City Manager to create city-wide policies and procedures and also policies and procedures for each Department. The Mayor reminded his Commission colleagues that the Legislative Auditing Committee had directed that an audit be done on the City of Opa-locka and presented ninety-nine findings in June of 2019, pointing out that eighty-four were related to the City and fifteen were related to the Community Redevelopment Agency. He also pointed out that the bulk of the ninety-nine findings recommended that the City establish policies and procedures. The Mayor shared that in his meeting with the State of Florida, it was also stressed that the City establish policies and procedures. He also noted that a lot of the ninety-nine findings that have been partially addressed, also mention the recommendation that the city establish policies and procedures. The Mayor said that he just wants to make sure that the City is doing its part to do what the State recommended in order to get out of financial oversight. He added that they cannot keep kicking the can down the road, pointing out that they all know that the State said they have until the end of the year.

Commissioner Williams stated that they definitely got the point, and she totally agrees with Mayor Taylor, thanking him for bringing the legislation forward. The Commissioner recalled that when she called in to the Financial Oversight meeting, it was about policies and procedures, exactly something that she knows starting from her term having these conversations. She then proposed a friendly amendment to roll out the policies and procedures one department at a time every 60 or 90 days. Stating that she has sat on committees that have done it before, the Commissioner said that it is a load. Adding that in their minds they think it can happen overnight, she said that most companies hire consultants to do it. The Commissioner noted that the Manager was being asked to do it in 90 days for every single Department because she said that you have to find at the crux of the Department the systemic pluses and minuses so that you can pull out and push in.

Mayor Taylor stated that he is not opposed to extending it, but pointed out that the City has been under financial oversight since 2017 and a lot of the work has been said to have already been done. The Mayor explained that he wants to see it in a book that the Commission can present, but he doesn't want to extend it so long that it gets lost.

Commissioner Williams stated that she agrees with Mayor Taylor, but reminded her Commission colleagues that they have a different Manager and new Employees.

Mayor Taylor said that he is not faulting him at all.

Commissioner Williams said that the Commission has asked a lot of the Manager and said that Clerk Flores can provide them a list, but she said that this is a beast. The Commissioner suggested that they have a conversation with an outside agency that understands policies and procedures because she said that she knows for them it seems like it's a pamphlet but it's not. She concluded by reiterating her suggestion that they roll it out in pieces as opposed to an entire City in 90 days.

Mayor Taylor asked for clarification on what Commissioner Williams was proposing.

Commissioner Williams stated that she was proposing a department or two at a time every 90 days. The Commissioner then suggested that they speak with the Manager.

Mayor Taylor stated his understanding that there are 12 Departments in the City.

Interim City Manager Williams confirmed that Mayor Taylor is correct. The Manager then said that if it gives the Commission any comfort, he had the conversation with the State and had originally told them to expect the policies and procedures for the City to be completed by January of 2024, but he said that Mr. Hunter stated that he knows where the City is when it comes to policies and procedures and the Manager said that he agreed upon June of 2024. He added that the date would be simultaneous to the time that the City will be submitting its first timely audit, which he said is the first step to get out of financial oversight.

Commissioner Kelley stated that he is totally in support of the legislation for policies and procedures. The Commissioner said that the ninety-nine findings that were referenced are relegated to several Departments and suggested that if they decide to break them down, those need to be first. He stated that when you take on the job, you know what it entails and just have to do the work adding to come back to the Commission if more is needed. Pointing out that he has heard about policies and procedures getting done, Commissioner Kelley said that it needs to take place.

Mayor Taylor said that what Commissioner Kelley stated is exactly what he was going to say. The Mayor also said that he understood what Commissioner Williams was saying, but that he would rather keep the legislation as is and in 90 days have the City Manager present the policies and procedures that directly affect the ninety-nine findings and then ask for an extension for everything else. He said that this way they will know that they have something in place, disagreeing with waiting a year and adding that they have to move it. The Mayor acknowledged Commissioner Kelley's point that the City already has to respond with the policies and that means some of them are already done for the Departments that were targeted in the ninety-nine findings.

Commissioner Williams said that she has a motto that she would rather do one thing great than a lot of things good. The Commissioner reiterated her statement that this is a heavy load, acknowledging that it is what you sign up for, but once again pointing out that most organizations bring in a consultant to do this.

Commissioner Kelley asked the City Manager if he could get the policies and procedures done through his own Staff or if he needs outside help.

Interim City Manager Williams stated that they certainly need outside help particularly with the timeline.

Commissioner Kelley stated that the City Manager should have just said that he needs outside help because the Commission wants it done. Acknowledging that it is Mayor Taylor's proposed legislation, Commissioner Kelley recommended that if he wants to break it down, he thinks that the focus should be on the financial oversight items. He also agreed that they don't want to do anything half-heartedly but acknowledged that the Mayor had pointed out that most of them have been or are being done according to the update the Commission has been given.

Mayor Taylor asked the City Manager if they can focus on what is needed to get the City out of financial oversight as Commissioner Kelley said, to include the Finance Department, Police Department, Human Resources Department and Public Works Department in 90 days and then come back for an extension.

Interim City Manager Williams stated that they will have to do it.

Mayor Taylor asked the City Attorney if the option of hiring a consultant could be added to the legislation.

City Attorney Norris-Weeks said that the consultant would need to be procured unless it is under the Manager's authority. The City Attorney then asked if the Commission was contemplating having the legislation come back before them to hire the consultant.

Mayor Taylor said that it would, if needed, if it is not under the City Manager's purview.

City Attorney Norris-Weeks put on the record that it should be a consulting firm and not a law firm, which he said he does not have the authority to hire.

Mayor Taylor restated the terms of the proposed amendment to add the option of hiring a consultant with the option of bringing it back before the Commission if it goes over the Manager's $25,000 authority.

Commissioner Bass stated that all of her questions were answered.

It was moved by Commissioner Kelley, seconded by Commissioner Williams to amend the resolution proposed by Agenda Item 12-2, to add the option of hiring a consultant with the option of bringing it back before the Commission if it goes over the Manager's $25,000 authority.

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

Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Mayor Taylor	Yes

There being no additional discussion, the resolution passed as amended by a 5-0 vote.

Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Mayor Taylor	Yes

3. **[13-3] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO PROHIBIT CITY STAFF FROM SPENDING PERSONAL FUNDS FOR CITY BUSINESS RELATED MATTERS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

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

It was moved by Commissioner Kelley, seconded by Commissioner Bass to discuss Agenda Item 12-3.

Mayor Taylor introduced his Agenda Item by stating that it is pretty simple, explaining that he wanted to stop City Employees from spending their personal money for City business.

Vice Mayor Ervin stated that she pulled Agenda Item 12-3 from the Consent Agenda because she has done volunteer work around the City and she said that there are times that something is needed right away, but she expressed concern that if they pass the legislation it's going to go into effect as soon as possible. The Vice Mayor said that she thinks the Commission should give the City Manager a little time to come up with the policy, because if they pass it and something is needed, they're not going to be able to get it until it goes through state financial oversight.

Mayor Taylor informed his colleagues on the Commission that the City has been in conversation with the State of Florida to create a policy for a card to be available in both the City Manager's Office and the City Clerk's Office, for emergency expenditures, adding that it would have a limit and would have to be approved prior to the expenditure.

Commissioner Williams said that she thinks Vice Mayor Ervin was reading her notes because she stated exactly what she wrote. The Commissioner said that she totally agrees, sharing that she has waited a long time to get reimbursed for her own day job for things, adding that it is not easy when you have to provide your money and then get reimbursed. She suggested that they wait for the card and then move forward with the legislation because she said that once it stops, a lot of people will not get stuff who need stuff. The Commissioner explained that the City Clerk spent her money to buy frames, adding that it had always been an issue with frames running out for proclamations. She concluded by stating that after the legislation is passed, she doesn't see what's next.

Mayor Taylor stated he was not going to say this, but said that he thinks he has to, reminding his colleagues that the Commission cannot direct any City Employee to spend their money. The Mayor then went on to share that what was stated is that they heard that a Commissioner was directing City Employees to spend their money, and he said that he was trying to eliminate that. He also pointed out that the only people that the Commission can direct are the City Manager, City Clerk and City Attorney, adding that only the City Manager can spend money. Mayor Taylor stated that if the City Clerk is buying stuff for the Commission, that is completely out of order and he said that the legislation is righting what they say is wrong. He added that they cannot tell the City Clerk to swipe her card for something for the Commission, suggesting that if there is something that is needed, the Commission should swipe its card, submit the receipt and wait for the reimbursement. Mayor Taylor emphasized that they can't tell the City Clerk to buy something for them and get reimbursement.

Commissioner Williams asked her to pause the tongue wagging a little bit and then went on to say that nobody has ever directed the City Clerk, asking her to say it for the record.

Mayor Taylor apologized for using the City Clerk as an example, adding that he hopes she did not get offended.

City Clerk Flores stated for the record that as Commissioner Williams stated, none of the elected officials directed her to purchase frames or spend her money, explaining that she just felt that because the City had a need, the only way she could make it happen was to spend her money and get reimbursed. She also said that the resolution is not about the Clerk, noting that she is not the only one in the City that spends her money and gets reimbursed.

Commissioner Williams said that she goes through it and understands, stating that the last thing they want as a Dais is to have anyone spend their money and then have to get reimbursed. The Commissioner then said that if there are things they need, they should buy them out of their own pocket, turn in their receipts and get reimbursed, adding that she specifically doesn't have a problem doing that. Sharing that in her agenda briefing she said that she had absolutely zero problems coming out of her pocket to pay what she needs to and adding that she just wants to know what the policy is moving forward.

Mayor Taylor said that the policy is the policy that stands and was created by the State of Florida, which requires that a requisition be submitted with an invoice in advance to receive an expedited check which goes to the vendor. The Mayor reiterated that he doesn't think it's fair that City Employees are spending their personal money for City business and he said that he is going to continue to say it.

Vice Mayor Ervin pointed out that she has worked on two sides of Opa-locka, stating that the City may have some unpaid stuff to work out, because through her volunteer work with the Parks & Recreation Department, she has learned that Walmart and Target won't accept a check from the City of Opa-locka. The Vice Mayor suggested that the City needs to see what they owe them so that the balances can be cleared up and they can send the Parks & Recreation Department to pick up things that they may need as opposed to the Booster Club or a City Employee spending money for what's needed and then wait for the reimbursement. She used the example of Easter coming up and said that if the Parks and Recreation Department decided to go to Walmart with the $1,500 check, they are not going to accept it.

Mayor Taylor addressed the example provided by Vice Mayor Ervin and said that the City doesn't need the Parks and Recreation Director swiping her card for $1,500 in hopes of getting a reimbursement.

Vice Mayor Ervin said that she totally agrees but said that they have to find a comfortable place between them not accepting checks and how they're going to get the supplies that they need.

Mayor Taylor emphasized that it is not the City Employee's responsibility.

Vice Mayor Ervin stated that she agrees with Mayor Taylor, adding that she is saying they have to find a happy medium so that if it's going to be a credit card, they can apply for it and get it in the City's possession and then can make the proposed legislation possible.

Mayor Taylor stated that he is going to continue saying what he said.

Commissioner Kelley stated that he thinks the proposed legislation pushes the City in the direction they need to go. The Commissioner acknowledged that all of the points that have been made were valid points, but referred to the agenda cover memo on page 71, where he said that the staff summary says that the Interim City Manager shall prohibit City Staff from continuing to practice spending personal funds and shall observe normal procurement procedures of submitting requisitions for approval and conversion to purchase orders authorizing the procurement of goods and services or travel expenses. Noting that the proposed legislation further states that purchase orders will be prepared in sufficient time, Commissioner Kelley said that what it tells him is that the Commission has to do a better job of planning. The Commissioner went on to state that he is totally in support of the resolution proposed by Agenda Item 12-3. He acknowledged the statement made by Vice Mayor Ervin about the City's checks not being accepted, adding that he has heard that too and stating that it is a separate issue that needs to be addressed anyway. Commissioner Kelley stressed that the City has to get out of the business of having City Employees feeling that they have to spend their money and adhere to what is supposed to be the norm.

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

Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Mayor Taylor	Yes

4. **[13-4] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A VOLUNTEER AMBASSADOR PROGRAM FOR THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

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

It was moved by Commissioner Williams, seconded by Commissioner Bass to discuss Agenda Item 12-4.

Mayor Taylor introduced his Agenda Item and explained that the legislation simply establishes a volunteer program in the City of Opa-locka, providing a pool of volunteers for events so that the burden can be taken off of City Employees.

Commissioner Bass noted that the backup documents stated something about greeting other officials that come into the City, and she asked what the criteria is to be a part of the volunteer database.

Mayor Taylor explained that the criteria would be anyone willing to volunteer in the City of Opa-locka.

Commissioner Bass said that she thinks that they need to have a little bit more than being a Resident of the City of Opa-locka and she also said that she wanted to know what number he was looking to have, because she thinks sometimes less is more.

Mayor Taylor stated that the volunteer program is open to everybody because he said that a lot of Residents want to volunteer but simply don't know what's going on who say that they will volunteer if the City lets them know in advance of the events that are going on. The Mayor said that the program will bring all of those people together and will provide them with information on upcoming events to determine at which ones they can volunteer.

Commissioner Bass stated that she's been doing the Miami-Dade County Public Schools database for almost 23 years, and she said that they are parents of their school but that there are still guidelines and stipulations to be able to be a volunteer. The Commissioner said that they need to look into it a little bit more, offering assurances that she is not against it at all, but stating that they need to know who those people are that will be part of the database.

City Attorney Norris-Weeks pointed out that the resolution proposed by Agenda Item 12-4, directs the Interim City Manager to come back to the Commission with the program.

Mayor Taylor confirmed that what the City Attorney stated was correct.

Commissioner Williams shared her understanding that the legislation proposed by Agenda Item 12-4 is a database of Residents of 20, 30 or 50 that the City chooses when they are going to an event or can't make it to something, so that they can pull out 3 or 5 from to represent the City, adding that she thinks it is a great idea.

Commissioner Bass said that she is not knocking the idea and is only saying this because of experience. The Commissioner said that she thinks being a Resident is good and is not against that but suggested that they need to look a little deeper.

Mayor Taylor said that he may not be understanding what Commissioner Bass means when she says to look a little deeper and added that he would never deny a Resident that wants to volunteer for the City of Opa-locka pointing out that it is hard when the City is doing events and they don't have people out there. The Mayor added that they don't need a four-year degree to help pass out food to Seniors or help clean up the park. He noted that when the City has events, it is the same people all the time and he explained that he wants to broaden that and get more people involved.

Commissioner Bass asked if there would be a background check, stating that she knows it sounds outrageous, but she asked her Commission colleagues to listen to what she is asking because she is serious. The Commissioner used the example of the event that Vice Mayor had the previous week, and said that if they needed volunteers to come, how they would know if they had a pedophile and don't know it and are going to put them around their children.

Mayor Taylor said that he didn't mean to challenge the Commissioner on this, but he was sure that the Vice Mayor had volunteers at that event, just like Commissioner Kelley has volunteers at the food distributions, just like Commissioner Bass and Commissioner Williams had volunteers at the Pearls of Wisdom event, and he asked if a background check was done on those people.

Commissioner Bass responded that she did not but said that this is going to be through the City.

Mayor Taylor said that all City events are functions done through the City and pointed out that despite not having had a background check, Residents were allowed to volunteer at the events he mentioned that were sponsored by Members of the Commission.

Commissioner Bass said she was going to let this one go but said that they talk about policies and procedures.

Mayor Taylor noted that the proposed resolution says that the process will be submitted to the Commission for approval, and he said that she can get with the City Manager and the city Clerk to work together.

Commissioner Kelley stated that he understands the concept and that he also understands Commissioner Bass' concern. Sharing his understanding that the Manager is going to establish it and the Clerk is going to develop the application process, the Commissioner asked if they should give anything that they think they would like to see as part of the application to the Clerk and if the process would come back to the Commission for approval prior to the actual establishment, adding that he would hope that it would come back before them.

City Attorney Norris-Weeks pointed out that the proposed legislation says that it comes back to the Commission.

Commissioner Kelley said that he didn't see that in there, but that if that was the case, then all of the Commission Members can give their thought process and it can come back. The Commissioner also suggested that there ought to be some kind of line item for incidentals because they are going to represent the City in some fashion, adding that it may mean a tshirt, pendant or hat. He said that he will let the Mayor speak to the Manager about it because it is his legislation but went on to suggest a small amount of $200 or $300 for something that will identify them as Ambassadors. The Commissioner acknowledged that it is something that won't have to come back to the Commission because the Manager could probably cover it through his authority for expenditures under $25,000.

Mayor Taylor said that he thought about t-shirts as well and he shared that he reached out to a local business that is willing to donate shirts for this type of program.

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

Commissioner Williams	Yes
Commissioner Bass	No
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Mayor Taylor	Yes

13. ADMINISTRATION:

CONSENT AGENDA:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A LOCAL FINANCIAL OVERSIGHT BOARD TO ASSIST THE CITY OF OPA-LOCKA, FLORIDA IN ITS FINANCIAL RECOVERY EFFORTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO ESTABLISH AND IMPLEMENT A PROGRAM FOR THE CREATION, COMPILATION, REVIEW AND IMPLEMENTATION OF BOTH DEPARTMENTAL OPERATING PROCEDURES AND CITYWIDE STANDARD OPERATING PROCEDURES TO ADDRESS ALL ASPECTS OF CITY OPERATIONS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

3. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO PROHIBIT CITY STAFF FROM SPENDING PERSONAL FUNDS FOR CITY BUSINESS RELATED MATTERS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

4. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A VOLUNTEER AMBASSADOR PROGRAM FOR THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Mayor Taylor*

5. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS ("RFP") FOR GATEWAY ENTRY, SIGNAGE INSTALLATION AND OTHER SERVICES, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

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

14. NEW ITEMS:

There were none.

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FINAL SITE PLAN REQUEST FOR THE CONSTRUCTION OF A SIX-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT THE CORNER OF SESAME STREET AND ALI BABA AVENUE AND IDENTIFIED BY FOLIO 08-2121-004-1861, IN THE HISTORIC DOWNTOWN OPA-LOCKA DISTRICT (HDOD) ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

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

It was moved by Commissioner Williams, seconded by Commissioner Bass to discuss Agenda Item 15-A-1.

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

Interim City Manager Williams stated that Community Development Director Gregory Gay was available for discussion.

Mayor Taylor opened the Public Hearing for Agenda Item 15-A-1.

There being no members of the public to address the Commission, Mayor Taylor closed Public Hearing for Agenda Item 15-A-1.

Planning and Community Development Department Director Gregory Gay informed the Commission that the resolution proposed by Agenda Item 15-A-1 is for the site plan for a six story multi-family mixed-use development which would be composed of forty-five units of which forty will be two bedroom and two bath, while five would be three bedroom and two bath. Mr. Gay said that the ground floor will be composed of a 1,600 square foot retail space and parking, including fifty spaces provided with two handicapped spaces and eight additional spaces on the street. He explained that because the proposed project would be within the historic Downtown Opa-locka District which he pointed out is also considered a transit-oriented development district, he said that there is an opportunity to reduce the parking because of its proximity to the Tri-Rail station and other transit amenities within the area. Mr. Gay informed the Commission that the proposed project was presented before the Development Review Committee and the Planning & Zoning Board, with both joining the City Staff from his Department in recommending approval of the project.

Vice Mayor Ervin asked if Planning and Community Development Director Gay was suggesting reducing parking.

Planning and Community Development Department Director Gregory Gay stated that the project will have sixty parking spaces, with fifty-two on the site and eight on the street.

Vice Mayor Ervin said that she thought Planning and Community Development Department Director Gay said something about reducing parking because of Tri-Rail.

Planning and Community Development Department Director Gregory Gay pointed out that the proposed development is within the transit-oriented district, which allows for the reduction in parking. Mr. Gay also explained that the developer had proposed to have 1.15 parking spaces per unit.

Vice Mayor Ervin stated that the City has a habit of building things in Opa-locka that don't have parking and she said that she can't promote things that don't have adequate parking.

Commissioner Kelley stated that he had a discussion with City Staff during his agenda briefing because there are challenges with parking all over the City from previous development, as he noted that the Vice Mayor had pointed out. The Commissioner said that he is challenged because in the information, sharing his understanding that there would be fifty-eight parking spaces with eight side of the road spaces, adding that a little leeway is being given for parking because it's in a transit-oriented area. He stated that he said to City Staff that he doesn't really plan on supporting anything going forward where he sees that kind of mixture because what occurs is that the Commission approves the developments with the assumption that folks are going to ride Tri-Rail, Metrorail and the bus, but he said that they are not doing it. The Commissioner said that everybody's got 2, 3 or 4 cars and are putting them on the side of the road, adding that if the City cites them, they have nowhere to put the cars. Acknowledging that the City Code says 1.3 parking spaces, Commissioner Kelley said that it'll be challenging to hold these folks up at this point but stated that they may need to look at that designation with the City Attorney because they are not going to have 40 or 50 cars, but rather will have 60, 65 or 70 cars. Offering assurances that he is all for housing, the Commissioner said that South Florida is one of those places where people are still getting in their cars no matter how much mass transportation you get, adding that it's not Washington D.C. or New York. He added that even if it is workforce housing or affordable housing, it is still going to be more than one car. The Commissioner said that it is a challenge for the Police Department in other areas of the City where people are parking on the sidewalk or swale because they have nowhere to put a car. Commissioner Kelley concluded by stating that he likes the idea of development and recognized that housing is definitely a need, but that there's no way that forty-five units with fifty parking spaces is not going to create a major challenge.

City Attorney Norris-Weeks assured Commissioner Kelley that she will work with Mr. Gay and his Staff.

Commissioner Williams thanked everyone for the comments they made because they were exactly what she wrote down. The Commissioner noted that over the years, they have had this conversation on the Dais. She thanked those on the Planning and Zoning Board, noting that proposed developments go to the board before they come to the Commission. The Commissioner asked if the comments that the Commission has made, which she pointed out aren't new comments, have been shared with the board as the concerns that the Commission has. Acknowledging that there's a separation and that they have to be able to vote on unbiased terms, the Commissioner recalled having this push and pull before and asked if the Planning and Zoning Board was asking meaty questions when they are going through the items or were they approving and sitting them on the Commission's lap so that they can flush it out. The Commissioner said that it's everything they talk about, including parking, the visuals of the building, security, and Moorish architecture. She suggested that there has to be legislation for a policy for apartment complexes to only allow two cars, requiring that a permit be purchased after that so that they cannot have five cars for one apartment, which she said is what is happening. Using the example of the Town Center apartments, the Commissioner said there are cars everywhere because there was not enough parking, and she asked what the City's plan was to cite the cars that are parking on the street. She expressed concern that they were going to keep doing this because they are not addressing the elephant in the room.

Interim City Manager Williams shared that he has had this conversation with many members of the Commission on a one-on-one basis. The Manager said that it is also a concern of his, which is why he deferred the two items earlier in the meeting. He recommended that time be set aside at the Mechanical and Tandem Parking Workshop so that he and the Community Development Department can get some clear direction from the Commission in a public forum, so that the City can have something in writing through legislation and changes to the City's Ordinance that reflects the will of the Commission on parking and what would be considered for a variance, so that they are not going through this dance over and over again as Commissioner Williams had stated. The Manager also said that it would save developers a lot of time and money as well.

Mayor Taylor asked if Interim City Manager Williams was going to defer the proposed item until the next Commission Meeting after they have the Workshop. The Mayor acknowledged Commissioner Kelley's point that it's not fair to kill it when the developers are waiting.

Interim City Manager Williams asked if Mayor Taylor was making a recommendation.

Mayor Taylor asked if Interim City Manager Williams intended to defer the proposed legislation because he said that he wanted to have a discussion at the Workshop.

Interim City Manager Williams said that he deferred Agenda Items 15-A-3 and 15-A-4.

Mayor Taylor asked if Interim City Manager Williams wanted the Commission to vote on Agenda Item 15-A-1 and 15-A-2 during the current meeting.

Interim City Manager Williams confirmed that Mayor Taylor was correct, stating out that Mr. Gay had said that the argument could be made for those items to proceed if it is the will of the Commission.

Planning and Community Development Department Director Gregory Gay stated that the items are discussed through the Planning and Zoning Board where questions are asked, and the answers provided are based on what the City Code allows. Mr. Gay said that if the City Code allows a reduction of parking because when the Zoning Code was approved in 2015, it was approved with a transit-oriented development zone, that developers take those things into consideration, pricing their projects based on that and making decisions and presentations based on it as well. He offered assurances that he was taking notes and said that if the Commission wants to consider what transit-oriented development really allows as it relates to parking, it will need to be something that they discuss further.

Commissioner Kelley pointed out that the Commission had expressed the concerns about parking before and reiterated his suggestion that legislation be presented with the assistance of the City Attorney and Mr. Gay to address parking. The Commissioner said he would vote in favor of the proposed legislation because he doesn’t believe the Commission can vote against it without facing legal repercussions.

City Attorney Norris-Weeks said that it could be a possibility.

Commissioner Kelley said that they can’t change the legislation at that point and said he would support it but reiterated his suggestion to change the City Ordinance. The Commissioner concluded by stating that going forward, if another development is presented with parking issues, he will not support it.

City Attorney Norris-Weeks said she just wanted to put on the record that as Mr. Gay knows, it will likely be a process because they will need to address the comp plan and other documents. The City Attorney said that it's certainly something they can start the discussion about through the City Manager's Office and have a Workshop that might bring issues back to the Commission. She concluded by stating that it will be a process and not as simple as two readings of an ordinance.

Vice Mayor Ervin asked if she was correct that the proposed location includes retail.

Planning and Community Development Department Director Gregory Gay confirmed that Vice Mayor Ervin is correct.

Vice Mayor Ervin asked if they are going to park on the street, pointing out that the businesses on Opa-locka Boulevard have no parking, not including her and the hardware store. The Vice Mayor asked if Opa-locka will be the city of no parking spots and said that she can't support it.

Commissioner Williams stated that she wants to be clear because she thinks that they all agree. The Commissioner said that the particular item before them needed to be moved up or down only because of what the City Attorney said so they don't get into any trouble, but moving forward she asked Mr. Gay to fix it.

Mayor Taylor acknowledged that Interim City Manager Williams said they were going to have a Workshop and were going to discuss it and were going to move forward with the comp plan.

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

Vice Mayor Ervin	No
Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Mayor Taylor	Yes

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE DEVELOPMENT AGREEMENT REQUEST FOR THE CONSTRUCTION OF A SIX-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT THE CORNER OF SESAME STREET AND ALI BABA AVENUE AND IDENTIFIED BY FOLIO 08-2121-004- 1861, IN THE HISTORIC DOWNTOWN OPA-LOCKA DISTRICT (HDOD)**

ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager*

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

It was moved by Commissioner Williams, seconded by Commissioner Bass to discuss Agenda Item 15-A-2.

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

Interim City Manager Williams stated that the resolution proposed by Agenda Item 15-A-2 is the development agreement that goes along with the site plan for the item that the Commission just voted on. The Manager said that Planning and Community Development Department Director Gregory Gay was available to answer any questions.

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

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

Mayor Taylor stated that the Commission's concerns were heard on the item and called the question.

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

Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	No
Mayor Taylor	Yes

3. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FINAL SITE PLAN REQUEST FOR THE CONSTRUCTION OF AN EIGHT-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT 2090 ALI BABA AVENUE AND IDENTIFIED BY FOLIO 08-2122-003-2100, IN THE CORRIDOR MIXED USE DISTRICT (MXUOD) ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

Agenda Item 15-A-3 was deferred.

4. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE DEVELOPMENT AGREEMENT REQUEST FOR THE CONSTRUCTION OF AN EIGHT-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT 2090 ALI BABA AVENUE AND IDENTIFIED BY FOLIO 08-2122-003-2100, IN THE CORRIDOR MIXED USE DISTRICT (MXUOD) ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

Agenda Item 15-A-4 was deferred.

B. APPEALS:

There were none.

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

There were none.

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

1. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING CHAPTER 16, ARTICLE I, SECTION 16-1 TO CHANGE THE NAME OF THE YOUTH ADVISORY BOARD TO TEEN AND YOUNG ADULT ADVISORY BOARD FOR THE CITY OF OPA-LOCKA, FLORIDA; AMENDING MEMBERSHIP REQUIREMENTS AND DUTIES OF THE BOARD; PROVIDING FOR COMPOSITION OF THE BOARD; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION AND SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading / public hearing held on February 22, 2023).** *Sponsored by Commissioner Williams*

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

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

Mayor Taylor asked Commissioner Williams to introduce Agenda Item 16-B-1.

Commissioner Williams said that she thinks it is pretty self-explanatory and a little bit more language is being added into the Youth Advisory Board that the Commission voted on, which she said the City already had, pointing out that this will be for Teens and Young Adults.

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

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

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

Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Mayor Taylor	Yes

2. **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, 2022 AND ENDING SEPTEMBER 30, 2023, 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 March 8, 2023).** *Sponsored by Interim City Manager*

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

It was moved by Vice Mayor Ervin, seconded by Commissioner Williams to discuss Agenda Item 16-B-2.

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

Interim City Manager Williams stated that Agenda Item 16-B-2 was the second reading for budget amendment two for fiscal year 2023. The City Manager reminded the Commission that as part of the first reading of the ordinance, they already passed the American Rescue Plan Act projects including the fire station, mortgage and rental assistance programs, rehabilitation of Helen Miller and Ingram Park, the artscapes and trees program and the small business grants. He explained that additional amendments needed to be added, including 3 Capital Improvement Projects, one of which had a surplus of $300,000 of which $240,000 is being allocated to another project: in addition to $12,000 to another project in a residential neighborhood, leaving a surplus of about $47,000. Additionally, the Manager said that some items were required to support legislation that the Commission voted on, including a $45,000 amendment for the reopening of Ingram Park, a $5,000 amendment for Police community service which he said is a department which did not have a budget line item created for it and is being funded utilizing the savings from vacancies in that Department so it does not have a financial impact. He also said that the City was now prepared to make the payouts to the vendors of the Opa-locka Flea Market for the grant that was received last year, asking for the Commission's permission to begin the payouts of the $40,000 relocation assistance program.

Mayor Taylor opened the Public Hearing for Agenda Item 16-B-2.

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

Commissioner Kelley stated that he just wanted to be sure that the amount being proposed in the budget amendment would be sufficient to re-open Ingram Park, noting that he didn't see the word equipment in there.

Interim City Manager Williams confirmed that it would be.

Mayor Taylor said that the only concern he had was brought up during his agenda briefing, and he said it was concerning the relocation assistance grant that was received last year, asking why it took so long for it to come before the Commission as a budget amendment when it was received in August, noting that he still hasn't gotten an answer.

Interim City Manager Williams said that he must not have been present during Mayor Taylor's agenda briefing when that question came up but said that he was prepared to answer it. The Manager explained that it was a grant program through the Miami Foundation, and he said that the City was unclear how it was actually going to be allocated. He went on to say that the City did not want to have an expenditure and then have to pay something back. The Manager said that based on an email that was just sent, the City is going to be allowed to keep the whole funding, even if not all of the vendors take up the entirety, with the rest being allowed to be allocated for administrative expenses. He also stated that his Office has required that the vendors have active business licenses with the City of Opa-locka, because they found that some had existed in the City for many years without having an active business license with Opa-locka. Sharing that his Office has done Workshops and one-on-one meetings with them and the Building Department, so that they can get active business licenses and 90% of them will be ready with an active business license by the end of the month.

Mayor Taylor recalled that there was an event with the Miami Foundation in the City during which the Flea Market vendors were signed up to receive the funding to do exactly what Interim City Manager Williams said, including use the funding for business licenses in the City of Opa-locka. The Mayor said that he believed that the ribbon cutting $500 was given to the first person that moved in and expressed concern that the Commission is just seeing it added to the books. He said that it seems the City has been sitting on $40,000 and he doesn't want them to get in the habit of receiving grants from people and not spending the money in a timely manner. Pointing out that the City received the funds in August, Flea Market vendors were signed up at an event and were expecting $500 per business, yet they never received the money to pay their licensing fees and help with moving expenses from the City of Opa-locka through the Miami Foundation.

Interim City Manager Williams clarified that the previous legislation that was approved by the Commission, waived the expenses for business licensure. The Manager said that all that was required was to go through the process to get a business license with the City of Opa-locka, which he said they have been pushing all of the vendors to get done including providing a deadline to get the money and advising them that if they did not meet the deadline, Code Enforcement would take action to shut the business down. He described it as a very reluctant process with the vendors since they didn't know why they needed a license if they had been there for 40 years and never had one before. The Manager said that a member of the Building and

Licensing Department was assigned to the Opa-locka Flea Market to educate them and walk them through the process, including the DERM process which many of them had never gone through, taking up to 9 months. Offering assurances that they were moving as quickly as possible, Manager Williams concluded by stating that he heard Mayor Taylor's concern.

City Attorney Norris-Weeks said that not everybody meets the statutory exemption, and she is assuming that is being looked at. The City Attorney then went on to remind the Commission that the very first time this came up in a meeting and a couple of times after that, she said that there is a provision in the City's Code that talks about flea markets and bazaars being permitted to operation a lot size of a minimum of twenty-five acres. She suggested that it needs to come back before the City Commission, because it doesn't sound like the City is operating consistent with the City Code.

Interim City Manager stated that based on the advice of City Attorney Norris-Weeks, legislation will be brought before the Commission.

Mayor Taylor asked Interim City Manager Williams for the stipulations of the grant and how the monies are supposed to be spent.

Interim City Manager Williams confirmed that he would absolutely provide that.

Mayor Taylor pointed out that the City received the grant funds to support the businesses and he just wants to make sure that they are doing what they say they are going to do.

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

Commissioner Bass	Yes
Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Mayor Taylor	Yes

17. CITY MANAGER'S REPORT:

Interim City Manager Williams reviewed the American Rescue Plan Act Workshop Results and he said that because the budget amendment passed, the City Departments that will be receiving the funds including Capital Improvement Projects and the Parks and Recreation Department, will be able to move on the items. The Manager informed the Commission that he had met with the American Rescue Plan Act consultants who are preparing the reports to go to the federal government, demonstrating how the City is going to spend the funds. He also said that upon the recommendation of the City Attorney, it will be presented as a proposed resolution before the Commission.

Mayor Taylor noted that Interim City Manager Williams had talked about a consultant, and he wondered if the consultant would have to come before the City Commission and asked if there was a date certain for the rental and mortgage assistance monies to be disbursed.

Interim City Manager Williams stated that the City was going to start dispensing monies immediately. The Manager said that they have seventeen applications which the Community Redevelopment Agency received and approved.

Mayor Taylor said he was not talking about the Community Redevelopment Agency, but rather the City.

Interim City Manager Williams clarified that he was referring to the City, which is the only thing for which they can pay.

Mayor Taylor shared his understanding that the date-certain was immediately the following day.

Interim City Manager Williams confirmed that Mayor Taylor was correct and shared that the process was for the Community Redevelopment Agency to receive all of the applications, they then send all of the applications outside of the Community Redevelopment Agency that they cannot spend money on.

Mayor Taylor noted that the date-certain was as early as the following day, which was March 23rd.

Interim City Manager Williams informed the Commission that a tour of development sites was given to a member of the County's administration upon their request. The Manager said that as they were passing by the waterfront area of Ingram Park, they happened upon a gentleman in a cargo vehicle that was illegally dumping in broad daylight. He reported that Community Policing Officer Chiverton was in the area and immediately apprehended the suspect. The Manager also said that he called Police Chief Israel, who sent Captain Alvarado and his patrol team who were able to arrest, apprehend and have the suspect clean up the property. He reminded Residents that there are rewards if they are able to apprehend someone for illegal dumping. The Manager stated that he is going to continue to press hard on this and said they want the Community to lock arms with the City because it is successful in keeping the City clean.

Mayor Taylor offered congratulations for the arrest of the people who were illegal dumping.

Commissioner Kelley requested the exact process from the time the applications are provided by the Community Redevelopment Agency and the steps that are needed for folks to get a check.

Vice Mayor Ervin said that she received applications to give to some of the people that she knows and heard that there was one in Spanish that she did not get, but asked if there was one in Creole.

Interim City Manager Williams said that he was not sure if there's one in Creole but said that one can be created, adding that there is one in Spanish.

Mayor Taylor asked Interim City Manager Williams to inform the Commission once he dispenses the monies so that they can let people know that the check is with their landlord as of the date provided.

18. OFFICIAL BOARD REPORTS:

Community Relations, Recreations and Activities Board Chair Brian Dennis delivered a report to the Commission on their organizational meeting that was held on March 21, 2023.

Commissioner Williams noted that it was the first or second time that someone delivered a Board Report, and she thanked Chair Dennis, sharing her appreciation for hearing back from the board.

Commissioner Kelley stated that he was glad to see the board functioning and working with the City.

Vice Mayor Ervin shared that she attended the meeting the previous day, recalling that she was the Chairperson of the same board. The Vice Mayor also noted that former Commissioner Dottie Johnson had been appointed at-large to the Community Relations, Recreations and Activities Board, and she said that they were hoping to get a temporary person to fill her shoes as she was not well. She also noted that there was an additional at-large appointment that was vacant on the board.

Mayor Taylor asked City Attorney Norris-Weeks if the Commission can appoint a temporary person in former Commissioner Dottie Johnson's seat.

City Attorney Norris-Weeks informed the Commission that they could not.

Vice Mayor Ervin suggested that Ms. Banks be appointed to the other at-large vacant position on the Community Relations, Recreations and Activities Board, pointing out that she has been with the Parks and Recreation Department for a long time. The Vice Mayor shared that the Community Relations, Recreations and Activities Board Vice Chair Angelina Roberts had reached out to Ms. Banks and was told that she was willing to accept the position that is available.

Commissioner Kelley asked if the vacancy on the Community Relations, Recreations and Activities Board is an at-large appointment.

City Clerk Flores confirmed that it is an at-large appointment.

Mayor Taylor thanked Chair Dennis for his hard work and dedication to the Community Relations, Recreations and Activities Board.

20. MAYOR/COMMISSION REPORTS:

Commissioner Williams thanked everyone who came out for the Pearls of Wisdom event for teen girls. The Commissioner said it was a great event with women of all ages. She said that she is excited about the inspiration because some of the panelists want to keep it going specifically in the City of Opa-locka. The Commissioner then thanked Commissioner Bass for partnering on the event, and expressed her hope that they can keep girl power going. She shared that more details will be coming out for the April 22nd Earth Day event, with moving parts every day and more people partnering, including Juice Defined. The Commissioner said that she planned for it to be small but it's turning out to be a large-scale event and she expressed her excitement. She went on to address the business owner that talked about signage and color during the Citizens' Forum, sharing that a number of businesses have brought the issue of signage to her attention, adding that she is sure it has been brought to her colleagues' attention as well. The Commissioner said that like some of the challenges that they discuss regarding Code Enforcement, there doesn't seem to be a uniform policy around signage for businesses in the community. She said that she would like to work with the City Manager's Office on that legislation to address it and added that she would like to see a Workshop with businesses and Code Enforcement, so the Commission can make the changes to legislation, asking City Clerk Flores to plan it out. Stating that signage has always been an issue, the Commissioner said that they need to fix it.

Commissioner Bass joined Commissioner Williams in thanking everyone who came out to support them at the Pearls of Wisdom event, which she said was extravagant, noting that the girls loved it and adding that she is looking forward to continuing hosting with her. The Commissioner also thanked Vice Mayor Ervin for hosting the Pool Party on the previous Saturday.

Commissioner Williams also thanked Vice Mayor Ervin for hosting the Pool Party, stating that it was a blast.

Vice Mayor Ervin said that Karaoke in Opa-locka was amazing, and she expressed her hope to do it again on May 20th. The Vice Mayor then said that they need to come up with a date for the Civil Service Board Workshop, stating that it's going to probably be a half day event. She also said that the Business Workshop that Commissioner Williams was talking about will need to be more than an hour or two because she is going to be the first one sitting there. The Vice Mayor thanked the Community Relations, Recreations and

Activities Board for coming together and sharing the ideas that they had at their meeting the evening before, adding that she loved the ideas they had to make the City pop. She expressed her appreciation that they remembered that the City has veterans and said that their idea to merge the youth with the veterans, was a really lovely idea. As the co-sponsor of BINGO, she said that it was amazing the previous Friday, sharing that her song was loved, and the key lime cupcakes were enjoyed for St. Patrick's Day. The Vice Mayor went on to thank the Public Works Department or whoever removed the majority of the broken lamp posts, expressing her appreciation. She then addressed Mr. Romo's comments made during the Citizens' Forum, sharing that he is the second business owner that she has had a conversation with about not being able to have the colors for paint to make their business pop when people are passing by. The Vice Mayor suggested that the Commission needs to look at the business color charts. She also shared that scrolling through Facebook earlier that day and didn't see any pictures from the weekend or the Pearls of Wisdom event from the previous Thursday, noting that it was already Wednesday of the following week. The Vice Mayor asked if the public relations firm was overseeing the City's Facebook page, sharing that she does not believe they are doing a good job. Stating that after a while, people are going to forget that the City even had those events, she stressed that they have to get those things out there as soon as they can. The Vice Mayor said that the Pool Party the previous weekend was nice, and she thanked all of her colleagues and Residents that came out to support, adding that they need a pool heater for the chilled water. She shared that she tells everybody that she comes across in the City, that it is a new day in Opa-locka, and the City is brighter than ever, adding that they plan to get it right. The Vice Mayor concluded by saying that the Pearls of Wisdom event was nice and asking everyone to keep Ms. Davis in prayer who she said fell ill on Saturday, along with former Commissioner Dottie Johnson.

Mayor Taylor also asked that former Commissioner Holmes be kept on everyone's prayer list.

Commissioner Kelley echoed the opinions expressed by his Commission colleagues about all of the events that took place from the Women's History event to the Spring Break event as well as BINGO. The Commissioner asked the Manager to submit to the Commission the process for posts being shared on the City's social media platforms, noting that they seem to get there many days after they've occurred. He shared that the Feeding South Florida food distribution was the third Friday of the month in the morning at Segal Park and he said that the Farm Share food distribution would continue on the first Wednesday of the month, adding that the following month, the driver's license folks would be there for those who may need identification cards or things of that nature. Pointing out that they are still working to reopen Ingram Park, the Commissioner said that they had a slight delay because they wanted to make sure that they had the funding to do some of the things that need to be done. He announced that the Community Clean-up scheduled for Saturday was being postponed for a few weeks and that a later date would be announced. The Commissioner said he was glad to hear about the rental assistance program. He also said he wanted to acknowledge Dr. Stephanie Russell from Faith in Florida, who had been present at the Commission Meeting but had to leave. The Commissioner reported that he received feedback from Residents about some of the Meet Me Monday concerns, particularly about folks parking in the wrong areas, acknowledging that they did see Police presence and he offered thanks for that. He suggested that they need to move forward more diligently and make sure that folks take them seriously in terms of enforcement. The Commissioner acknowledged that Mayor Taylor would have a report about the 99 Findings and the City's Financial Oversight as part of his report. He recalled that legislation on the signage and painting had previously passed but there was such an uproar that it was put on hold, adding his hope that the Workshop for that issue and the Civil Service Board would be scheduled as soon as possible. Commissioner Kelley concluded by stating that he looked forward to working with the City Attorney on the transit-oriented issue for development.

Commissioner Williams invited everyone to come out on Saturday starting at 9:00 a.m. for a food distribution and community health fair at the Church of Our Lord on Ali Baba Avenue. The Commissioner thanked Wayne Barton and Pastor Brown as well as Police Chief Israel and the Police Department and everybody who put their heads together. She said that from what she hears, he has food for over five hundred people as well as the community health fair featuring the Green Envy truck and a lot of food trucks.

Mayor Taylor asked Interim City Manager Williams to provide the Commission with an update on the City's financial oversight.

Interim City Manager Williams stated that he is aggressively moving forward to provide the City's response to the Auditor General's response to the work that has been done on the 99 Findings, which he said is due by April 7th. The Manager said that a dual Workshop would be scheduled with the Commission on April 5th from 6 p.m. to 9 p.m., with the discussion on parking for 1 hour and then the discussion on the 99 Findings for 2 hours. He also stated that the City is on track to completing its third audit by December, putting the City in place for a timely audit submission for June of 2023, which would be the first time Opa-locka submits an annual financial report on time in over a decade. The City Manager said that it is an important step and the first criteria stated by the State of Florida for Opa-locka to move itself out of financial oversight. He then proceeded to share that he has been receiving some media inquiries regarding the status of the City's audits, which he said is a hot button item and he reported that they opened up the City Manager's Office, the Finance Department and the Budget Department with the guidance of the public relations firm, to review the work that has been done for full transparency so that no one can say they don't know what they're doing, with the doors open to answer their questions.

21. OFFICIAL BOARD APPOINTMENTS:

Mayor Taylor acknowledged that Vice Mayor Ervin had proposed appointing Ms. Banks to the Community Relations, Recreations and Activities Board, but said that Ms. Kimberlee Downer had requested to be on the Board.

Vice Mayor Ervin suggested that Ms. Banks could get former Commissioner Dottie Johnson's spot.

Commissioner Williams asked if she needed to fill out an application for the at-large appointment.

City Clerk Flores informed the Commission that normally the applications are submitted prior to the appointment, but that she would be reached out to in order to complete the application once she is appointed.

Mayor Taylor proposed that Ms. Kimberlee Downer be appointed at-large to the Community Relations, Recreations and Activities Board.

It was moved by Commissioner Williams, seconded by Commissioner Bass to appoint Ms. Kimberlee Downer to fill the at-large vacancy on the Community Relations, Recreations and Activities Board.

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

Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Williams	Yes
Commissioner Bass	Yes
Mayor Taylor	Yes

22. ADJOURNMENT:

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to adjourn the meeting.

There being no further business to come before the City Commission, the meeting was adjourned at 9:44 p.m.

John H. Taylor, Jr.
Mayor

Attest:

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

"The City of Bright Opportunities"

CLERK'S ACTION SUMMARY MINUTES
SPECIAL COMMISSION MEETING
March 30, 2023
10:00 A.M.

1. CALL TO ORDER:

Mayor Taylor called the meeting to order at 10:00 a.m. on Thursday, March 30, 2023 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Dr. Sherelean Bass, Vice Mayor Natasha L. Ervin, Commissioner Joseph L. Kelley and Mayor John H. Taylor Jr. Also, in attendance were: Assistant City Manager Sha'mecca Lawson and City Clerk Joanna Flores. City Attorney Burnadette Norris-Weeks joined virtually.

3. INVOCATION:

The Invocation was delivered by Commissioner Bass.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT: (agenda items only)

Mayor Taylor opened Public Input.

Community Redevelopment Agency Chair Jannie Russell who resides at 1210 Peri Street thanked the City Commission for being so diligent in putting the meeting together to make sure that the Community Redevelopment Agency Annual Report gets to Miami-Dade County in a timely manner.

6. RESOLUTIONS:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S 2022 ANNUAL REPORT, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE OPA-LOCKA

COMMUNITY REDEVELOPMENT AGENCY'S EXECUTIVE DIRECTOR OR DESIGNEE TO TRANSMIT A COPY OF SAID ANNUAL REPORT TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

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

The City Attorney stated that the proposed resolution would change the "COMMUNITY REDEVELOPMENT AGENCY'S EXECUTIVE DIRECTOR" TO "CITY CLERK," and she added that it is consistent with that in the body of the document.

It was moved by Commissioner Kelley, seconded by Vice Mayor Ervin to discuss Agenda Item 6-1.

Assistant City Manager Sha'mecca Lawson stated that on behalf of the City Manager, the resolution proposed by Agenda Item 6-1 seeks Commission approval of the Community Redevelopment Agency's 2022 annual budget and she said that Budget Administrator Bob Anathan was available to answer any questions.

Commissioner Kelley pointed out that the resolution proposed by Agenda Item 6-1 seeks Commission approval of the Community Redevelopment Agency Annual Report and not the budget. The Commissioner also offered to propose an amendment based on what the City Attorney said about the clarity in the title.

City Attorney Norris-Weeks pointed out that the legislation does say that it would approve and adopt the annual report.

Mayor Taylor clarified that Commissioner Kelley was referring to what the City Attorney had said regarding the Executive Director being changed to the City Clerk.

City Attorney Norris-Weeks confirmed that was correct.

Mayor Taylor asked City Attorney Norris-Weeks to read into record the proper verbiage.

City Attorney Norris-Weeks read the resolution into record.

It was moved by Commissioner Kelley, seconded by Vice Mayor Ervin to amend the resolution proposed by Agenda Item 6-1 to change "COMMUNITY REDEVELOPMENT AGENCY'S EXECUTIVE DIRECTOR" to "CITY CLERK".

There being no discussion, the amendment was approved by a 4-0 vote.

Commissioner Kelley	Yes
Commissioner Bass	Yes
Commissioner Williams	Not Present
Vice Mayor Ervin	Yes
Mayor Taylor	Yes

There being no additional discussion, the resolution passed by a 4-0 vote.

Vice Mayor Ervin	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Commissioner Williams	Not Present
Mayor Taylor	Yes

7. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Kelley, seconded by Commissioner Bass to adjourn the Special Commission Meeting at 10:05 a.m.

John H. Taylor, Jr.
Mayor

Attest:

Joanna Flores, CMC
City Clerk

Sponsored By: Interim City Manager

RESOLUTION NO. 23-________

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS ("RFP"), ATTACHED HERETO AS EXHIBIT "A", FOR A QUALIFIED CONSULTANT TO CONDUCT A FEASIBILITY STUDY FOR THE INSTALLATION OF METERED PARKING ON ALI BABA AVENUE, WITHIN THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City desires to issue a Request for Proposals (RFP) to obtain a qualified consultant to conduct a feasibility study to install metered parking on Ali Baba Avenue, within the City of Opa-Locka ("City"); and

WHEREAS, the City previously passed and adopted Resolution No. 17-9363, directing the City Manager to research the feasibility of installing metered parking throughout the City; and

WHEREAS, prior to that time, pursuant to Resolution #02-6319, the City directed the City Manager to initiate the process with Miami-Dade County for the approval, installation and location of parking meter zones for parking meters in the City; and

WHEREAS, the Interim City Manager is now seeking authority to issue an RFP to secure a consultant for preparation of a feasibility study; and

WHEREAS, the City finds that metered parking may be a possible source of revenue in addition to potentially providing more parking turnover and ultimately resulting in more available parking spaces; and

WHEREAS, as a pilot program, the Interim City Manager recommends the installation of metered parking along Ali Baba Avenue between NW 27th Avenue and NW 22nd Avenue; and

WHEREAS, the City Commission desires to approve issuance of a Request for Proposals (RFP), attached hereto as Exhibit "A", for a qualified consultant to conduct a feasibility study for the installation of metered parking on Ali Baba Avenue; and

WHEREAS, an RFP shall be issued in a broad way to attract a wide range of potential bidders both electronically and through the utilization of local publications, with the latter mode of communication estimated to cost up to Three Thousand Dollars ($3,000.00); and

WHEREAS, the City Commission finds it in the best interest of the City to approve this resolution.

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

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

SECTION 2. AUTHORIZATION

The City Commission of the City of Opa-Locka hereby approves the issuance of a Request for Proposals (RFP), attached hereto as Exhibit "A", for a qualified consultant to conduct a feasibility study to install metered parking on Ali Baba Avenue, within the City and further authorizes the spending of up to Three Thousand Dollars ($3,000.00) for advertising purposes, if deemed appropriate.

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 of this Resolution may be authorized by the Interim City Manager, following review by the City Attorney, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this _____ day of ____________________, 2023.

____
John Taylor, 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 Kelley	______ (Yes)	______ (No)
Commissioner Williams	______ (Yes)	______ (No)
Vice Mayor Ervin	______ (Yes)	______ (No)
Mayor Taylor	______ (Yes)	______ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	Darvin Williams		**CM Signature:**		
Commission Meeting Date:	*04.12.2023*	**Item Type:** *(Enter X in box)*	**Resolution**: X	**Ordinance**:	**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**: / **No**: X	**Yes**: / **No**:
Funding Source: *Account#* **:**	*(Enter Fund & Dept)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*	**Yes**:	**No**: X
Contract/P.O. Required: *(Enter X in box)*	**Yes**:	**No**: X	**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	City Manager		**Department:**	City Manager	

Short Title:

A resolution authorizing the Interim City Manager to issue an RFP to obtain a qualified consultant to conduct a feasibility study to install metered parking on Ali Baba Avenue.

Staff Summary:

History The City of Opa-locka previously passed and adopted Resolution No. 17-9363, directing the City Manager to research the feasibility of installing metered parking throughout the City.

Current Activity The Interim City Manager is now seeking to act upon this resolution by issuing an RFP to obtain a consultant to conduct the study. The City believes metered parking will be a possible source of revenue. Additionally, metered parking will motivate drivers to not remain parked unnecessarily long, providing more turnover of parking spaces for other drivers. As a pilot, the Interim City Manager would like to install metered parking along Ali Baba Avenue between NW 27th Avenue and NW 22nd Avenue.

Financial Impact – To ensure the proposed RFP gets the broadest possible distribution, it will be advertised both electronically and in various publications. This advertising may cost up to $3,000, and there is a budget in the Non-Department Division for this purpose.

Proposed Action:

Staff recommends the City Commission approve the legislation authorizing the Interim City Manager to issue an RFP to obtain a qualified consultant to conduct a feasibility study for installation of metered parking on Ali Baba Avenue.

Attachment:

Resolution No. 02-6319
Resolution No. 17-9363

Resolution No. 02-6319

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA DIRECTING THE CITY MANAGER TO INITIATE THE PROCESS WITH MIAMI-DADE COUNTY FOR THE APPROVAL, INSTALLATION AND LOCATION OF PARKING METER ZONES AND PARKING METERS IN THE CITY OF OPA-LOCKA, FLORIDA

WHEREAS, Section 30-383 of the Miami-Dade County Code authorizes municipalities to establish parking meter zones and install parking meters after first having obtained the approval of the Traffic Director as to the installation and location thereof; and

WHEREAS, Section 30-383 of the Miami-Dade County Code further obligates the municipality to properly operate and maintain parking meters within its jurisdiction, entitling the municipality to the proceeds therefrom; and

WHEREAS, the City of Opa-Locka wishes to avail itself of the authority granted pursuant to Section 30-383 of the Miami-Dade County Code to establish parking meter zones and install parking meters therein.

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

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

Section 2. The City Manager is hereby directed to initiate the process with Miami-Dade County for the approval, installation and location of parking meter zones and parking meters in the City of Opa-Locka, Florida.

PASSED AND ADOPTED this 10 day of APRIL, 2002.

VICE MAYOR

Attest to:

CITY CLERK

Approved as to form and legal sufficiency:

CITY ATTORNEY

4/3/02
DATE

Moved by: COMMISSIONER KELLEY
Second by: COMMISSIONER TAYLOR
Commission Vote: 3-0
Commissioner Kelley: YES
Commissioner Taylor: YES
Vice-Mayor Tydus YES
Mayor Miller: NOT PRESENT

Resolution/parking meters

Sponsored by: Vice Mayor Kelley

RESOLUTION NO. 17-9363

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE CITY MANAGER TO RESEARCH THE FEASIBILITY OF INSTALLING METERED PARKING THROUGHOUT THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka, ("City") currently does not have metered parking throughout the City; and

WHEREAS, metered parking is a possible source of revenue for the City; and

WHEREAS, the City Commission believes that it is in the best interest of the City to direct the City Manager to research all aspects of installing metered parking; and

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

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

Section 2. The City Commission hereby directs the City Manager to research the feasibility of installing metered parking throughout the city where viable and to submit a report to the City Commission within ___ days of the date of this resolution.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 10th day of May, 2017.

Myra L. Taylor
Mayor

Resolution No. 17-9363

Attest to:

Joanna Flores
City Clerk

Approved as to form and legal sufficiency:

BROWN LAW GROUP, LLC
City Attorney

Moved by:	VICE MAYOR KELLEY
Seconded by:	COMMISSIONER RILEY
Commissioner Vote:	4-1
Commissioner Holmes:	NO
Commissioner Riley:	YES
Commissioner Pigatt:	YES
Vice Mayor Kelley:	YES
Mayor Taylor:	YES

City of Opa-Locka
Agenda Cover Memo

City Manager:	Yvette Harrell		**CM Signature:**		
Finance Director:	Charmaine Parchment		**FD Signature:**		
Department Director:					
Commission Meeting Date:	*05.10.2017*	**Item Type:** *(Enter X in box)*	[redacted]		
			X		
Fiscal Impact: *(Enter X in box)*	[redacted]	**Ordinance Reading:** *(Enter X in box)*	[redacted]		
	X $2,002.64	**Public Hearing:** *(Enter X in box)*	[redacted]		
				X	X
Funding Source: Account# :	*(Enter Fund & Dept)* Ex:	**Advertising Requirement:** *(Enter X in box)*	[redacted]		
				X	
Contract/P.O. Required: *(Enter X in box)*	[redacted]	**RFP/RFQ/Bid#:**			
	X				
Strategic Plan Related *(Enter X in box)*	[redacted]	**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 ■ Communcation ☐			
Sponsor Name	City Manager	**Department:**	City Manager's Office		

Short Title:

A resolution authorizing the City Manager to settle, satisfy and execute lien releases in mitigation of Code Enforcement liens for the property located at 1810 Service Road.

Staff Summary:

It is in the best interest of the City to seek Commission authorization to accept the proposed settlement.

Proposed Action:

03/31/17

RE: 1810 Service Road, Opa Locka, FL 33054 city fines.

yvette Harrell,

I am currently under contract to buy the property located at 1810 Service Road in Opa Locka. It is very important to us to be able to acquire this property and bring it up to code in a timely matter. I would like to offer to pay 50% of the current fine amount of 4,005.28.

Please let me know if there is any additional information you would need from us at this point. Thank you in advance for your cooperation in this matter. We are looking forward in making our effort to make the city of Opa Locka a better city.

Sincerely,

Joseph Pinto

CE LIEN SEARCH SPREADSHEET 1810 SERVICE RD
AS OF APRIL 3, 2017

Case Number	Status	Folio Number	Address	Outstanding Tickets	Liens	Release Fee	Violation Description
CE15100131	LIEN C	08-2122-006-0210	1810 SERVICE RD	$ -	$ 923.80	$ 35.00	Cutting/Trash removal, Li#1810LC2-15
CE15100130	LIEN C			$ -	$ 923.80	$ 35.00	Cutting/Trash removal, Li#1810LC-15
CE15080110	LIEN C			$ -	$ 1,262.24	$ 35.00	Overgrown yard.
CE14060103	LIEN C			$ -	$ 755.44	$ 35.00	property unsecured,cv-14-1-a,citation,19196.
CE16020098	TICKET			$ 256.00	$ -	$ -	Unsightly conditions on property 14.1(a)
CE16020097	TICKET			$ 256.00	$ -	$ -	Unsecured property & building 14.1(a)
CE15110049	TICKET			$ 586.00	$ -	$ -	property unsecured,cv-14-1-a,citation,15870.
CE12100105	TICKET			$ 146.00	$ -	$ -	property overgrown.
CE17030043	TICKET			$ 586.00	$ -	$ -	Property overgrown cit.21629
CE15110048	SCHEDULED			$ 256.00	$ -	$ -	pog,cv-14-1-a,citation,15869.
CE16120095	SCHEDULED			$ 586.00	$ -	$ -	pog repeat violation unsightly conditions
CE16100002	ORDERED			$ 438.44	$ -	$ -	property overgrown. Cit.20832
CE16090061	ORDERED			$ 438.44	$ -	$ -	property overgrown - cit.17091-repeat violator
CE10080055	ORDERED			$ 298.44	$ -	$ -	truck over 3/4 ton.
			Subtotals	**$ 3,847.32**	**$ 3,865.28**	**$ 140.00**	
		Total amt due	**$ 7,852.60**				

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

		Sewer Billings					Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

		Sewer Billings					Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings						Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings							Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings						Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings						Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings						Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings						Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	$232,551.80
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	$319,954.51
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	$268,752.19
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	$325,432.16
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	$250,024.02
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	$1,396,714.68

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

MIAMI-DADE WATER AND SEWER DEPARTMENT
First Five Months of Activity (Oct. - Feb.)
City of Opa Locka

Wholesale Sewer Account Number: WS1110

	Sewer Billings						Sewer comparison (Wholesale vs Retail Rates				
	Service Period	Usage (Gals)	Amount Billed	Payment Date	Amount Paid	Amount Due	WholeS ale Rate	Retail Rate	Residential Retail	Wholesale	Savings Per Month
	Previous Fiscal Year					$1,955,907.50	(A)				
1	Oct-16	54,943,900	$218,861.79	12/28/16	$ (218,861.79)	$0.00	$3.98	$8.22	$451,413.59	$218,861.79	**$232,551.80**
2	Nov-16	63,267,100	$199,841.66	02/02/17	$ (199,841.66)	$0.00	$3.16	$8.22	$519,796.17	$199,841.66	**$319,954.51**
3	Dec-16	54,183,200	$176,411.56	02/22/17	$ (176,411.56)	$0.00	$3.26	$8.22	$445,163.75	$176,411.56	**$268,752.19**
4	Jan-17	64,238,900	$202,348.22			$202,348.22	$3.15	$8.22	$527,780.38	$202,348.22	**$325,432.16**
5	Feb-17	50,860,600	$167,841.58			$167,841.58	$3.30	$8.22	$417,865.60	$167,841.58	**$250,024.02**
6	Mar-17										
7	Apr-17					$0.00					
8	May-17					$0.00					
9	Jun-17					$0.00					
10	Jul-17					$0.00					
11	Aug-17					$0.00					
12	Sep-17					$0.00					
	Total	287,493,700	$965,304.81		$ (595,115.01)	$2,326,097.30			$2,362,019.49	$965,304.81	**$1,396,714.68**

(A) Amounts includes True- up of $ 36,656.83 each month. True-up is adjustments for over or under billing of cost.

City of Opa-locka

RFP NO: 23-XXXXXXX

REQUEST FOR PROPOSALS (RFP)

FEASIBILITY STUDY TO INSTALL PARKING METERS ALONG ALI-BABA AVENUE BETWEEN 27TH AVENUE AND 22ND AVENUE

CITY OF OPA-LOCKA
RFP NO. 23-XXXXXXX

FEASIBILITY STUDY TO INSTALL PARKING METERS ALONG ALI-BABA AVENUE BETWEEN 27TH AVENUE AND 22ND AVENUE

TABLE OF CONTENTS

Subject	**Page Number**
Cover	1
Table of Contents	2
Advertisement	3
Part I - Proposal Guidelines	4
Part II - Nature of Services Required	8
Part III - Proposal Requirements	10
Part IV - Evaluation of Proposals	12
Proposer Qualifications	14
Price Proposal	15
Debarment, Suspension Certification	16
Drug-Free Certification	18
Non-Collusion Affidavit	19
Non-Discrimination Affidavit	20
E-Verify Form	21

CITY OF OPA-LOCKA REQUEST FOR PROPOSALS
RFP NO: 23-XXXXXXX
Feasibility Study to Install Parking Meters along Ali-Baba Avenue Between 27th Avenue and 22nd Avenue

Sealed Proposals for a Feasibility Study to Install Parking Meters along Ali-Baba Avenue between 27th Avenue and 22nd Avenue will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, May 23, 2023 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

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

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for a Feasibility Study to Install Parking Meters along Ali-Baba Avenue between 27th Avenue and 22nd Avenue.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 23-XXXXXXX** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on **Thursday, May 11, 2023 at 10:00 a.m.** at 780 Fisherman Street, 4th Floor, Opa-locka, FL 33054 and via Microsoft Teams.

To participate via Microsoft Teams, please use the information listed below:
Meeting ID: 288 253 528 912
Passcode: 8zNJpm

Download Teams | Join on the web

Or call in (audio only)
+1 786-598-2011,,413248383# United States, Miami
Phone Conference ID: 413 248 383#

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA REQUEST FOR PROPOSALS
RFP NO: 23-XXXXXXX
Feasibility Study to Install Parking Meters along Ali-Baba Avenue Between 27th Avenue and 22nd Avenue

PART I

PROPOSAL GUIDELINES

1-1. Introduction: The City of Opa-locka is requesting proposals from qualified professional consultants to provide a Feasibility Study to Install Parking Meters along Ali-Baba Avenue between 27th Avenue and 22nd Avenue.

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail, however it is Proposer's responsibility to submit Proposer's proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The City must receive all proposals by 1:00 p.m. on May 23, 2023. The address to submit sealed proposals is listed below:

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

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO. 23-XXXXXXX – Feasibility Study to Install Parking Meters along Ali-Baba Avenue between 27th Avenue and 22nd Avenue.**

This package shall also include the Proposer's return address.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the City and will not be returned to the Proposer.

The City cautions Proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an **original and six (6) copies (a total of 7) plus one copy on USB flash drive in PDF format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium.

1-4. Development Costs: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1-5. Inquiries: The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6. Addendum: The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The City may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Agent through written communication prior to the opening of the proposals.

1-7. Contract Awards: The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1-8. Contractual Agreement: This RFP and Consultant/Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1-9. Selection Process: The proposals will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager's Office for all news releases or other publicity pertaining to this RFP or the service, study or project to which it relates.

1-12. Insurance: The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City listed as an additional insured (this may be specifically limited to the specific job(s) the contractor will be performing);

5. Minimum 30-day written notice of cancellation.

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing processes because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the

City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1-16. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Workplace (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful execution of the work.

1-18. Protests: Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-19. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be affected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE AND SCOPE OF WORK

The City of Opa-locka is requesting proposals from qualified vendors to provide a Feasibility Study to Install Parking Meters along Ali-Baba Avenue between 27th Avenue and 22nd Avenue on both sides of the street.

The scope should include the following, but is not limited to:

1. Prior to initiating its work, the Contractor shall submit a work plan and schedule ("Work Plan") to the City Manager and/or designed for review and approval. The purpose of the Work Plan is to ensure the City of Opa-locka understands the Contractor's work process, including the Contractor's approach to meeting each of the Requirements, and appropriate dates/milestones. The Work Plan should provide for substantial interaction between the Contractor and the city during the Contractor's work, and allow the city frequent opportunities for review of the Contractor's work so as to ensure that the Contractor's work related to the Feasibility Study is meeting the objectives of the city.

2. Utilize a combination of techniques to collect the data necessary to meet all Requirements of the Feasibility Study, including but not limited to a review of previous studies/reports/documents related to parking and economic development, interviews with the city and non-city (both government/private) personnel, and any other necessary techniques/methods to obtain the data necessary to comprehensively address all Requirements of the Feasibility Study.

3. Keep City Management up to date on progress of all aspects of the Contractor's work.

4. Issue a Final Report to the city containing the findings/results of the Feasibility Study which specifically addresses each of the Requirements. The Final Report shall contain/identify the data/documentation/reference on which any and all of the Contractor's findings are based. Additionally, the Final Report shall contain appropriate text, tabulations and illustrations to convey a clear and unambiguous understanding of the Contractor's findings/results, conclusions and recommendations.

5. Make an Oral Presentation of the findings/results, conclusions, and recommendations of the Feasibility Study to city Officials. The Final Report and Oral Presentation (including any appendices, or other parts of such documents) shall be provided both in hard copy and digital formats to the city.

2-1.1 Project Objectives

The city seeks a qualified individual or firm ("Contractor") to conduct a feasibility study ("Feasibility Study") which will specifically address each of the five (5) requirements ("Requirements") below:

1. estimate current parking requirements for each section based on existing conditions;
2. estimate future parking requirements in each section on current/proposed development projects;
3. develop/recommend strategies for implementation by the city to meet any anticipated parking shortfalls in the area;
4. evaluate potential sites for construction of additional city parking facilities and identify preferred sites in the area;

5. determine the financial feasibility of the construction of additional City parking facilities;
6. determine the financial feasibility of installing parking meters in this area.

The City desires the consultant to define/develop a basic scope of services that utilizes a combination of techniques to estimate parking requirements for current and future downtown development, beginning with base data to be collected from the City and other entities/personnel, as determined by the Contractor and City. Upon completion of the data collection and projections, the Contractor would provide a detailed analysis of parking demand estimates to develop recommendations for meeting expected parking needs, financial feasibility, and installation of parking meters in the proposed area of study.

2-2 PROPOSER QUALIFICATIONS

Adequate information and documentation must be provided in the Proposal to support or confirm satisfaction of the required qualifications below:

- The Proposer shall have extensive experience, expertise and reliability in Municipal Agent of Record services; established reputation, particularly with governmental clients; Proposer must have a minimum of five (5) years of consecutive and successful experience in the aforementioned areas.
- Proposer's track record in providing Agent of Record services to governmental agencies as well as private entities (Please provide a list of current and relevant projects, including client names, titles, phone numbers and email address. Please ensure that contact information is current.)
- Demonstrate an overall combination of skills, prior work experience, business reputation, and commitment to diversity.

2-3 TERM OF CONTRACT

The term of the contract is anticipated to not exceed one fiscal year.

PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

3-2 SUBMISSION OF PROPOSALS

The proposal shall be submitted on 8 ½ "x 11" paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposing firm to be considered:

3.2.1 Cover Page - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.2.2 Tab 1 - Table of Contents
Include a clear identification of the material by section and by page number.

3.2.3 Tab 2 - Letter of Transmittal
- 3.2.3.1 Limit to one or two pages.
- 3.2.3.2 Briefly state the Proposer's understanding of the work to be done and make a positive commitment to perform the work.
- 3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
- 3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.2.4 Tab 3 - General Information
- 3.2.4.1 Name of Business.
- 3.2.4.2 Mailing Address and Phone Number.
- 3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.
- 3.2.4.4 Normal business hours.
- 3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
- 3.2.4.6 Give the date business was organized and/or incorporated, and where.
- 3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.
- 3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.
- 3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach
Describe in detail the proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.2.6 Tab 5 – Experience and Qualifications

3.2.6.1 Specify the number of years the Proposer has been in business.

3.2.6.2 Identify the Proposer's qualifications to perform the services identified in this RFP as listed in section 2-2 of the Scope of Services.

Include resumes, not exceeding one page each, of all key personnel who will be assigned to the City for this project.

3.2.7 Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

3.2.7.2 Indicate the earliest available start date for Proposer's project team.

3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

3.2.8 Tab 7 – Pricing of Services

3.2.8.1 Fee basis should be an all-inclusive, base fee.

3.2.9 Tab 8 – References

3.2.9.1 List a minimum of three (3) references in Florida for which the Proposer has provided Agent of Record services. Include the name of the organization, brief description of the project, name of contact person telephone number and email address.

3.2.10 Tab 9 – Additional Forms

Proposers must complete and submit as part of its Proposal all of the following forms and/or documents

- Proposer Qualifications
- Certification regarding debarment and suspension
- Drug Free workplace certification
- E-Verification

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

PART IV

EVALUATION OF PROPOSALS

4-1 SELECTION COMMITTEE

A Selection Committee, consisting of City personnel, will convene, review and discuss all proposals submitted.

The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The Proposer shall satisfy and explicitly respond to all the requirements of the RFP, including a detailed explanation of how the services shall be performed.

Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documents submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract (s) will be awarded to the most responsive Proposer whose Proposal best serves the interest of and represents the best value to the City of Opa-locka.

4-2 EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make presentations and be interviewed by the Committee as part of the evaluation process for this Solicitation. The Committee's decision will be communicated by staff to all Proposers. The Proposer's presentation may clarify but may not modify their submitted Proposal. Any discussion between the presenter (s) and Evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from the Committee.

Category	Points
Experience and Qualifications / Ability of Professional Personnel/Financial Qualifications and experience of assigned staff 1. Expertise in preparing feasibility studies for public, private and/or non-profit sectors. 2. Qualifications & experience of the firm and its subcontractors/suppliers relevant to the Scope of Work. 3. Availability of qualified personnel. 4. Ability to meet set standards. 5. Previous contracting experience with the other public, private and/or non-profit agencies.	25

Experience and Qualifications of professional personnel assigned to project 1. Number of years providing Strategic Planning Services 2. Qualifications and experience of staff 3. Licensing (Must be in compliance with city, state, and county requirements) 4. Adherence to requirements, forms and qualifications listed in this RFP	25
References 1. Performance of similar services for governmental clients including at least two references	10
Resources and approach 1. Adequate resources 2. Proposed plan and approach to fulfilling scope	30
Price Proposal 1. Cost of proposed services	35
TOTAL	100

4-3 ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the City Selection Committee in order to clarify their proposals. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the City has the right to accept the best proposal as submitted, without discussion or negotiation.

If the City determines that such presentations are needed, a time and place will be scheduled for oral presentations. Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its qualifications to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentation evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFP, the City may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the City deems appropriate.

4-4 FINAL SELECTION

The City of Opa-locka will select the firm that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated Agreement. The City's decisions will be final. Following the notification of the selected firm, it is expected that an

Agreement will be executed between both parties. City staff will recommend award to the responsible Proposer whose Proposal is determined to provide overall best value to the City, considering the evaluation factors in this RFP.

4-5 AWARD AND CONTRACT EXECUTION

After review by the Selection Committee of the proposals and oral presentations a recommendation will be made to the City Manager for submission to the City Commission for final approval. Upon Commission authorization, contract negotiations will be initiated with the first ranked firm. If those negotiations are unsuccessful, the City will formally terminate negotiations with the first ranked firm and will commence contract negotiations with the next ranked firm, etc. Upon successful contract negotiations with the prevailing firm, the remaining firms will be notified that the process has been completed and that they were not selected.

RFP NO. 23-XXXXXXX
PROPOSER QUALIFICATIONS

FEASIBILITY STUDY TO INSTALL PARKING METERS ALONG ALI-BABA AVENUE BETWEEN 27TH AVENUE AND 22ND AVENUE

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: ____

   Address: ____

   City, State, Zip:_____________________Phone/Fax: _____________________

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, indicate:
   Date of Incorporation: __________ State in which Incorporated: __________

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

5. **Name and Title of Principal Officers** **Date Elected:**

________________________________	___________________________
________________________________	___________________________
________________________________	___________________________
________________________________	___________________________

6. The length of time in business:_____________years

7. The length of time (continuous) in business as a service organization in Florida:
   ____________________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 RFP during the last twenty-four 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: 22-XXXXXXX

PRICE PROPOSAL FORM

FEASIBILITY STUDY TO INSTALL PARKING METERS ALONG ALI-BABA AVENUE BETWEEN 27TH AVENUE AND 22ND AVENUE

If Proposer fees will be paid by City, Proposer 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, supervision and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $___________________

SUBMITTED THIS __________ DAY OF ______________________________ 2023.

BID SUBMITTED BY:

______________________________	______________________________
Company	Telephone Number
______________________________	______________________________
Name of Person Authorized to Submit Bid	Fax Number
______________________________	______________________________
Signature	Email Address
______________________________	
Title	

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 ____

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______________________________________the
(Name)

__________________________ of____
(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.

____________________ ____
Date Signature

CITY OF OPA-LOCKA NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

____________________________________ being first duly sworn, deposes and says that:

(1) He/She/They is/are the ____ (Owner, Partner, Officer, Representative or Agent) of ____ the PROPOSER 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 PROPOSER 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 PROPOSER, 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 PROPOSER, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPOSER, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPOSER, 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 PROPOSER or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

______________________________	By: ______________________________
Witness	Signature
______________________________	____________________________________
Witness	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:_______________________________________

Title:_____________________________________

Sworn and subscribed before this

_____day of____________________, 20____

____
Notary Public, State of Florida

____
(Printed Name)

My commission expires:______________________

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: ______________________________

Authorized Signature: ______________________________

Print Name: ______________________________

Title: ______________________________

Date: ______________________________

Sponsored by: Commissioner Bass

RESOLUTION NO. <u>23-XXXX</u>

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REQUIRING THE CITY TO HOST ALL SPECIAL EVENTS ASSOCIATED WITH THE CITY'S ANNUALLY RECOGNIZED NATIONAL HOLIDAYS AND SHOW THAT SAID EVENTS ARE SPONSORED BY THE MAYOR AND CITY COMMISSIONERS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") currently provides holiday-themed and other special events within the community to promote entertainment, enjoyment and engagement among the residents, staff and officials of the City; and

WHEREAS, the City Commission has determined that national holidays are of such a significance and stature that they should be hosted by the City, but also be shown as sponsored by the mayor and city commissioners; and

WHEREAS, the City desires to host all special events associated with national holidays; and

WHEREAS, the City's annually recognized national holidays shall include New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day; and

WHEREAS, the City Commission finds it is the best interest of the City to authorize the City to host all special events associated with the City's annually recognized national holidays, but also jointly show the Mayor and City Commissioners as co-sponsors for said events.

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

<u>SECTION 1. RECITALS ADOPTED.</u>

The recitals to the preamble herein are incorporated by reference.

<u>SECTION 2. AUTHORIZATION</u>

The City Commission of the City of Opa-Locka hereby authorizes the City to host all special events associated with the City's annually recognized national holidays to include: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day, but also show the mayor and city commissioners as co-sponsors for all such events

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 of this Resolution may be authorized by the Interim City Manager, following review by the City Attorney, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this _____ day of ____________________, 2023.

____
John Taylor, 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 Kelley	______ (Yes)	______ (No)
Commissioner Williams	______ (Yes)	______ (No)
Vice Mayor Ervin	______ (Yes)	______ (No)
Mayor Taylor	______ (Yes)	______ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	Darvin Williams			**CM Signature:**				
Commission Meeting Date:	*04.12.2023*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
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	Commissioner Bass		**Department:**		City Commission			

Short Title:

A resolution authorizing all city events held in recognition of a National Holiday be recognized by the city and permits an individual member of the Commission to sponsor the event.

Staff Summary:

History: The City currently provides holiday-themed and other special events within the community to promote entertainment, enjoyment and engagement among the residents, staff, and officials of the city.

Current Activity: National holidays are of such a significant stature that they should be co-sponsored by all members of the Commission.

.

Financial Impact – There is no financial impact for this resolution.

Proposed Action:

Staff recommends the City Commission approve the legislation approving all city held events in recognition of a National Holiday be sponsored by the city.

Attachment:

Sponsored by: Mayor Taylor

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO PROVIDE SUPPORT FOR THE SOUTH FLORIDA SCHOOL OF EXCELLENCE AUTISM AWARENESS WALK; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the South Florida School of Excellence is an educational center located in the Municipal Complex, within the City of Opa-Locka, that specializes in gifted and autistic education; and

WHEREAS, the school hosts an annual walk known as the South Florida School of Excellence Autism Awareness Walk ("Walk") to educate the community about autism and provide special recognition to the special needs families in our community and the teachers who educate special needs children every day; and

WHEREAS, to ensure the safety and security of the participants and encourage the community to be a part of the Walk, the City Commission desires to direct the Interim City Manager to provide technical assistance and financial support for the Walk in an amount to be determined appropriate by the City Manager and from a source determined to be appropriate for funding the Walk; and

WHEREAS, the City Commission finds it in the best interests of the City and its residents to direct the Interim City Manager to provide technical assistance and financial support for the South Florida School of Excellence Autism Awareness Walk.

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 City Commission of the City of Opa-Locka, Florida hereby directs the Interim City Manager to provide technical assistance and financial support for the Walk in an amount to be determined appropriate by the City Manager and from a source determined to be appropriate for funding the Walk.

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 of this Resolution may be authorized by the Interim City Manager, following review by the City Attorney, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this _____ day of ____________________, 2023.

____
John Taylor, Mayor

ATTEST:

____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: ____________________

Seconded by: __________________

Resolution No. XX-XXXX

VOTE:

Commissioner Bass	______ (Yes)	______ (No)
Commissioner Kelley	______ (Yes)	______ (No)
Commissioner Williams	______ (Yes)	______ (No)
Vice Mayor Ervin	______ (Yes)	______ (No)
Mayor Taylor	______ (Yes)	______ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	Darvin Williams		**CM Signature:**				
Commission Meeting Date:	*04.12.2023*		**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** x	**No**	**Yes** x / **No**
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** x	**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	Mayor Taylor		**Department:**		City Commission		

Short Title:

A resolution directing the Interim City Manager to provide support for the South Florida School of Excellence (SFSE) Annual Autism Awareness Walk.

Staff Summary:

The South Florida School of Excellence is an educational center located in the Municipal Complex that specializes in gifted and autistic education. The school hosts an annual walk to educate the community about autism and provide special recognition to the special needs families in our community and the teachers who educate the special needs children every day. To ensure the safety and security of the participants and encourage our community to be a part of the walk, the Interim City Manager shall provide technical assistance and support for this event.

<u>Financial Impact</u> – A budget of $5,000 will be established to provide support for this event and will be funded from savings from vacant positions.

Proposed Action:

Staff recommends the City Commission approve the legislation directing the Interim City Manager to provide support for the South Florida School of Excellence (SFSE) Annual Autism Awareness Walk.

Attachment:

Sponsored by: Mayor Taylor

RESOLUTION NO. <u>23-XXXX</u>

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO TAKE ALL NECESSARY STEPS TO PURCHASE TRASH BINS AND RECYCLING RECEPTACLES TO BE PERMANENTLY PLACED IN PUBLIC AREAS THROUGHOUT THE CITY IN OBSERVATION OF EARTH DAY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Earth Day is a global event to raise awareness and action for the environment; and

WHEREAS, the objective of the City of Opa-Locka ("City") is to actively participate in Earth Day by providing resources to educate and promote recycling city-wide; and

WHEREAS, the Interim City Manager shall purchase the necessary equipment and supplies in accordance with the City's purchasing code (if for amounts in excess of the City Manager's authority) and purchase for an amount to be determined by the Interim City Manager if purchased within the City Manager's authority; and

WHEREAS, the trash bins and recycling receptacles shall be permanently placed in high-traffic designated areas throughout the City to aid residents in the proper disposal of trash; and

WHEREAS, the City Commission desires to approve a budget in an amount acceptable to the Interim City Manager in order to accomplish the purchase of trash bins and recycling receptacles within thirty (30) days from the passage of this resolution and the installation of trash bins and recycling receptacles within forty-five (45) within forty-five days from the passage of this resolution; and

WHEREAS, the City Commission finds that it is in the best interests of the City and its residents to authorize the Interim City Manager to take all necessary steps to purchase trash and recycling receptacles to be permanently placed in public areas of the City, in observation of Earth Day.

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

<u>SECTION 1.</u> **<u>RECITALS ADOPTED.</u>**

The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The City Commission of the City of Opa-Locka hereby authorizes the Interim City Manager to take all necessary steps to purchase trash bins and recycling receptacles to be permanently placed in public areas throughout the City, in observation of Earth Day, and in an amount to be budgeted and determined by the Interim City Manager. Further, City Commission desires to approve a budget in an amount acceptable to the Interim City Manager in order to accomplish the purchase of trash bins and recycling receptacles within thirty (30) days from the passage of this resolution and the installation of trash bins and recycling receptacles within forty-five (45) within forty-five days from the passage of this resolution.

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 of this Resolution may be authorized by the Interim City Manager, following review by the City Attorney, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this _____ day of ____________________, 2023.

____
John Taylor, 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 Kelley	______ (Yes)	______ (No)
Commissioner Williams	______ (Yes)	______ (No)
Vice Mayor Ervin	______ (Yes)	______ (No)
Mayor Taylor	______ (Yes)	______ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	Darvin Williams		**CM Signature:**				
Commission Meeting Date:	*04.12.2023*		**Item Type:** *(Enter X in box)*	**Resolution** X	**Ordinance**	**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**	**No**	**Yes**	**No**
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** X	**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	Mayor Taylor		**Department:**	City Commission			

Short Title:

A resolution of the City Commission authorizing the Interim City Manager to take all necessary steps to purchase trash and recycling receptacles to be placed in public areas of the city.

Staff Summary:

Earth Day is a global event to raise awareness and action for the environment. The city's objective is to actively participate in Earth Day by providing resources to educate, and promote recycling city-wide. The Interim City Manager shall purchase the necessary equipment and supplies. Implementation of trash bin and receptacles in high- traffic and designated areas will be effective in aiding residents to properly dispose of their trash.

Financial Impact – A budget of $10,000 will be established to purchase the necessary equipment. It will be funded from savings from vacancies in General Fund departments.

Proposed Action:

Staff recommends the City Commission approve the legislation authorizing the Interim City Manager to take all necessary steps to purchase trash and recycling receptacles to be installed in public areas of the city.

Attachment:

1st Reading/Public Hearing:
2nd Reading/Public Hearing:
Adopted:
Effective Date:
Sponsored by: Interim City Manager

ORDINANCE NO. 23-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, 2022 AND ENDING SEPTEMBER 30, 2023, 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 2022-2023 Fiscal Year General, Proprietary and Special Revenue Funds budgets by passage of Ordinance 22-17, amended by Ordinance 23-04 and Ordinance 23-05; 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 2022-2023 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, 2022, 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 2022-2023, 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 2022-2023.

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, 2022, 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 __________________, 2023.

PASSED SECOND READING this_____ day of __________________, 2023.

____
John Taylor, 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 Kelley	______ (Yes)	______ (No)
Commissioner Williams	______ (Yes)	______ (No)
Vice Mayor Ervin	______ (Yes)	______ (No)
Mayor Taylor	______ (Yes)	______ (No)

City of Opa-locka
Agenda Cover Memo

Department Director:	Robert Anathan		**Department Director Signature:**		
City Manager:	Darvin Williams		**CM Signature:**		
Commission Meeting Date:	Apr 12, 2023	**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**	**Other**
				X	
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** X / **No**	**Yes** X / **No**
Funding Source: *Account# :*	*(Enter Fund & Dept)* See Attachments	**Advertising Requirement:** *(Enter X in box)*		**Yes** X	**No**
Contract/P.O. Required: *(Enter X in box)*	**Yes** / **No** X	**RFP/RFQ/Bid#:**			
Strategic Plan Related *(Enter X in box)*	**Yes** / **No** X	**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	City Manager	**Department:** City Manager's Office		City Manager	

Short Title:

FY 23 Budget Amendment #3

Staff Summary:

Issue/Recommendation: A budget amendment is required to align the budget with current City requirements. Staff recommends the City Commission approve FY 23 Budget Amendment #3 on first hearing.

History: The City Commission adopted the City FY 23 Budget on October 5, 2022 (Ordinance 2022-17) which was subsequently approved by the State. This budget was composed of $64.3 million of expenditures and $20.6 million of funding being transferred between various Funds, resulting a total budget of $84.9 million.

On February 8, 2023, the City Commission approved FY 23 Budget Amendment #1 on second hearing. The primary function of this amendment was to bring into FY 23 those projects, and their associated funding, that had been approved in FY 22 but hadn't been completed by the end of FY 22. Consequently, $5.4 million of expenditures and associated funding were added, as well as another $3.7 million of interfund transfers, reflecting movement of funds from where they resided, e.g., the General Fund, to where the projects would be managed and completed, e.g., the Safe Neighborhood CIP Fund. This resulted in an amended budget of $69.7 million of expenditures plus another $24.3 million of interfund transfers reflecting movement of funds from one Fund to another.

On March 22, 2023, the Commission approved FY 23 Budget Amendment #2 on second hearing. The primary purpose of this amendment was to bring in five community-selected projects funded by $1.0 million of ARPA funds and $250,000 of an anticipated grant. Additionally, three CIP projects were reprioritized, freeing up $47,275 of Stormwater Fund Balance. Three additional items included the rental of mobile office trailer, an irrigation truck, the carving out of a small Community Policing Budget and a relocation assistance grant program, all funded with either vacancy savings or grants. The net impact of Budget Amendment #2 was an expenditure increase of $1,242,725, all funded with either grants of use of ARPA Fund Balance.

Current Activity: Budget Amendment #3 includes nine line items. Five of these items are ARPA-funded CIP projects, which resulted in a $225,000 reduction in these projects. The primary objective was to reprioritize ARPA funding with increased emphasis on sewer projects to modernize this vital system by increasing its capacity to meet current and future demands and to also significantly improve its resiliency. ARPA funding for sewer projects was increased by nearly $2.0 million with a $2.3 million reduction in ARPA funding of stormwater projects. This was done with the awareness that the City has applied for several major stormwater grants with a reasonable probability of receiving one or more of them, allowing for a continuation of an aggressive program to significantly improve the City's ability to manage stormwater.

Three additional capital projects were included, adding $346,671 of additional expense, funded primarily by grants and other revenue sources. The final item (#7) divides one account into three accounts to facilitate improved track and has no financial impact.

Financial Impact: This budget amendment can be summarized financially as follows:

Funding	
Revenue / Loans / Grants	$ (274,104)
Use Of Fund Balance	365,550
Total Funding – Excluding Transfers-In	91,446
Transfers-In	365,550
Total Funding	$ 456,996
Expenditure	
Expenditure – Excluding Transfers-Out	$ 91,446
Transfers-Out	365,550
Total Expenditure	$ 456,996

Additional details on the financial impact are provided in the attachments, Summary By Fund and Detail By Line Item, which contain accounting information for the State review which is a highly detailed accounting version of what is presented in the Overview and Summary By Line Item attachments.

.Proposed Action:

Staff recommends the City Commission approve the proposed amendment on first hearing.

Attachment:

1. Budget Amendment Overview
2. Budget Amendment Summary By Line Item
3. Budget Amendment Summary By Fund
4. Budget Amendment Detail By Line Item
5. Ordinance

FY 23 Budget Amendment #1 Overview - First Hearing

Summary

			Notes
Funding			
Revenue / Loans / Grants	$	(274,104)	(a)
Use Of Fund Balance		365,550	(b)
Total Funding – Excluding Transfers-In		91,446	
Transfer-In		365,550	
Total Funding	$	456,996	
Expenditure			
Expenditure – Excluding Transfers-Out	$	91,446	(c)
Transfers-Out		365,550	
Total Expenditure	$	456,996	

Notes

		Adopted Bgt	Incr/(Decr)	Bgt. Amend #1
(a)	**Revenue / Loans / Grants**			
	Additional Revenue		$ 225,896	
	Non-Reciept Of Grant		(500,000)	
	Total Revenue / Loans / Grants		$ (274,104)	
(b)	**Use Of/(Addition To) Fund Balance**			
	General Fund	$ 6,854,817	$ 120,775	$ 6,975,592
	Water-Sewer Operating Fund	780,748	-	780,748
	Stormwater Operating Fund	2,362,490	15,000	2,377,490
	Special Law Enforcement	49,000	-	49,000
	American Recovery Plan Act (ARPA)	7,770,225	229,775	8,000,000
	Total Use Of / (Addition To) Fund Balance	$ 17,817,280	$ 365,550	$ 18,182,830
(c)	**Expenditures**			
	Pump Station Rehabilitation Additional Expense		$ 800,000	
	Sewer Monitoring & Measurement Equipment		780,000	
	NW 133rd Street Sewer Relocation		400,000	
	Burlington Street Canal Additional Expense		250,000	
	NW 147th Street Roadway Improvement Additional Expense		140,896	
	Tree Planting Project		125,000	
	Fire Station Deesign		95,775	
	Commerce North Drain Project Reduction		(2,500,225)	
	Expenditures - Gross		$ 91,446	
	Savings		-	
	Contingency		-	
	Expenditures - Net		$ 91,446	

FY 23 Budget Amendment #1 Summary By Line Item
First Hearing

#	Amount	Purpose	Funding Source
1	$780,000	Required Equipment To Measure And Monitor Sewer Flows	ARPA
2	$800,000	Additional Expense For Rehabilitation Of Pump Stations #9, #12 & #16	ARPA
3	$400,000	NW 133 St Sewer Project	ARPA
4	$250,000	Additional Burlington St Canal Expense	ARPA
5	($2,500,225)	Commerce North Drainage Project	ARPA – Reduction In Usage
6	$140,896	NW 147th St Roadway Improvement (FY 22 Carryover)	County CITT Funding
7	–	Division Of One Account Into Three Accounts To Improve Monitoring	NA
8	$125,000	Tree Planting	$100,000 From County Tree Grant Program, Remainder From General Fund Available Fund Balance
9	$95,775	Fire Station Design (FY 22 Carryover)	General Fund Available Fund Balance

FY 23 Budget Amendment #3 - Summary By Fund - First Hearing

Total City				
	Governmental Funds	Enterprise Funds	ARPA Fund	Total
Budget Thru Amendment #2				
Funding				
Revenue/Loans	29,081,461	24,111,850	-	53,193,311
Use Of / (Add To) Fund Bal	6,903,817	3,143,238	7,770,225	17,817,280
Total Funding Ex Trans-In	35,985,278	27,255,088	7,770,225	71,010,591
Transfer-in	15,199,126	9,656,248	-	24,855,374
Total Funding	51,184,404	36,911,336	7,770,225	95,865,965
Expenditure				
Expenditure - Ex Trans-Out	38,103,129	32,132,461	775,000	71,010,591
Transfer-Out	13,081,274	4,778,875	6,995,225	24,855,374
Total Expenditure	51,184,404	36,911,336	7,770,225	95,865,965
Amendment #3				
Funding				
Revenue/Loans	225,896	(500,000)	-	(274,104)
Use Of / (Add To) Fund Bal	120,775	15,000	229,775	365,550
Total Funding Ex Trans-In	346,671	(485,000)	229,775	91,446
Transfer-in	120,775	244,775	-	365,550
Total Funding	467,446	(240,225)	229,775	456,996
Expenditure				
Expenditure - Ex Trans-Out	346,671	(255,225)	-	91,446
Transfer-Out	120,775	15,000	229,775	365,550
Total Expenditure	467,446	(240,225)	229,775	456,996
Budget Thru Amendment #3				
Funding				
Revenue/Loans	29,307,357	23,611,850	-	52,919,207
Use Of / (Add To) Fund Bal	7,024,592	3,158,238	8,000,000	18,182,830
Total Funding Ex Trans-In	36,331,949	26,770,088	8,000,000	71,102,037
Transfer-in	15,319,901	9,901,023	-	25,220,924
Total Funding	51,651,850	36,671,111	8,000,000	96,322,961
Expenditure				
Expenditure - Ex Trans-Out	38,449,800	31,877,236	775,000	71,102,037
Transfer-Out	13,202,049	4,793,875	7,225,000	25,220,924
Total Expenditure	51,651,850	36,671,111	8,000,000	96,322,961

Exhibit "A"

FY 23 Budget Amendment #3 - Summary By Fund - First Hearing

General Fund

	Div	Budget Thru Amend #2	Amendment #3	Budget Thru Amend #3
Funding				
Revenue/Loans		20,303,122	-	20,303,122
Use Of / (Add To) Fund Bal		6,854,817	120,775	6,975,592
Total Funding - Ex Transfer-In		27,157,939	120,775	27,278,714
Transfer-In		4,099,175	-	4,099,175
Total Funding		31,257,114	120,775	31,377,889
Expenditure	**Div**			
Commission	10	162,478	-	162,478
City Manager	12	835,771	-	835,771
General Fund Non-Depart - Ex Trans Out	19	2,537,741	-	2,537,741
Human Resources	13	390,188	-	390,188
Clerk	16	487,628	-	487,628
Attorney	28	442,000	-	442,000
Finance	17	1,393,675	-	1,393,675
Planning & Community Dev	37	621,461	-	621,461
Building & Licenses	30	866,638	-	866,638
Parks & Recreation	72	1,428,153	-	1,428,153
Police	26	7,655,499	-	7,655,499
Code Enforcement	23	482,488	-	482,488
Building & Grounds Maintenance	38	961,063	-	961,063
Public Works - Admin	32	580,356	-	580,356
Public Works - Streets	41	1,984,966	-	1,984,966
Public Works - Trash	50	-	-	-
Public Works - Vehicle Maintenance	49	803,922	-	803,922
Total Expenditure - Ex Transfer-Out		21,634,027	-	21,634,027
Transfer-Out	19	9,623,087	120,775	9,743,862
Total Expenditure		31,257,114	120,775	31,377,889

Exhibit "A"

FY 23 Budget Amendment #3 - Summary By Fund - First Hearing

	Governmental Funds									
	General Fund	Safe Neighborhood Capital Fund	People's Transportation Plan Fund	Town Center Fund	Debt Service Fund	Special Law Enforcement Fund	Law Enforcement Training Trust Fund	Insurance Service Fund	Information Technology Service Fund	Total Gov Funds
Budget Thru Amendment #2										
Funding										
Revenue/Loans	20,303,122	2,736,278	1,044,777	480,384	4,515,900	-	1,000	-	-	29,081,461
Use Of / (Add To) Fund Bal	6,854,817	-	-	-	-	-	49,000	-	-	6,903,817
Total Funding Ex Trans-In	27,157,939	2,736,278	1,044,777	480,384	4,515,900	-	50,000	-	-	35,985,278
Transfer-in	4,099,175	5,345,205	-	420,412	48,004	-	-	3,554,139	1,732,191	15,199,126
Total Funding	31,257,114	8,081,483	1,044,777	900,796	4,563,904	-	50,000	3,554,139	1,732,191	51,184,404
Expenditure										
Expenditure - Ex Trans-Out	21,634,027	8,081,483	1,044,777	749,479	1,257,033	-	50,000	3,554,139	1,732,191	38,103,129
Transfer-Out	9,623,087	-	-	151,317	3,306,871	-	-	-	-	13,081,274
Total Expenditure	31,257,114	8,081,483	1,044,777	900,796	4,563,904	-	50,000	3,554,139	1,732,191	51,184,404
Amendment #3										
Funding										
Revenue/Loans	-	100,000	125,896	-	-	-	-	-	-	225,896
Use Of / (Add To) Fund Bal	120,775	-	-	-	-	-	-	-	-	120,775
Total Funding Ex Trans-In	120,775	100,000	125,896	-	-	-		-	-	346,671
Transfer-in	-	120,775	-	-	-	-		-	-	120,775
Total Funding	120,775	220,775	125,896	-	-	-		-	-	467,446
Expenditure										
Expenditure - Ex Trans-Out	-	220,775	125,896	-	-	-	-	-	-	346,671
Transfer-Out	120,775	-	-	-	-	-		-	-	120,775
Total Expenditure	120,775	220,775	125,896	-	-	-		-	-	467,446
Budget Thru Amendment #3										
Funding										
Revenue/Loans	20,303,122	2,836,278	1,170,673	480,384	4,515,900	-	1,000	-	-	29,307,357
Use Of / (Add To) Fund Bal	6,975,592	-	-	-	-	-	49,000	-	-	7,024,592
Total Funding Ex Trans-In	27,278,714	2,836,278	1,170,673	480,384	4,515,900	-	50,000	-	-	36,331,949
Transfer-in	4,099,175	5,465,980	-	420,412	48,004	-	-	3,554,139	1,732,191	15,319,901
Total Funding	31,377,889	8,302,258	1,170,673	900,796	4,563,904	-	50,000	3,554,139	1,732,191	51,651,850
Expenditure										
Expenditure - Ex Trans-Out	21,634,027	8,302,258	1,170,673	749,479	1,257,033	-	50,000	3,554,139	1,732,191	38,449,800
Transfer-Out	9,743,862	-	-	151,317	3,306,871	-	-	-	-	13,202,049
Total Expenditure	31,377,889	8,302,258	1,170,673	900,796	4,563,904	-	50,000	3,554,139	1,732,191	51,651,850

Exhibit "A"

FY 23 Budget Amendment #3 - Summary By Fund - First Hearing

	Enterprise Funds									
	Water-Sewer Operating Fund						Storm Water Op	Water Sewer CIP	Storm Water CIP	Total
	Water-Sewer Operating Divisions (Expense)									
	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 Enterprise Funds
Budget Thru Amendment #2										
Funding										
Revenue/Loans						10,590,507	1,926,000	4,595,343	7,000,000	24,111,850
Use Of / (Add To) Fund Bal						780,748	2,362,490	-	-	3,143,238
Total Funding Ex Trans-In						11,371,255	4,288,490	4,595,343	7,000,000	27,255,088
Transfer-in						183,284	-	2,600,228	6,872,736	9,656,248
Total Funding	-	-	-	-	-	11,554,539	4,288,490	7,195,571	13,872,736	36,911,336
Expenditure										
Expenditure - Ex Trans-Out	2,056,940	4,433,299	2,799,888	319,498	255,227	9,864,852	1,199,302	7,195,571	13,872,736	32,132,461
Transfer-Out	-	-	1,689,687	-	-	1,689,687	3,089,188	-	-	4,778,875
Total Expenditure	2,056,940	4,433,299	4,489,575	319,498	255,227	11,554,539	4,288,490	7,195,571	13,872,736	36,911,336
Amendment #3										
Funding										
Revenue/Loans						-	-	(500,000)	-	(500,000)
Use Of / (Add To) Fund Bal						-	15,000	-	-	15,000
Total Funding Ex Trans-In						-	15,000	(500,000)	-	(485,000)
Transfer-in						-	-	2,480,000	(2,235,225)	244,775
Total Funding	-	-	-	-	-	-	15,000	1,980,000	(2,235,225)	(240,225)
Expenditure										
Expenditure - Ex Trans-Out	-	-	-	-	-	-	-	1,980,000	(2,235,225)	(255,225)
Transfer-Out	-	-	-	-	-	-	15,000	-	-	15,000
Total Expenditure	-	-	-	-	-	-	15,000	1,980,000	(2,235,225)	(240,225)
Budget Thru Amendment #3										
Funding										
Revenue/Loans						10,590,507	1,926,000	4,095,343	7,000,000	23,611,850
Use Of / (Add To) Fund Bal						780,748	2,377,490	-	-	3,158,238
Total Funding Ex Trans-In						11,371,255	4,303,490	4,095,343	7,000,000	26,770,088
Transfer-in						183,284	-	5,080,228	4,637,511	9,901,023
Total Funding	-	-	-	-	-	11,554,539	4,303,490	9,175,571	11,637,511	36,671,111
Expenditure										
Expenditure - Ex Trans-Out	2,056,940	4,433,299	2,799,888	319,498	255,227	9,864,852	1,199,302	9,175,571	11,637,511	31,877,236
Transfer-Out	-	-	1,689,687	-	-	1,689,687	3,104,188	-	-	4,793,875
Total Expenditure	2,056,940	4,433,299	4,489,575	319,498	255,227	11,554,539	4,303,490	9,175,571	11,637,511	36,671,111

Exhibit "A"

FY 23 Budget Amendment #3 - Detail - First Hearing

#	Amendment Details				Budget	Adj	Revised	
1	**Sewer Flow Meters & Smart Covers - ARPA Reallocation**							
	WS CIP	Exp	86-5356335	Pump Station Flow Meters	400,000	500,000	900,000	Reallocation of ARPA Funds to address signficant sewer system issues.
	WS CIP	Exp	86-5356308	Smart Covers	-	280,000	280,000	
	WS CIP	Trf-In	445-381105	Trf In From ARPA	2,250,000	780,000	3,030,000	
	ARPA	Trf-Out	15-538902	Trf Out To Water-Sewer CIP	-	780,000	780,000	
	ARPA	Fund Bal	105-383010	Use Of Fund Balance	7,770,225	780,000	8,550,225	
							-	
2	**Sewer Pump Station Upgrade - ARPA Reallocation**						-	
	WS CIP	Exp	86-535635	Pump Station #9 Rehabilitation	21,000	700,000	721,000	Reallocation of ARPA Funds to address signficant pump station issues.
	WS CIP	Exp	86-5356317	Pump Station #12 Rehabilitation	721,000	50,000	771,000	
	WS CIP	Exp	86-535650	Pump Station #16 Rehabilitation	771,000	50,000	821,000	
	WS CIP	Rev	445-334790	State Legislative Grant (PS #16)	500,000	(500,000)	-	
	WS CIP	Trf-In	445-381105	Trf In From ARPA	3,030,000	1,300,000	4,330,000	
	ARPA	Trf-Out	15-538902	Trf Out To Water-Sewer CIP	780,000	1,300,000	2,080,000	
	ARPA	Fund Bal	105-383010	Use Of Fund Balance	8,550,225	1,300,000	9,850,225	
							-	
3	**NW 133 St Sewer Project - ARPA Reallocation**						-	
	WS CIP	Exp	86-535642	NW 133rd Street - Sewer Reloc	43,246	400,000	443,246	Reallocation of ARPA Funds to address priority drainage project
	WS CIP	Trf-In	445-381105	Trf In From ARPA	4,330,000	400,000	4,730,000	
	ARPA	Trf-Out	15-538902	Trf Out To Water-Sewer CIP	2,080,000	400,000	2,480,000	
	ARPA	Fund Bal	105-383010	Use Of Fund Balance	9,850,225	400,000	10,250,225	
							-	
4	**Burlington Canal - ARPA Reallocation**						-	
	Storm CIP	Exp	87-5356328	Burlington Canal	965,307	250,000	1,215,307	Reallocation of ARPA Funds to address priority drainage project
	Storm CIP	Trf-In	455-381105	Trf In From ARPA	4,120,225	250,000	4,370,225	
	ARPA	Trf-Out	15-538903	Trf Out To Stormwater CIP	4,120,225	250,000	4,370,225	
	ARPA	Fund Bal	105-383010	Use Of Fund Balance	10,250,225	250,000	10,500,225	
							-	
5	**Commerce North - ARPA Reallocation**						-	
	Storm CIP	Exp	87-5386335	Commerce North	3,620,225	(2,500,225)	1,120,000	Reallocation of ARPA Funds to address priority drainage project
	Storm CIP	Trf-In	455-381105	Trf In From ARPA	4,370,225	(2,500,225)	1,870,000	
	ARPA	Trf-Out	15-538903	Trf Out To Stormwater CIP	4,370,225	(2,500,225)	1,870,000	
	ARPA	Fund Bal	105-383010	Use Of Fund Balance	10,500,225	(2,500,225)	8,000,000	
							-	

Exhibit "A"

FY 23 Budget Amendment #3 - Detail - First Hearing

#				Amendment Details	Budget	Adj	Revised	
6	**NW 147 St Improvement Carryover**						-	
	PTP	Exp	47-541825	NW 147 St Improvement (Road)	-	125,896	125,896	Carryover of a FY 22 project
	PTP	Rev	176-334951	PTT - County Tran System - Roads	394,777	125,896	520,673	
	Storm CIP	Exp	87-541825	NW 147 St Improvement (Drainage)	300,575	15,000	315,575	
	Storm CIP	Trf-In	455-381010	Trf-In For Storm Ops	2,752,511	15,000	2,767,511	
	Storm Ops	Trf-Out	43-513917	Trf-Out To Storm CIP	2,752,511	15,000	2,767,511	
	Storm Ops	Fund Bal	450-383010	Use Of Fund Balance	2,362,490	15,000	2,377,490	
							-	
7	**Dividing One Account Into Three Accounts - Improve Tracking**						-	
	ARPA	Trf-Out	15-538901	Trf-Out	6,995,225	(6,995,225)	-	Dividing one transfer-out account into three to improve tracking
	ARPA	Trf-Out		Trf-Out - To Safe Neighborhood	-	625,000	625,000	
	ARPA	Trf-Out	15-538902	Trf Out To Water-Sewer CIP	2,480,000	2,250,000	4,730,000	
	ARPA	Trf-Out	15-538903	Trf Out To Stormwater CIP	1,870,000	4,120,225	5,990,225	
							-	
8	**County Tree (GREEN) Program**						-	
	Safe Neigh	Exp	44-541819	Tree Planting Project	-	125,000	125,000	County tree grant program to increase County canopy.
	Safe Neigh	Rev	001-334710	County Tree (GREEN) Grant	-	100,000	100,000	
	Safe Neigh	Trf-In	320-381001	Trf-In From General Fund	4,720,205	25,000	4,745,205	
	Non-Dept	Trf-Out	19-581320	Trf-Out To Safe Neighborhood CIP	4,720,205	25,000	4,745,205	
	Gen Fund	Fund Bal	001-383010	Use Of Fund Balance	6,854,817	25,000	6,879,817	
							-	
9	**Fire Station Design - Carryover**						-	
	Safe Neigh	Exp	44-541841	Fire Station/HR Bldg Assessment	500,000	95,775	595,775	Design portion carried over from FY 22
	Safe Neigh	Trf-In	320-381001	Trf-In From General Fund	4,745,205	95,775	4,840,980	
	Non-Dept	Trf-Out	19-581320	Trf-Out To Safe Neighborhood CIP	4,745,205	95,775	4,840,980	
	Gen Fund	Fund Bal	001-383010	Use Of Fund Balance	6,879,817	95,775	6,975,592	

Sponsored by: Mayor Taylor

ORDINANCE NO. 23-XXXX

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A CITIZENS PARTICIPATORY BUDGETING (CPB) PROCESS AND ALLOCATING FIVE HUNDRED THOUSAND DOLLARS ($500,000.00) FOR COMMUNITY IMPROVEMENT PROJECTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, Florida desires to establish a Citizen's Participatory Budgeting Process to re-engage citizens in the democratic process and give them power to make decisions about how to spend taxpayer dollars, subject to City Commission approval; and

WHEREAS, the goal of the Citizens Participatory Budgeting (CPB) Process is to: 1) improve the effectiveness of the distribution of municipal funds by putting resources behind the public's most valued projects; 2) serve as an antidote to the public's lack of trust in government; 3) ensure that the City Commission hears its citizenry, including their views about the operations and administration of City government; 4) improve decision making by the City's elected officials due to a deeper understanding of community perspectives when allocating community resources; and

WHEREAS, CPB shall be a democratic process by which members of the public will directly decide how to spend a portion of the City's budget following a series of local assemblies, meetings, project proposals and research to take place annually that will result in a final vote by the public to allocate discretionary funds for specific projects; and

WHEREAS, CPB would directly empower and engage citizens in a deliberative democratic process enabling them to propose, research, analyze information, decide and vote on desired projects within the City of Opa-Locka community, thereby helping to enhance civic trust and a sense of community; and

WHEREAS, the City Commission hereby directs the City Manager to:

- Beginning in Fiscal Year 2024, allocate Five Hundred Thousand Dollars ($500,000.00) from the revenues, as set by the City Commission as part of the approved City budget until the CPB process is complete and the City Commission considers the approval of the public's voter approved projects.

- Consider qualified and proposed CPB projects to be those that satisfy the criteria of a one-time expenditure to complete the project.

- Educate citizens on the CPB process through marketing and communications.

- Take necessary steps to establish a Community Steering Committee of five (5) individuals to assist in the design and implementation of the CPB process with the following parameters:

  - Each City Commission Member to nominate a community member to serve on the Committee. Committee members must: (1) actively live within the City of Opa-Locka and (2) be registered to vote in the City of Opa-Locka.

  - The Community Steering Committee will lead and implement the CPB process, including setting process rules, holding public workshops, soliciting project proposals, reviewing proposals with City officials and conducting a public voting process.

  - The Members of the Community Steering Committee shall be established by June 1st of each year and the funding recommendations must be submitted to Commission no later than July 31st of each year.

- Provide support to the Committee when needed to include research and cost analysis for proposed projects, in a timely manner.

- Implement the projects that are selected by the citizens according to a timeline; and

WHEREAS, the City Commission finds it is in the best interest of the City and its residents to authorize the establishment of a Citizens Participatory Budgeting process, as set forth herein, with the goal of allocating Five Hundred Thousand Dollars ($500,000.00) from the City's Budget each fiscal year.

NOW THEREFORE, BE IT 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
The City Commission of the City of Opa-Locka hereby authorizes the establishment of a Citizens Participatory Budgeting (CPB) process, as set forth

herein, and allocate Five Hundred Thousand Dollars ($500,000.00) of the City's Budget each fiscal year for operation.

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 of this Ordinance may be authorized by the Interim City Manager, following review by the City Attorney, without need of public hearing, by filing a corrected copy of same with the City Clerk.

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. 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 and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this _____ day of ____________________, 2023.

____
John Taylor, 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 Kelley	_____ (Yes)	_____ (No)
Commissioner Williams	_____ (Yes)	_____ (No)
Vice Mayor Ervin	_____ (Yes)	_____ (No)
Mayor Taylor	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	Darvin Williams		**CM Signature:**				
Commission Meeting Date:	*04.12.2023*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
					X		
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** / x	**No**	**Yes** / x / **No**
Funding Source: *Account#:*	*(Enter Fund & Dept)* Ex:		**Advertising Requirement:** *(Enter X in box)*		**Yes** / X		**No**
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No** / x	**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	Mayor Taylor		**Department:**		City Commission		

Short Title:

An ordinance directing the Interim City Manager to establish a Citizen Participatory Program and Budget.

Staff Summary:

The City of Opa-locka residents play a significant role in the community. A program and budget shall be established in the amount of $500,000 for citizen participation. It is the City's goal to ensure they continuously feel inclusive in the decisions that are made regarding the budget process. The allocation of the City funds will be disbursed for citywide improvement.

Financial Impact – The $500,000 required for the Citizen's Participatory Budgeting Program will be included in the Recommended FY 24 General Fund Budget.

Proposed Action:

Staff will establish a Citizen Participatory Program and Budget at the direction of the City Commission.

Attachment: