

# **CITY OF OPA-LOCKA**

*The City of Bright Opportunities*



## **SPECIAL COMMISSION MEETING Agenda**

**Wednesday, May 17, 2023  
5:30 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**

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 the meeting start time via the City of Opa-locka website at [www.opalockafl.gov](http://www.opalockafl.gov).

**CITY OF OPA-LOCKA**  
*"The City of Bright Opportunities"*

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**AGENDA**  
**SPECIAL COMMISSION MEETING**  
**May 17, 2023**  
**5:30 PM**

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. INVOCATION:**
- 4. PLEDGE OF ALLEGIANCE:**
- 5. PUBLIC INPUT:**  
(agenda items only)
- 6. RESOLUTIONS:**
  - 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE CITY MANAGER SOLICITATION PACKAGE, ATTACHED HERETO; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Commission***
  - 2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE EVALUATION TOOL FOR CHARTER POSITIONS OF THE CITY, ATTACHED HERETO; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Commission***
  - 3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE ANNUAL SCHOLARSHIP POLICY AND APPLICATION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***
- 7. ADJOURNMENT:**

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

**RESOLUTION NO. 23-XXXX**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE CITY MANAGER SOLICITATION PACKAGE, ATTACHED HERETO; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Opa-Locka desires to conduct a search for a permanent City Manager; and

**WHEREAS**, pursuant to Resolution 23-002, the City Clerk presented a solicitation Recruitment Brochure for City Commission consideration and approval; and

**WHEREAS**, the City Commission finds it in the best interest of the City and its residents to approve and adopt the City Manager Recruitment Package, attached hereto as Exhibit "A".

**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 hereby approves and adopts the City Manager Recruitment Package, attached hereto as Exhibit "A".

**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 and approval 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) |



# The City of Opa-locka

**The City of Bright Opportunities**

**780 Fisherman Street, 4th Floor.**

**Opa-locka, FL 33054**

**(305) 953-2868**

**[www.opalockafl.gov](http://www.opalockafl.gov)**



*ABOUT THE*

# **City OF OPA-LOCKA**

Established in 1926, the City of Opa-locka was the vision of aviation pioneer, Glenn Curtiss. The City has the largest collection of Moorish revival architecture in the Western Hemisphere, developed with an Arabian theme. Opa-locka is an urban community occupying 4.2 square miles in the Northwestern area of Miami-Dade County.

The neighboring cities are Miami Lakes, Miami Gardens, Hialeah and North Miami. The city houses the Miami Opa-locka Executive Airport, and its central location provides a short commute to many of South Florida's top travel destinations. The Port of Miami is located 13 miles southeast, Miami International Airport is 7 miles south and Fort Lauderdale International Airport is 13 miles northeast. The City has three parks, two lakes and a railroad station. Opa-locka has been featured in the films Texas Justice, Bad Boyz II and 2 Fast 2 Furious. Its current leadership is working to ensure that residents, businesses and visitors are proud to recognize [Opa-locka as the City of bright opportunities](#).



# EDUCATION

**There are two public schools located within the City.**

Robert B. Ingram Elementary

Nathan B. Young Elementary





# STATISTICAL **AND** ORGANIZATIONAL INFORMATION

- **Established - May 14, 1926**
- **Fiscal Year - October 1st- September 30th**
- **Employees -**
  - 177 Full-time
  - 33 Part-time
- **Population - 16,835**
- **Land Area - 4.2 Square Miles**
- **Percentage of General Fund contributes to Ad Valorem Tax- 43.9%**
- **Millage - 9.3500**



# GOVERNMENT

**Form of Government - Commission / Manager**

**Commission - City-wide elected officials**

**Mayor is elected to a 4-year term.**

**Commissioners are elected to a 4-year term, with top vote getter elected as Vice Mayor every 2 years.**



John H. Taylor Jr.

**MAYOR**



Natasha L. Ervin

**VICE MAYOR**



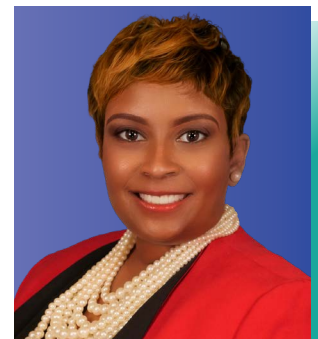
Joseph L. Kelley

**COMMISSIONER**



Dr. Sherelean Bass

**COMMISSIONER**



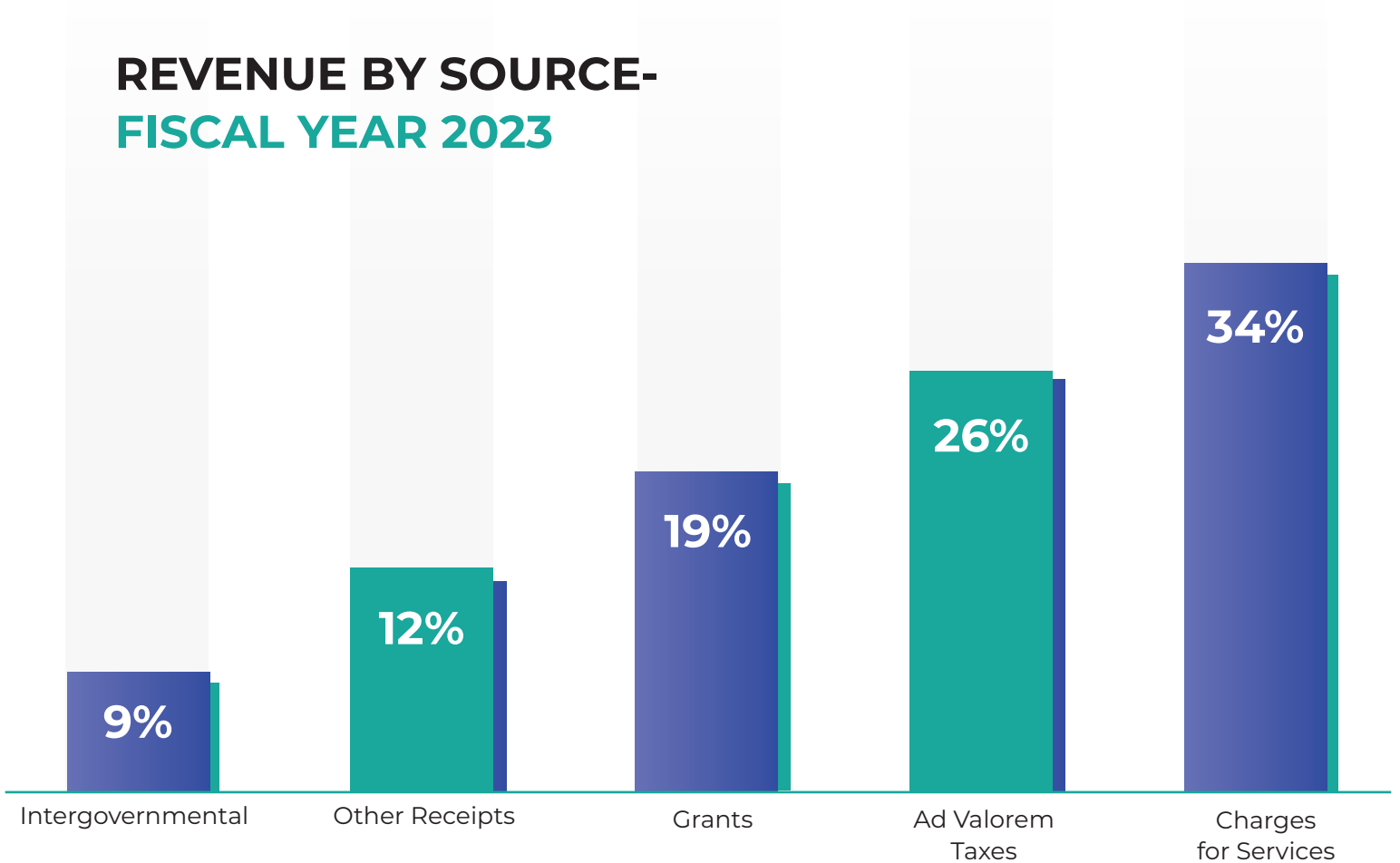
Veronica J. Williams

**COMMISSIONER**



# BUDGET OVERVIEW

## REVENUE BY SOURCE- FISCAL YEAR 2023





# COMMUNITY REDEVELOPMENT AGENCY

## FISCAL YEAR

**2012**

**2016**

**2017**

**2018**

**2019**

**2020**

**2021**

**2022**

**2023**

## ASSESSED VALUE

**\$123,628,442.**

**\$129,739,921.**

**\$139,869,640.**

**\$151,773,390.**

**\$164,594,894.**

**\$177,530,245.**

**\$200,164,979.**

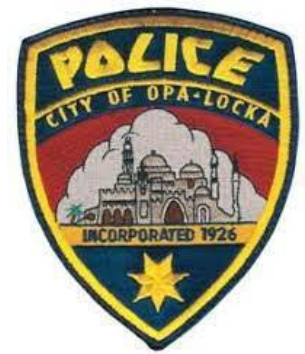
**\$220,085,442.**

**\$253,599,053.**

The goal of the Opa-locka CRA is to create and implement strategies that use a combination of public and private resources to facilitate redevelopment that enhances the built environment and strengthens local economic conditions within each redevelopment district. To meet this goal the Opa-locka CRA seeks projects that help reduce or eliminate the continuation and/or spread of blight. The CRA has initiated a rental and mortgage assistance program for residents and collaborated with the City to install gates and barriers with the City's parks.



# POLICE DEPARTMENT



The City has one police station located in the Municipal Complex. The department employs 45 sworn officers.

## City SERVICES

Services offered at the Municipal Complex:

Utility Billing

Miami-Dade County Library

Educational Center



# PARKS AND RECREATION

## Three Parks:

Ingram Park  
Sherbondy Park  
Segal Park

## Programs Offered:

Arts Program  
Seniors on the Move  
Camps (Spring, Summer & Winter)  
After school Program

## Sports Offered:

Basketball  
Baseball  
Flag Football  
Tackle Football & Cheer  
Soccer  
Fitness Center Membership

## Facilities:

2 Football Fields  
2 Baseball Fields  
3 Basketball Courts  
1 Tennis Court  
1 Swimming Pool





## City MANAGER CANDIDATE ROLE AND QUALIFICATIONS

### The Ideal Candidate

#### Experienced in all aspects of financial management including but not limited to:

- Budget preparation, implementation, and reporting. On a monthly basis, keeping the City Commission and community informed on the financial condition of the City.
- Understands the importance of completing the Comprehensive Financial Annual Report (CFAR) in a timely manner. Submit the Comprehensive Financial Annual Report to the Commission and to the State of Florida in accordance with State Law.
- Works with the Internal Auditor and Finance Department in reviewing and establishing internal financial controls. The individual understands the importance of controlling cost while at the same time providing a high level of service to the residents of Opa-locka.
- Experienced in identifying, applying for grants and managing grants.
- The City of Opa-locka is under state financial oversight. It is the goal of the Mayor and City Commission to exit state financial oversight as soon as possible.
- Must be someone who is principled, trustworthy with an impeccable reputation, who embraces high ethical standards in both their public and private life.
- Recognized as a person of integrity. Leads the organization by example.
- Experienced in developing a management team that is responsive to the citizens of Opa-locka.



- Experienced in working with a small staff. Willing to delegate to professional staff and hold staff accountable.
- Serves as an advocate for the City of Opa-locka.
- Experienced in working in a culturally diverse City.
- Must possess good listening and communication skills.
- Must be able to communicate effectively with City Commission, City employees, all residents, businesses and other government agencies.

## City Manager

**The City Manager of the City of Opa-locka operates under Commission-Manager form of government. The City Charter provides the duties and powers of the City Manager. The City Manager shall:**

- Be responsible for the appointing, hiring, promoting, supervising and removing of all City employees, except the City Attorney, the City Clerk, and all employees of the Office of the City Attorney and all employees of the Office of the City Clerk.
- Direct and supervise the administration of all departments and offices but not City boards or committees, unless so directed by the Commission from time to time.
- Attend Commission meetings and have the right to take part in discussion, but not the right to vote.
- Ensure that all laws, provisions of this Charter and directives of the Commission, subject to enforcement and/or administration by him/her or by employees subject to his/her direction and supervision, are faithfully executed.



- Prepare and submit to the Commission a proposed annual budget and capital program.
- Submit to the Commission and make available to the public an annual report on the finances and administrative activities of the City as of the end of each fiscal year.
- Prepare such other reports as the Commission may require concerning the operations of City departments, offices, boards and agencies.
- Keep the Commission fully advised as to the financial condition and future needs of the City and make such recommendations to the Commission concerning the affairs of the City as s/he deems to be in the best interests of the City.
- Execute contracts and other documents on behalf of the City as authorized by the Commission.
- Perform other duties as are specified in the Charter or as may be required by the Commission, and pursue the collection of all allowable fees and taxes and maximize financial reserves as is necessary to sustain the City and the service levels requested by the citizenry.
- Periodically compare fee structure to similarly sized municipalities to ensure fair and appropriate pricing.



## • Required Qualifications

- The Ideal Candidate will have at least \_\_\_\_ years of experience as a City/County Manager, a Deputy/Assistant City Manager or other high level administrative experience, may be substituted.
- The individual is expected to have at least a bachelor's degree in public administration, business administration, finance, urban planning or related field. The salary range for the position is \_\_\_\_\_ with a competitive benefit package.
- The City is part of the Florida Retirement System, which is provided as an additional benefit to the City Manager.
- Experienced in intergovernmental relations.
- Experienced in developing relationships with federal, state, county and other area cities.
- Ability to present City's needs to State Legislature, Congressional Delegation, and Federal and State Agencies, and other governmental entities.
- Applies City personnel policies fairly, equitably, and uniformly to all employees.
- Experienced in recruiting and retaining highly qualified staff.
- Is expected to be an active member of the community and supportive of community events.
- Is open, accessible to all City Commission Members, citizens, businesses and City employees.
- Expects all employees to treat citizens, other employees and officials with respect and dignity.



- Experienced in mentoring staff.
- Experienced in staff development and expects City staff to stay up to date in their areas of expertise.
- The Manager should be well versed and stays up to date on local government management best practices and techniques.
- Assists the Mayor and City Commission in establishing a long-term vision for the City and developing and implementing strategies to achieve the Commission's vision.
- Experienced in addressing infrastructure needs and developing a plan to address the identified needs.
- Has a history of providing strong policy recommendations to a governing body.
- Able to clearly translate City Commission policy into tangible, achievable, measurable outcomes for staff to implement.
- Holds staff accountable for implementing and achieving Commission adopted policies.
- Keep the Mayor and City Commission Members informed.
- Assists the Mayor and City Commission in building community trust.
- Experienced in redevelopment of an urban City.



## How to Apply

**Interested candidates should send a letter of interest and resume electronically to:**

Joanna Flores, City Clerk  
City of Opa-locka  
Email: [jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)

Letter of interest and resumes to be received not later than 5:00 PM on June 21, 2023.

### **For additional information, please contact:**

Joanna Flores, City Clerk  
City of Opa-locka  
780 Fisherman Street, 4th Floor  
Opa-locka, FL 33054  
Office: 305.953.2800  
Cell: 786.877.4038  
Email: [jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)

The City of Opa-locka is an Equal Opportunity Employer and encourages veterans, women and minorities to apply. Under the Florida Public Records Act, all applications, cover letters and resumes become a public record upon receipt and are subject to public disclosure.

**RESOLUTION NO. 23-002**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A SEARCH COMMITTEE CONSISTENT WITH CITY OF OPA-LOCKA CODE OF ORDINANCES SECTION 2-8.4; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on April 5, 2022, the City Commission appointed Darvin Williams as Interim City Manager for a term not to exceed nine (9) months starting on April 5, 2022 and ending approximately January 5, 2023; and

**WHEREAS**, the City of Opa-Locka City Commission desires to conduct a search for a permanent City Manager; and

**WHEREAS**, Section 2-8.4 of the City of Opa-Locka's Code of Ordinance (applicable code) requires a five member search committee for the purpose of soliciting, screening and recommending candidates for the position of city manager and all other appointed city officials; and

**WHEREAS**, the applicable city code also provides that the City Commission may serve as the City's search committee and City Commission desires to appoint itself as the search committee with the sole authority to select a permanent City Manager for the City of Opa-Locka; and

**WHEREAS**, within seven (7) days, the City Commission hereby authorizes the City Clerk to engage with the Florida League of Cities, the Florida City and County Management Association or other similar group to obtain a viable solicitation document that can be utilized for the search of a permanent city manager; and

**WHEREAS**, the solicitation document shall be presented to the City Commission at or before its January 25, 2023 Regular Commission meeting for Commission approval; and

**WHEREAS**, thereafter, City Commission will make all efforts to review applications, conduct interviews and select a permanent City Manager.

**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 establishes a search committee consistent with City of Opa-Locka Code of Ordinances Section 2-8.4 and further authorizes the City Clerk to engage with the Florida League of Cities, the Florida City and County Management Association or other similar group to obtain a viable solicitation document that can be utilized for the search of a permanent city manager and presented no later than January 25, 2023 regular City Commission meeting.

**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.

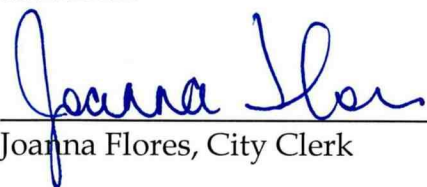
**SECTION 4. EFFECTIVE DATE**

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 11<sup>th</sup> day of January, 2023.

  
\_\_\_\_\_  
John Taylor, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Joanna Flores, City Clerk

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

  
\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.

Moved by: Commissioner Kelley

Seconded by: Vice Mayor Ervin

**VOTE:** 5-0

|                       |     |
|-----------------------|-----|
| Commissioner Bass     | YES |
| Commissioner Kelley   | YES |
| Commissioner Williams | YES |
| Vice Mayor Ervin      | YES |
| Mayor Taylor          | YES |

**RESOLUTION NO. 23-XXXX**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE EVALUATION TOOL FOR CHARTER POSITIONS OF THE CITY, ATTACHED HERETO; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Opa-Locka desires to formulate an evaluation process to identify key performance areas for the City Manager, City Clerk and City Attorney; and

**WHEREAS**, pursuant to Resolution 23-020, the City Clerk engaged various organizations for both City Manager and City Clerk evaluation tools; and

**WHEREAS**, no evaluation tool could be located for a contracted City Attorney, however, an evaluation tool utilized for the salaried employee position of a City Attorney in a nearby City is being presented for City Commission consideration; and

**WHEREAS**, the City Commission finds it in the best interest of the City and its residents to approve and adopt certain evaluation tools, attached hereto as Exhibit "A".

**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 hereby approves and adopts the evaluation tool for City of Opa-Locka Charter Positions, attached hereto as Exhibit "A".

**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 and approval 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) |



## HUMAN RESOURCES DEPARTMENT

780 FISHERMAN STREET, 4TH FL • OPA-LOCKA, FLORIDA 33054

•PHONE: 305-953-2868 • WWW.OPA-LOCKAFL.GOV

### CITY ADMINISTRATOR EVALUATION FORM

Use the following rating scale to evaluate overall performance on each individual item listed under each category:

| 1                                     | 2 | 3                             | 4 | 5                               |
|---------------------------------------|---|-------------------------------|---|---------------------------------|
| <b>Does Not Meet<br/>Expectations</b> |   | <b>Meets<br/>Expectations</b> |   | <b>Exceeds<br/>Expectations</b> |

#### **Category 1: RELATIONS WITH GOVERNING BODY/PROVIDING INFORMATION**

| Item No. | Item                                                                                                                                     | Rating |
|----------|------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.       | Keeps the Commission informed in an appropriate and timely manner about matters critical to the Commission's policy making role.         |        |
| 2.       | Provides information on an equal basis to all Commission members.                                                                        |        |
| 3.       | Anticipates and follows up promptly on Commission requests for information or action without having to be reminded.                      |        |
| 4.       | Available to the Commission on official business either personally or through designated subordinates.                                   |        |
| 5.       | Reports departmental and staff activities to the Commission in an appropriate and timely manner.                                         |        |
| 6.       | Advises the Commission of relevant legislation and developments in the area of public policy affecting the City of Opa-locka.            |        |
| 7.       | Developed, or is in the process of developing, comprehensive understanding of the problems and issues existing in the City of Opa-locka. |        |
| 8.       | Considers all available alternatives before making recommendations to the Commission.                                                    |        |
| 9.       | Anticipates, plans and prioritizes future needs and programs recognizing the potential problems confronting the City.                    |        |
| 10.      | Carries out directives of the Commission as a whole rather than those of any individual Commission member.                               |        |

#### **Category 1 Comments:**

**Category 2: ORGANIZATIONAL RELATIONS**

**A. FISCAL MANAGEMENT**

| Item No.                               | Item                                                                                                                                                                                  | Rating |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.                                     | Develops and administers a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Commission in its decision making role. |        |
| 2.                                     | Controls operational and capital costs through adequate budgetary controls and the judicious/economical utilization of manpower, material and equipment.                              |        |
| 3.                                     | Provides the Commission with timely and sufficient reports on the financial status of the Town government in accordance with the Charter and requirements of the Commission.          |        |
| <b>Category 2 Section A. Comments:</b> |                                                                                                                                                                                       |        |

**B. PERSONNEL MANAGEMENT**

| Item No.                               | Item                                                                                                                                                                                                                                                           | Rating |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.                                     | Effectuates sound personnel selection and placement policies.                                                                                                                                                                                                  |        |
| 2.                                     | Recruits and retains competent personnel for City positions.                                                                                                                                                                                                   |        |
| 3.                                     | Communicates organizational values, directions, and expectations.                                                                                                                                                                                              |        |
| 4.                                     | Creates an environment for organizational and employee learning.                                                                                                                                                                                               |        |
| 5.                                     | Motivates personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives, and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public. |        |
| 6.                                     | Promotes and supports the “public service role” for all City employees emphasizing exemplary performance.                                                                                                                                                      |        |
| 7.                                     | Creates an environment that fosters and requires legal and ethical behavior.                                                                                                                                                                                   |        |
| 8.                                     | Assumes responsibility for staff performance.                                                                                                                                                                                                                  |        |
| 9.                                     | Treats all City personnel in a fair and equitable manner.                                                                                                                                                                                                      |        |
| 10.                                    | Organizes and manages work and jobs to promote cooperation, initiative, empowerment, innovation, and organizational culture.                                                                                                                                   |        |
| 11.                                    | Motivates employees to develop and utilize their full potential.                                                                                                                                                                                               |        |
| <b>Category 2 Section B. Comments:</b> |                                                                                                                                                                                                                                                                |        |

**Category 2: ORGANIZATIONAL RELATIONS (continued)**

**C: MANAGING THE ORGANIZATION**

| <b>Item No.</b> | <b>Item</b>                                                                                                                                                       | <b>Rating</b> |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.              | Executes the policies adopted by the Commission in a timely and appropriate fashion.                                                                              |               |
| 2.              | Plans and executes organizational priorities in a manner reflective of the City's stated mission and goals, and satisfactory to the Commission.                   |               |
| 3.              | Analyzes organizational problems or issues and identifies causes, reasons, implications, and solutions employing all available technologies, systems and methods. |               |
| 4.              | Executes the short and long-term goals and objectives of the City in a timely and effective manner.                                                               |               |
| 5.              | Communicates effectively, clearly, easily, and to the point.                                                                                                      |               |
| 6.              | Demonstrates sensitivity to the opinions and concerns of others in and outside the organization.                                                                  |               |
| 7.              | Emphasizes the importance of teamwork and leadership in his/her relationship with the organization, and serves as a role model for personnel.                     |               |
| 8.              | Accepts new ideas and suggestions for change.                                                                                                                     |               |
| 9.              | Adapts to and deals effectively with unanticipated conditions and situations.                                                                                     |               |
| 10.             | Presents and utilizes innovative solutions to conditions and situations affecting the City.                                                                       |               |
| 11.             | Keeps informed on legislative issues that may affect the City.                                                                                                    |               |
| 12.             | Sets and deploys organizational values, short- and longer-term directions, and performance expectations.                                                          |               |
| 13.             | Creates an environment for empowerment, innovation, and organizational agility.                                                                                   |               |
| 14.             | Implements organization-wide strategic planning process.                                                                                                          |               |
| 15.             | Selects, collects, aligns, and integrates data and information for tracking daily operations and for tracking overall organizational performance.                 |               |
| 16.             | Keeps data and information availability mechanisms, including software and hardware systems, current with organizational needs and directions.                    |               |
| 17.             | Capitalizes on the diverse ideas, cultures, and thinking of employees and the community with which the organization interacts.                                    |               |
| 18.             | Addresses workplace health, safety, and security.                                                                                                                 |               |

**Category 2 Section C. Comments:**

**Category 3: RELATIONS WITH THE PUBLIC**

| Item No.                    | Item                                                                                                                                                | Rating |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.                          | Handles disputes or complaints involving citizens in an effective, equitable, and timely manner.                                                    |        |
| 2.                          | Makes himself/herself available and visible to the citizens of Opa-locka in an appropriate manner.                                                  |        |
| 3.                          | Presents Council policies and positions on issues to the citizens and City organization accurately, equitable, and effectively.                     |        |
| 4.                          | Directs sufficient public credit to the Commission in its role as the Governing Body.                                                               |        |
| 5.                          | Anticipates public concerns with current and future services, programs, and operations and prepare for these concerns in a proactive manner         |        |
| 6.                          | Ensures workplace preparedness for emergencies or disasters and seek to ensure organizational continuity for the benefit of citizens and employees. |        |
| <b>Category 3 Comments:</b> |                                                                                                                                                     |        |

**Category 4: RELATIONS WITH OTHER GOVERNMENTS**

| Item No.                    | Item                                                                                                                                               | Rating |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.                          | Deals effectively with other governmental agencies at all levels in representing the City of Opa-locka.                                            |        |
| 2.                          | Develops and administers an effective program of grantsmanship.                                                                                    |        |
| 3.                          | Cooperates with neighboring communities and maintains open communication with other municipalities in areas that may affect or relate to the City. |        |
| <b>Category 4 Comments:</b> |                                                                                                                                                    |        |

***List any goals, achievements, objectives:***

*Additional information/comments may be attached at the option of the evaluator.*

**OVERALL RATING:** \_\_\_\_\_

\_\_\_\_\_  
**Commission Member (Please Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Evaluation Was Completed**



City of Opa-locka  
City Clerk Performance Evaluation  
**INSTRUCTIONS**

This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section.

Score sheet. Each of the categories contains multiple statements that describe a behavior standard in that category. For each statement, rate the City Clerk's performance along the following scale.

- 5 = excellent (almost always exceeds the performance standard)
- 4 = above average (generally exceeds the performance standard)
- 3 = average (generally meets the performance standard)
- 2 = below average (usually does not meet the performance standard)
- 1 = poor (rarely meets the performance standard)

If you do not have enough information to rate the City Clerk on a particular characteristic, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that characteristic will be recorded.

Narrative comments. At the end of the form, you will have an opportunity to respond to specific questions, and to provide any other comments you believe appropriate and pertinent to the City Clerk's evaluation. Please write legibly or attach a printed Word document.

Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached. Sign and date below. All evaluations submitted prior to the deadline will be included in a summary prepared for future Commission discussion.

\_\_\_\_\_  
Commission Member's Name

Each Commission Member should complete this evaluation form, sign it in the space below, and return it to the City Clerk. Evaluations will be summarized by the City Clerk and provided to the Mayor and Commission Members as report for future individual discussion and/or at a future City Commission Meeting as necessary.

\_\_\_\_\_  
Commission Member's Signature

\_\_\_\_\_  
Date Submitted

**PERFORMANCE CATEGORY  
SCORING**

**1. INDIVIDUAL CHARACTERISTICS**

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, “self-starter”
- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Exhibits composure and attitude appropriate for the position

**2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

**3. CITY CLERK FUNCTIONS**

- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Helps the Commission address future needs and develop adequate plans to address long term trends
- \_\_\_\_\_ Attends all regular and special meetings of City Commission and successfully provides accurate official minutes of the proceedings.
- \_\_\_\_\_ Manages municipal elections, and exhibits knowledge of principles and practices of municipal code and pertinent election law.
- \_\_\_\_\_ Ability to meet and serve the public with tact and creditability.

#### **4. REPORTING & RECORDS**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Effectively manages records and indexing of records for public use.
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

#### **5. FISCAL MANAGEMENT**

- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the department

#### **6. STAFFING & SUPERVISION**

- \_\_\_\_\_ Manages staff effectively
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among staff members
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the staff level
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- \_\_\_\_\_ Promotes training and development opportunities at all levels of the organization

## NARRATIVE EVALUATION

What would you identify as the City Clerk's strengths, expressed in terms of the principal results achieved during the rating period?

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What performance areas would you identify as most critical for improvement?

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What suggestions or assistance can you offer the City Clerk to improve performance?

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What other comments do you have for the City Clerk (for example, about priorities, expectations, goals, or specific objectives for the next year)?

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## CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET

Rate each item from 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

### I. LEGAL CONSULTATION

- \_\_\_\_\_ A. Has legal advice provided by the City Attorney proven to be accurate And technically correct?
- \_\_\_\_\_ B. Does the City Attorney provide her best and honest recommendations given all existing legal issues and ramifications?
- \_\_\_\_\_ C. Does the City Attorney possess and provide an efficient and effective Knowledge of the City's Municipal Code and regulations?
- \_\_\_\_\_ D. Does the City Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City?
- \_\_\_\_\_ E. Does advice provided by the City Attorney regularly consider and balance the overall goals and objectives of the City?
- \_\_\_\_\_ F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise?
- \_\_\_\_\_ G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- \_\_\_\_\_ H. Are alternatives and innovative solutions provided rather than just raising problems?
- \_\_\_\_\_ I. Is the City Attorney able to maintain the City Commission's confidence while informing them of the different legal risks that proposed actions might generate?

### II. LEGAL REPRESENTATION

- \_\_\_\_\_ A. Does the City Attorney aggressively represent the interests of the City as directed by the City Commission?

- \_\_\_\_\_ B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- \_\_\_\_\_ C. Does the City Attorney represent the City in a professional and ethical manner?
- \_\_\_\_\_ D. Is the City Attorney impartial and objective in her duties and responsibilities?
- \_\_\_\_\_ E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

### III. STAFF WORK

- \_\_\_\_\_ A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Commission, or at the request of the City Manager?
- \_\_\_\_\_ B. Does the City Attorney maintain good working relationships and serve as an effective member of the management team?
- \_\_\_\_\_ C. Does the City Attorney accurately identify and address all legal issues within documents and items that she reviews?
- \_\_\_\_\_ D. Are staff and the City Commission advised of key changes in municipal law as it pertains to the City's activities?
- \_\_\_\_\_ E. Does the City Attorney display a positive attitude in carrying out her responsibilities and responding to requests?
- \_\_\_\_\_ F. Has the City Attorney been successful in accomplishing objectives previously established?

### IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- \_\_\_\_\_ A. Are regular legal activities achieved within budgetary goals and limits?
- \_\_\_\_\_ B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?
- \_\_\_\_\_ C. Are standard forms developed and used where possible to minimize preparation of legal documentation?

\_\_\_\_\_ D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

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- \_\_\_\_\_ E. Does the City Attorney display the ability and knowledge to research issues in a reasonable amount of time?
- \_\_\_\_\_ G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

V. RESPONSIVENESS/TIMELINESS OF ACTIONS

- \_\_\_\_\_ A. Are requested legal work and assignments completed in a timely manner within established time frames?
- \_\_\_\_\_ B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- \_\_\_\_\_ C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- \_\_\_\_\_ D. Does the City Attorney follow-up effectively to requests that are made?
- \_\_\_\_\_ E. Does the City Attorney accurately interpret and clarify matters at the City Commission's direction?

VI. COMMUNICATIONS

- \_\_\_\_\_ A. Does the City Attorney communicate effectively with the City Commission, staff and the community?
- \_\_\_\_\_ B. Are answers provided in a timely and in an understandable manner?
- \_\_\_\_\_ C. Are timelines for follow-up to requests clearly communicated?
- \_\_\_\_\_ D. Does the City Attorney effectively report to the City Commission communications by project attorneys of a substantive nature regarding significant or sensitive matters?

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General Comments and Rating Regarding City Attorney's Performance:

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Future Goals, Objectives and Areas for Improvement:

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\_\_\_\_\_  
City Mayor/Commissioner signature

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

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**RESOLUTION NO. 23-020**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY CLERK TO ENGAGE WITH THE FLORIDA LEAGUE OF CITIES OR SIMILAR GROUP TO OBTAIN A VIABLE EVALUATION TOOL FOR CITY CHARTER POSITIONS AND SUBMIT SAID EVALUATION TOOL TO THE CITY COMMISSION FOR CONSIDERATION AND APPROVAL; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in order to establish and maintain effective review and oversight, the City Commission desires to establish an evaluation process to review the performance of the City Manager, City Clerk, and City Attorney; and

**WHEREAS**, specifically, the City Commission desires to formulate an evaluation process to identify key performance areas for the City Manager, City Clerk and City Attorney; and

**WHEREAS**, the City Commission of the City of Opa-Locka finds that it is in the best interest of the City and its residents to authorize the City Clerk to engage with the Florida League of Cities or similar groups to obtain a viable evaluation tool for City of Opa-Locka Charter positions with a similar structure for the City Manager, City Clerk, and City Attorney

**WHEREAS**, the evaluation tools shall be submitted to the City Commission for consideration and approval.

**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 hereby authorizes the City Clerk to engage with the Florida League of Cities or similar groups to obtain a viable evaluation tool for City of Opa-Locka Charter positions with a similar structure for the City Manager, City Clerk, and City Attorney

**SECTION 3. SCRIVENER'S ERRORS.**

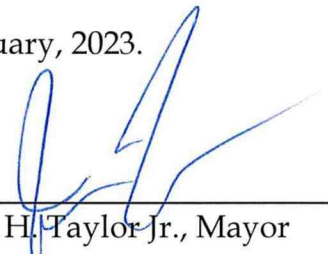
Sections of this Resolution may be renumbered or re-lettered and corrections of

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.

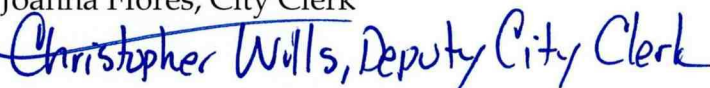
**SECTION 4. EFFECTIVE DATE**

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

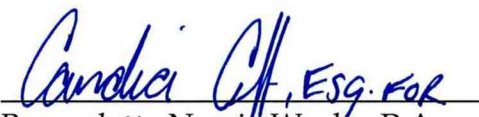
**PASSED and ADOPTED** this 8<sup>th</sup> day of February, 2023.

  
\_\_\_\_\_  
John H. Taylor Jr., Mayor

ATTEST:

  
\_\_\_\_\_  
Joanna Flores, City Clerk  
  
Christopher Wills, Deputy City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.  
City Attorney

Moved by: Commissioner Bass

Seconded by: Vice Mayor Ervin

VOTE: 5-0

|                       |     |
|-----------------------|-----|
| Commissioner Bass     | YES |
| Commissioner Kelley   | YES |
| Commissioner Williams | YES |
| Vice Mayor Ervin      | YES |
| Mayor Taylor          | YES |



## City of Opa-locka Agenda Cover Memo

|                                                    |                                                            |                   |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                 |                    |
|----------------------------------------------------|------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>City Manager:</b>                               | Darvin Williams                                            |                   | <b>CM Signature:</b>                                                                                                                                                                                                                                                                                                                           | <div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small><br/> <div style="text-align: center;"> <br/>           Darvin Williams         </div> </div> |                    |
| <b>Commission Meeting Date:</b>                    | 02.08.2023                                                 | <b>Item Type:</b> | <b>Resolution</b>                                                                                                                                                                                                                                                                                                                              | <b>Ordinance</b>                                                                                                                                                                | <b>Other</b>       |
|                                                    |                                                            | (Enter X in box)  | X                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                 |                    |
| <b>Fiscal Impact:</b><br>(Enter X in box)          | Yes                                                        | No                | <b>Ordinance Reading:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                                  | <b>1st Reading</b>                                                                                                                                                              | <b>2nd Reading</b> |
|                                                    |                                                            | X                 | <b>Public Hearing:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                                     | Yes                                                                                                                                                                             | No                 |
|                                                    |                                                            |                   |                                                                                                                                                                                                                                                                                                                                                | X                                                                                                                                                                               | X                  |
| <b>Funding Source:</b><br><br>Account# :           | (Enter Fund & Dept)<br>Ex:<br>See Financial Impact Section |                   | <b>Advertising Requirement:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                            | Yes                                                                                                                                                                             | No                 |
|                                                    |                                                            |                   |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                 | X                  |
| <b>Contract/P.O. Required:</b><br>(Enter X in box) | Yes                                                        | No                | <b>RFP/RFQ/Bid#:</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                 |                    |
|                                                    | X                                                          |                   |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                 |                    |
| <b>Strategic Plan Related</b><br>(Enter X in box)  | Yes                                                        | No                | <b>Strategic Plan Priority Area:</b><br>Enhance Organizational <input type="checkbox"/><br>Bus. & Economic Dev <input type="checkbox"/><br>Public Safety <input type="checkbox"/><br>Quality of Education <input type="checkbox"/><br>Qual. of Life & City Image <input checked="" type="checkbox"/><br>Communication <input type="checkbox"/> | <b>Strategic Plan Obj./Strategy:</b><br>(list the specific objective/strategy this item will address)                                                                           |                    |
|                                                    | X                                                          |                   |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                 |                    |
| <b>Sponsor Name</b>                                | Mayor Taylor                                               |                   | <b>Department:</b>                                                                                                                                                                                                                                                                                                                             | City Commission                                                                                                                                                                 |                    |

### Short Title:

A resolution authorizing the City Clerk to engage with the Florida League of Cities, the Florida City and County Management Association or other similar groups to obtain a viable evaluation tool for Charter Positions (City Manager, City Clerk, and City Attorney).

### Staff Summary:

In order to establish and maintain effective relations, it is essential that the City Commission establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the City Manager, City Clerk, and City Attorney. This evaluation focuses on how effectively the employee is accomplishing the goals established by the City Commission and how the responsibilities in key performance areas are being carried out.

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

**Proposed Action:**

Prepare and submit an evaluation tool to the City Commission for approval.

**Attachment:**

**RESOLUTION NO. 23-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE ANNUAL SCHOLARSHIP POLICY AND APPLICATION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on March 8, 2023, pursuant to Resolution 23-029, the City Commission of the City of Opa-Locka ("City Commission") directed the Interim City Manager to develop an Annual Scholarship Policy to annually award scholarships to five (5) high school seniors; and

**WHEREAS**, the Policy has been established to also include an evaluation committee, a timeline for advertising, an application process, qualifications, and requirements; and

**WHEREAS**, the City Commission desires to establish an Annual Scholarship Policy and Application as set forth in Exhibit "A" hereto; and

**WHEREAS**, the City Commission finds it in the best interest of the City of Opa-Locka and its residents to approve the Annual Scholarship Policy and Application, attached hereto as Exhibit "A".

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

**SECTION 1. RECITALS**

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 Annual Scholarship Policy and Application, attached hereto as Exhibit "A".

**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

|                                                                   |                                                                            |           |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                      |                  |                               |              |
|-------------------------------------------------------------------|----------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------|--------------|
| <b>City Manager:</b>                                              | Darvin Williams                                                            |           |                                                                                                                                                                                                                                                                                                                                                | <b>CM Signature:</b>                                                                                                 |                  |                               |              |
| <b>Commission Meeting Date:</b>                                   | 05.17.2023                                                                 |           | <b>Item Type:</b><br><small>(Enter X in box)</small>                                                                                                                                                                                                                                                                                           | <b>Resolution</b>                                                                                                    | <b>Ordinance</b> |                               | <b>Other</b> |
|                                                                   |                                                                            |           |                                                                                                                                                                                                                                                                                                                                                | X                                                                                                                    |                  |                               |              |
| <b>Fiscal Impact:</b><br><small>(Enter X in box)</small>          | <b>Yes</b>                                                                 | <b>No</b> | <b>Ordinance Reading:</b><br><small>(Enter X in box)</small>                                                                                                                                                                                                                                                                                   | <b>1<sup>st</sup> Reading</b>                                                                                        |                  | <b>2<sup>nd</sup> Reading</b> |              |
|                                                                   | X                                                                          |           |                                                                                                                                                                                                                                                                                                                                                | <b>Yes</b>                                                                                                           | <b>No</b>        | <b>Yes</b>                    | <b>No</b>    |
|                                                                   |                                                                            |           |                                                                                                                                                                                                                                                                                                                                                | <b>Public Hearing:</b><br><small>(Enter X in box)</small>                                                            |                  | X                             |              |
| <b>Funding Source:</b><br><br><small>Account#:</small>            | <small>(Enter Fund &amp; Dept)</small><br>Ex: See Financial Impact Section |           | <b>Advertising Requirement:</b><br><small>(Enter X in box)</small>                                                                                                                                                                                                                                                                             | <b>Yes</b>                                                                                                           |                  | <b>No</b>                     |              |
|                                                                   |                                                                            |           |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                      |                  | X                             |              |
| <b>Contract/P.O. Required:</b><br><small>(Enter X in box)</small> | <b>Yes</b>                                                                 | <b>No</b> | <b>RFP/RFQ/Bid#:</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                                      |                  |                               |              |
|                                                                   |                                                                            | X         |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                      |                  |                               |              |
| <b>Strategic Plan Related</b><br><small>(Enter X in box)</small>  | <b>Yes</b>                                                                 | <b>No</b> | <b>Strategic Plan Priority Area:</b><br>Enhance Organizational <input type="checkbox"/><br>Bus. & Economic Dev <input type="checkbox"/><br>Public Safety <input type="checkbox"/><br>Quality of Education <input type="checkbox"/><br>Qual. of Life & City Image <input checked="" type="checkbox"/><br>Communication <input type="checkbox"/> | <b>Strategic Plan Obj./Strategy:</b><br><small>(list the specific objective/strategy this item will address)</small> |                  |                               |              |
|                                                                   | X                                                                          |           |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                      |                  |                               |              |
| <b>Sponsor Name</b>                                               | City Manager                                                               |           | <b>Department:</b>                                                                                                                                                                                                                                                                                                                             | City Manager                                                                                                         |                  |                               |              |

### Short Title:

A resolution of the City Commission of the City of Opa-locka presenting the Annual Scholarship Policy for approval pursuant to Resolution 23-029.

### Staff Summary:

On March 8, 2023, the City Commission adopted Resolution 23-029 directing the Interim City Manager to develop an Annual Scholarship Policy to annually award scholarships for five high school seniors. The policy has been established to also include an evaluation committee, a timeline for advertising, application process, qualifications, and requirements. The draft policy and application were submitted to the members of the City Commission for review and feedback. This resolution is for final approval of the policy.

**Financial Impact** – The Adopted FY 23 Annual Budget included \$5,000 for this program in Account 10-511545.

|                         |
|-------------------------|
| <b>Proposed Action:</b> |
|-------------------------|

It is recommended that the City Commission approve the Annual Scholarship Policy pursuant to Resolution 23-029.

|                    |
|--------------------|
| <b>Attachment:</b> |
|--------------------|

Resolution 23-029  
Opa-locka Annual Scholarship Policy and Application  
Class of 2023 Scholarship Advertisement



## OPA-LOCKA ANNUAL EDUCATIONAL SCHOLARSHIP POLICY

### Objective

The City of Opa-locka has established a scholarship fund to provide financial assistance to qualified high school seniors who wish to pursue post - secondary education by disbursing educational scholarships. The scholarship amount is to be dependent upon the annual budget allocation. Applicants who reside in the City of Opa-locka meeting all the requirements will be eligible to receive an award.

### Guidelines

Applications can be obtained online at [www.opalockafl.gov](http://www.opalockafl.gov) or at City of Opa-locka City Clerk' s Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida. Applications must be filled out completely. Any incomplete applications will be disqualified from the application process.

All applicants must submit the following:

- Completed application.
- Three (3) reference letters from non-relatives. **At least one letter must be from a school official.**
- One (1) official transcript.
- Essay- Addressing educational goals and community involvement (750 words maximum)

### Qualifications:

- Must be a resident of Opa-locka.
- Must be a high school senior.
- A minimum cumulative GPA of 2.75.
- Demonstrate leadership at school or in the community.

### Requirements:

All applicants awarded a scholarship will be required to provide proof of acceptance to an accredited college, university, or trade school. A receipt of registration verification is required before any funds are disbursed directly



to the applicant's school of choice. If evidence is not provided the scholarship is forfeited.

### **Timeline:**

Advertisement: Notification will be advertised for a two-week period

Submissions must be received by 5pm on the last day of advertisement.

Application review: Review will commence the following business day after submission and continue for 7 business days.

Selection Date – Recipients will be identified on the final day of the application review period.

Presentation Date – Recognition and funds will be disturbed at the next RCM following selection.

### **Proof of Residency**

Awardees will be required to provide two (2) proofs of residency. Proofs must be documented under the applicant's parent/ guardian's name.

Acceptable supporting documentation of residency include:

- Utility Bill
- Driver's license or Identification
- Passport

### **Basis for Selection**

Applicants will be selected based on the following items:

- Academic Achievement.
- Dedication to extracurricular activities and or community involvement.
- One -page essay
- Interview

Each application will be evaluated and ranked based on the above selection criteria. Applications will be reviewed by the Scholarship Selection Committee consisting of members of the City of Opa-locka Community



Relations, Recreations and Activities Advisory Board. All decisions of the committee will be final.

### **Disbursement of Awards**

The City will distribute funds directly to the applicant's school of choice upon receipt of registration verification to an accredited college or university.

### **General Scholarship Program Conditions:**

- a. The City reserves the right to withdraw or cancel the Scholarship Program at any time without prior notice.
- b. The City reserves the right to postpone the Scholarship Program at any time.
- c. The City reserves the right to seek clarification of information submitted in response to the Scholarship Program Application.
- d. The City reserves the right to modify the Scholarship Program as it deems necessary.
- e. Any material misrepresentations made by the applicant(s) will void the application and eliminate the applicant from further consideration.
- f. The City reserves the right to take all reasonable and appropriate steps to recover diverted funds.

For More Information Questions regarding this scholarship application should be submitted to:

**Joanna Flores, City Clerk**  
**City of Opa-locka**  
**780 Fisherman Street, 4<sup>th</sup> Floor.**  
**Opa-locka, FL 33054**  
**(305) 953- 2800 / 2801**  
[jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)



## **CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP APPLICATION**

*Presented by the City of Opa-locka*

NAME

DATE OF BIRTH

HOME ADDRESS

HOME PHONE

EMAIL ADDRESS

CELL PHONE

HIGH SCHOOL

COLLEGE OR UNIVERSITY

**BRIEFLY DESCRIBE YOUR COMMUNITY SERVICE EXPERIENCE, EXTRACURRICULAR AND/OR LEADERSHIP ACTIVITIES (if additional space is required, please attach a separate sheet of paper):**

### **ESSAY REQUIREMENT**

Please attach typed essay (750 words maximum) to this application. Explain in your own words, Why are you a good candidate to receive this award. The student must demonstrate academic achievement and community service commitment and identify future goals.

### **RESIDENCY REQUIREMENT**

Students **MUST** be residents of the City of Opa-locka to qualify for the scholarship. Non-residency is an automatic disqualification.

### **RECOMMENDATION REQUIREMENT**

Please attach three letters of recommendation to this application from non-relatives. At least one letter must be from a school official (i.e. teacher, coach, counselor, school administrator, etc).

### **TRANSCRIPT REQUIREMENT**

Please attach an official sealed high school transcript to this application. Please request your Social Security number be redacted.

APPLICANT'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE

# CITY OF OPA-LOCKA



Class of 2023

*Scholarships  
are available*

5 STUDENTS WILL EACH BE AWARDED \$1000

APPLICATIONS ARE AVAILABLE ONLINE AT [WWW.OPALOCKAFL.GOV](http://WWW.OPALOCKAFL.GOV)  
SUBMISSIONS ARE DUE BY FRIDAY, MAY 26 AT 12 PM

ELIGIBLE APPLICANTS MUST:

- BE A RESIDENT OF OPA-LOCKA
- BE A GRADUATING HIGH SCHOOL SENIOR
- HAVE A MINIMUM CUMULATIVE GPA OF 2.75
- DEMONSTRATE LEADERSHIP

FOR MORE INFORMATION CONTACT:  
ASHLEY WALKER  
(786) 684-6245  
[AWALKER@OPALOCKAFL.GOV](mailto:AWALKER@OPALOCKAFL.GOV)

**RESOLUTION NO. 23-029**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO DEVELOP AN ANNUAL SCHOLARSHIP POLICY TO AWARD SCHOLARSHIPS TO FIVE (5) HIGH SCHOOL SENIORS AND ESTABLISH AN EVALUATION COMMITTEE, A TIMELINE FOR ADVERTISEMENT, AND AN APPLICATION PROCESS SETTING FORTH REQUIREMENTS AND QUALIFICATIONS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on August 5, 2022, the City of Opa-Locka ("City") made five (5) One Thousand Dollar (\$1,000.00) scholarships available for eligible high school seniors. At the end of evaluation process, it was determined that only three applicants met the deadline and requirements for the program. Pursuant to Resolution No. 22-047, only three students were awarded the scholarship funds; and

**WHEREAS**, the City desires to implement an annual scholarship policy that allows the City to budget and disburse five (5) One Thousand Dollar (\$1,000.00) scholarships to eligible high school seniors. This opportunity will help support students as they commence higher education; and

**WHEREAS**, the Annual Scholarship Policy shall be created by way of the City Manager meeting with the Mayor, Vice-Mayor and each city commission member, individually, for input and bringing the policy back to the City Commission for full consideration within thirty (30) days. By adoption of this resolution, the policy shall include the establishment of an evaluation committee; a timeline for advertisement and an application process setting forth requirements and qualifications; and

**WHEREAS**, the City Commission finds it is the best interest of the City to develop an annual scholarship policy to award scholarships to five (5) high school seniors and to establish an evaluation committee, timeline of advertisement, and an application process setting forth requirements and qualifications.

**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 hereby directs the Interim City

Manager to develop an Annual Scholarship Policy to be created by way of the City Manager meeting with the Mayor, Vice-Mayor and each city commission member, individually, for input and bringing the policy back to the City Commission for full consideration within thirty (30) days. By adoption of this resolution, the policy shall include the establishment of an evaluation committee; a timeline for advertisement and an application process setting forth requirements and qualifications.

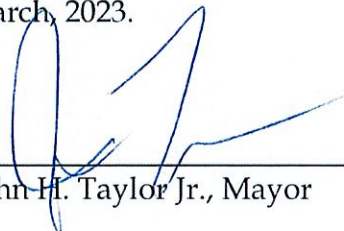
**SECTION 3. SCRIVENER'S ERRORS.**

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.

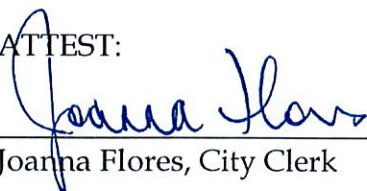
**SECTION 4. EFFECTIVE DATE**

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

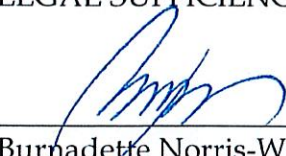
**PASSED and ADOPTED** this 8<sup>th</sup> day of March, 2023.

  
\_\_\_\_\_  
John H. Taylor Jr., Mayor

ATTEST:

  
\_\_\_\_\_  
Joanna Flores, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.  
City Attorney

Resolution No. 23-029

Moved by: Vice Mayor Ervin

Seconded by: Commissioner Kelley

VOTE: 5-0

|                       |     |
|-----------------------|-----|
| Commissioner Bass     | YES |
| Commissioner Kelley   | YES |
| Commissioner Williams | YES |
| Vice Mayor Ervin      | YES |
| Mayor Taylor          | YES |



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

|                                                    |                            |                |                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                       |                  |                    |           |
|----------------------------------------------------|----------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------|
| <b>City Manager:</b>                               | Darvin Williams            |                | <b>CM Signature:</b>                                                                                                                                                                                                                                                                                                                                                 |                                                                                                       |                  |                    |           |
| <b>Commission Meeting Date:</b>                    | 03.08.2023                 |                | <b>Item Type:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                                                                | <b>Resolution</b><br>X                                                                                | <b>Ordinance</b> | <b>Other</b>       |           |
| <b>Fiscal Impact:</b><br>(Enter X in box)          | <b>Yes</b>                 | <b>No</b>      | <b>Ordinance Reading:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                                                        | <b>1st Reading</b>                                                                                    |                  | <b>2nd Reading</b> |           |
|                                                    | X                          |                | <b>Public Hearing:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                                                           | <b>Yes</b><br>x                                                                                       | <b>No</b>        | <b>Yes</b><br>x    | <b>No</b> |
| <b>Funding Source:</b><br><br>Account# :           | (Enter Fund & Dept)<br>Ex: |                | <b>Advertising Requirement:</b><br>(Enter X in box)                                                                                                                                                                                                                                                                                                                  | <b>Yes</b>                                                                                            |                  | <b>No</b><br>x     |           |
| <b>Contract/P.O. Required:</b><br>(Enter X in box) | <b>Yes</b>                 | <b>No</b><br>x | <b>RFP/RFQ/Bid#:</b>                                                                                                                                                                                                                                                                                                                                                 |                                                                                                       |                  |                    |           |
| <b>Strategic Plan Related</b><br>(Enter X in box)  | <b>Yes</b><br>X            | <b>No</b>      | <b>Strategic Plan Priority Area:</b><br>Enhance Organizational <input checked="" type="checkbox"/><br>Bus. & Economic Dev <input type="checkbox"/><br>Public Safety <input type="checkbox"/><br>Quality of Education <input checked="" type="checkbox"/><br>Qual. of Life & City Image <input checked="" type="checkbox"/><br>Communication <input type="checkbox"/> | <b>Strategic Plan Obj./Strategy:</b><br>(list the specific objective/strategy this item will address) |                  |                    |           |
| <b>Sponsor Name</b>                                | Mayor Taylor               |                | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                   | City Commission                                                                                       |                  |                    |           |

**Short Title:**

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to develop a yearly scholarship policy to award scholarships. Additionally, to establish an evaluation committee, timeline of advertisement, application process, qualifications and requirements.

**Staff Summary:**

**History:** On August 5, 2022, the City of Opa-locka made five (5) \$1,000.00 scholarships available for eligible high school seniors. At the end of evaluation process, it was determined that only three applicants met the deadline and requirements. Therefore, only three students were awarded the scholarship funds under Resolution No. 22-047.

**Current Activity:** The purpose is to implement an annual scholarship policy that allows the City of Opa-locka to budget and disburse five (5) \$1,000.00 scholarships to eligible high school seniors. This opportunity will help support students as they commence higher education.

**Current Activity:** The purpose is to implement a yearly scholarship policy that allows the City of Opa-locka to budget and disburse five (5) \$1,000.00 scholarships to eligible high school seniors. This opportunity will help support students as they commence higher education.

The policy will outline the standard procedure such as:

- Qualifications
- Requirements
- Timeframe for advertisement of scholarships.
- Development of an evaluation committee.
- Deadlines and application process.

**Financial Impact** – The annual financial impact for this program is currently budgeted at \$5,000.00.

|                         |
|-------------------------|
| <b>Proposed Action:</b> |
|-------------------------|

Staff recommends the City Commission approve the legislation approving the Interim City Manager to develop a yearly scholarship policy for the awarding of scholarships. Additionally, to establish an evaluation committee, timeline of advertisement, application process, qualifications, and requirements.

|                    |
|--------------------|
| <b>Attachment:</b> |
|--------------------|

Resolution 22-047



## **OPA- LOCKA ANNUAL EDUCATIONAL SCHOLARSHIP PROGRAM**

### **Objective**

The City of Opa- locka has established a scholarship fund to provide financial assistance to qualified high school seniors who wish to pursue post -secondary education through five (5) scholarship opportunities. Applicants who reside in the City of Opa- locka meeting all the requirements will be eligible to receive an award of up to \$ 1, 000.

### **Guidelines**

Applications can be obtained online at [www.opalockafl.gov](http://www.opalockafl.gov) or at City of Opa- locka City Clerk' s Office, 780 Fisherman Street, 4th Floor, Opa- locka, Florida. Applications must be filled out completely. Any incomplete applications will be disqualified from the application process.

All applicants must submit the following:

- Completed application.
- Three (3) reference letters from non -relatives. **At least one letter must be from a school official.**
- One (1) official transcript.
- Essay- Addressing educational goals and community involvement (750 words maximum)

### **Qualifications:**

- Must be a resident of Opa- locka.
- Must be a high school senior.
- A minimum cumulative GPA of 2.75.
- Demonstrate leadership at school or in the community.

### **Requirements:**



All applicants awarded a scholarship will be required to provide proof of acceptance to an accredited college, university or trade school. A receipt of registration verification is required before any funds are disbursed directly to the applicant's school of choice. If evidence is not provided the scholarship is forfeited.

### **Proof of Residency**

Awardees will be required to provide two (2) proofs of residency. Proofs must be documented under the applicant's parent/ guardian's name.

Acceptable supporting documentation of residency include:

- Utility Bill
- Driver's license or Identification
- Passport

### **Basis for Selection**

Applicants will be selected based on the following items:

- Academic Achievement.
- Dedication to extracurricular activities and or community involvement.
- One -page essay
- Interview

Each application will be evaluated and ranked based on the above selection criteria. Applications will be reviewed by the Scholarship Selection Committee consisting of members of the City of Opa- locka Community Relations, Recreations and Activities Advisory Board. All decisions of the committee will be final.

### **Disbursement of Awards**



The City will distribute funds directly to the applicant's school of choice upon receipt of registration verification to an accredited college or university.

**General Scholarship Program Conditions:**

- a. The City reserves the right to withdraw or cancel the Scholarship Program at any time without prior notice.
- b. The City reserves the right to postpone the Scholarship Program at any time.
- c. The City reserves the right to seek clarification of information submitted in response to the Scholarship Program Application.
- d. The City reserves the right to modify the Scholarship Program as it deems necessary.
- e. Any material misrepresentations made by the applicant(s) will void the application and eliminate the applicant from further consideration.
- f. The City reserves the right to take all reasonable and appropriate steps to recover diverted funds.

For More Information Questions regarding this scholarship application should be submitted to:

**Joanna Flores, City Clerk**

**City of Opa- locka**

**780 Fisherman Street, 4<sup>th</sup> Floor.**

**Opa- locka, FL 33054**

**305) 953- 2800 / 2801**

**[jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)**

**RESOLUTION NO. 22-047**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AWARDING THREE (3) ONE THOUSAND DOLLAR (\$1,000.00) SCHOLARSHIPS THROUGH THE CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP PROGRAM, AS SET FORTH IN EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, On August 5, 2022, five (5) One Thousand Dollar student scholarship opportunities were made available to students who met the requirements set forth in Exhibit "A" hereto; and

**WHEREAS**, the deadline for receiving scholarships was 12:00 p.m. on September 23, 2022, and

**WHEREAS**, the City Commission has determined that Ji'yah Toomer, Kimberly Downer and Bernice Pierre-Georges should each be awarded a \$1,000.00 scholarship as applicants who timely applied by the deadline date.

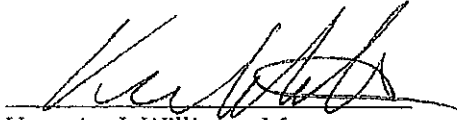
**NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:**

**Section 1.**     **Adoption of Representations.** The above recitals are true and correct and are incorporated into this Resolution by reference.

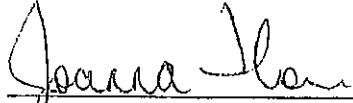
**Section 2.**     **Approval of Scholarship Award.** The City Commission of the City of Opa-locka hereby approves the Educational Scholarship Program Award to Ji'yah Toomer, Kimberly Downer and Bernice Pierre-Georges in the amount of One Thousand Dollars (\$1,000.00) each, and as otherwise consistent with the terms and conditions set forth in Exhibit "A".

**Section 3.**     **Effective Date.**  
This Resolution shall take effect immediately upon adoption by the City Commission of the City of Opa-locka.

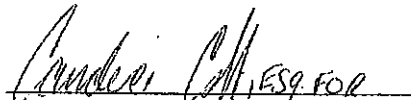
**PASSED** and **ADOPTED** this 5<sup>th</sup> day of October, 2022.

  
Veronica J. Williams, Mayor

**ATTEST:**

  
Joanna Flores, City Clerk

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

  
Burnadette Norris-Weeks, P.A.

Moved by: Vice Mayor Taylor  
Seconded by: Commissioner Bass

|                        |     |
|------------------------|-----|
| <b>VOTE:</b>           | 5-0 |
| Commissioner Bass      | YES |
| Commissioner Davis     | YES |
| Commissioner Dominguez | YES |
| Vice-Mayor Taylor      | YES |
| Mayor Williams         | YES |



## City of Opa-Locka Agenda Cover Memo

|                                                                   |                                                            |           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |                  |                               |            |
|-------------------------------------------------------------------|------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------|------------|
| <b>Office of the City Clerk:</b>                                  | Joanna Flores                                              |           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |                  |                               |            |
| <b>Commission Meeting Date:</b>                                   | 09/28/2022                                                 |           | <b>Item Type:</b><br><small>(Enter X in box)</small>                                                                                                                                                                                                                                                                                    | <b>Resolution</b>                                                                                                    | <b>Ordinance</b> | <b>Other</b>                  |            |
|                                                                   |                                                            |           |                                                                                                                                                                                                                                                                                                                                         | X                                                                                                                    |                  |                               |            |
| <b>Fiscal Impact:</b><br><small>(Enter X in box)</small>          | <b>Yes</b>                                                 | <b>No</b> | <b>Ordinance Reading:</b><br><small>(Enter X in box)</small>                                                                                                                                                                                                                                                                            | <b>1<sup>st</sup> Reading</b>                                                                                        |                  | <b>2<sup>nd</sup> Reading</b> |            |
|                                                                   | x                                                          |           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |                  |                               |            |
|                                                                   |                                                            |           |                                                                                                                                                                                                                                                                                                                                         | <b>Public Hearing:</b><br><small>(Enter X in box)</small>                                                            | <b>Yes</b>       | <b>No</b>                     | <b>Yes</b> |
|                                                                   |                                                            |           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      | x                |                               | x          |
| <b>Funding Source:</b>                                            | <small>(Enter Fund &amp; Dept)</small><br>Ex:<br>10-511545 |           | <b>Advertising Requirement:</b><br><small>(Enter X in box)</small>                                                                                                                                                                                                                                                                      | <b>Yes</b>                                                                                                           |                  | <b>No</b>                     |            |
|                                                                   |                                                            |           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |                  |                               | x          |
| <b>Contract/P.O. Required:</b><br><small>(Enter X in box)</small> | <b>Yes</b>                                                 | <b>No</b> | <b>RFP/RFQ/BI#:</b>                                                                                                                                                                                                                                                                                                                     |                                                                                                                      |                  |                               |            |
|                                                                   |                                                            | x         |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |                  |                               |            |
| <b>Strategic Plan Related</b><br><small>(Enter X in box)</small>  | <b>Yes</b>                                                 | <b>No</b> | <b>Strategic Plan Priority Area:</b><br><br>Enhance Organizational <input type="checkbox"/><br>Bus. & Economic Dev <input type="checkbox"/><br>Public Safety <input type="checkbox"/><br>Quality of Education <input type="checkbox"/><br>Qual. of Life & City Image <input type="checkbox"/><br>Communication <input type="checkbox"/> | <b>Strategic Plan Obj./Strategy:</b><br><small>(list the specific objective/strategy this item will address)</small> |                  |                               |            |
|                                                                   |                                                            | x         |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |                  |                               |            |
| <b>Sponsor Name</b>                                               | City Commission                                            |           | <b>Department:</b><br>City Commission                                                                                                                                                                                                                                                                                                   |                                                                                                                      |                  |                               |            |

### Short Title:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AWARDED THREE (3) ONE THOUSAND DOLLAR (\$1,000.00) SCHOLARSHIPS THROUGH THE CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP PROGRAM, AS SET FORTH IN EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

### Staff Summary:

On August 5, 2022 five (5) \$1,000.00 student scholarship opportunities were made available with a deadline of September 23, 2022. At the time of deadline, only three (3) applicants have applied, Ji'yah

Toomer, Kimberly Downer and Bernice Pierre-Georges. It is recommended that three (3) scholarships be awarded, each in the amount of \$1,000.00 to the three (3) applicants.

**Proposed Action:**

Award (3) student scholarships, in the amount of \$1,000.00 each to Ji'yah Toomer, Kimberly Downer and Bernice Pierre-Georges.

**Attachment:**

1. Opa-locka Educational Scholarship Program
2. Scholarship Announcement
3. Scholarship Flyer



## OPA-LOCKA EDUCATIONAL SCHOLARSHIP PROGRAM

The City of Opa-locka has established a scholarship fund to provide financial assistance to qualified residents who wish to pursue post-secondary education.

The City of Opa-locka Scholarship was created to assist high school seniors advancing in their career through five (5) scholarship opportunities. Applicants who reside in the City of Opa-locka meeting all the requirements will be eligible to receive an award of up to \$1,000. The scholarships may be awarded as follows:

|               |                    |               |
|---------------|--------------------|---------------|
| Opportunity 1 | High School Senior | (5) - \$1,000 |
|---------------|--------------------|---------------|

Applicants are eligible to apply to one of the scholarship opportunities. The City will send awards directly to the applicant's school of choice upon receipt of registration verification to an accredited college, university or trade school to assist in tuition, fees, room & board and books.

### Mission

The mission of the City of Opa-locka Educational Scholarship is to support aspiring graduating high school students looking to achieve a higher education by providing financial assistance.

### Vision

The vision of the City of Opa-locka Scholarship is to provide opportunities for Opa-locka youth to pursue a college education and in turn create future leaders committed to the betterment of the community through citizenship, integrity and community involvement.

### Guidelines

Applications can be obtained online at [www.opalockafl.gov](http://www.opalockafl.gov) or at City of Opa-locka City Clerk's Office, 780 Fisherman Street, 4<sup>th</sup> Floor, Opa-locka, Florida. Applications must be filled out completely. Any incomplete applications will be disqualified from the application process.

All applicants must submit the following:

- Completed Application;
- Three (3) reference letters from non-relatives. At least one letter must be from a school official;
- One (1) official transcript;
- Essay (750 words maximum)

### Qualifications

- Must be a resident of Opa-locka;
- Must be a high school senior;
- A minimum cumulative GPA of 2.75;
- Demonstrate leadership at school or in the community;
- Provide evidence of acceptance to an accredited college, university or trade school; and

### Requirements

All applicants awarded a scholarship must meet the following requirements:

- Proof of Acceptance to Accredited College, University or Trade School

All applicants awarded a scholarship will be required to provide proof of acceptance to an accredited college, university or trade school. A receipt of registration verification is required before any funds are disbursed directly to the applicant's school of choice. If evidence is not provided the scholarship is forfeited.

• Proof of Residency

Scholarship recipients must be residents of the City of Opa-locka. Awardees will be required to provide two (2) proofs of residency. Proofs must be under the applicants name or parent's name if the applicant is a dependent student. Acceptable proofs of Opa-locka residency include but are not limited to:

- Utility Bill
- Driver's License or Identification
- Passport

Basis for Selection

Applicants will be selected based on the following items:

- Academic Achievement;
- Dedication to extracurricular activities and or community involvement;
- One-page essay; and
- Interview

Each application will be evaluated and ranked based on the applicant's academic achievement, community involvement or extracurricular activities, and interview. Applications will be reviewed by the Scholarship Selection Committee consisting of members of the City of Opa-locka Community Relations, Recreations and Activities Advisory Board. All decisions of the committee will be final.

Disbursement of Awards

The City will distribute funds directly to the applicant's school of choice upon receipt of registration verification to an accredited college or university.

GENERAL SCHOLARSHIP PROGRAM CONDITIONS:

- a. The City reserves the right to withdraw or cancel the Scholarship Program at any time without prior notice.
- b. The City reserves the right to postpone the Scholarship Program at any time.
- c. The City reserves the right to seek clarification of information submitted in response to the Scholarship Program Application.
- d. The City reserves the right to modify the Scholarship Program as it deems necessary.
- e. Any material misrepresentations made by the applicant(s) will void the application and eliminate the applicant from further consideration.
- f. The City reserves the right to take all reasonable and appropriate steps to recover diverted funds.

**For More Information**

Questions regarding this scholarship application should be submitted to:

Joanna Flores, City Clerk  
City of Opa-locka  
780 Fisherman Street  
Opa-locka, FL 33054  
(305)953-2800 / 2801  
[jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)



**City of Opa-locka Educational Scholarship Program  
Now Accepting Applications**

**Opa-locka, FL – The City of Opa-locka is excited to announce that we are now accepting applications for the 2022 City of Opa-locka Scholarship Program. Five (5) scholarships in the amount of \$1,000 each will be awarded to the Class of 2022 graduating high school seniors who are residents of the City of Opa-locka.**

**All applications must be received at the Office of the City Clerk, 780 Fisherman Street, 4<sup>th</sup> Floor, Opa-locka, Florida by noon (12:00 P.M.) on Friday, September 23, 2022.**

**Interested High School Seniors should contact the Office of the City Clerk for further information via telephone (305) 953-2800 or email [jflores@opalockafl.gov](mailto:jflores@opalockafl.gov).**



**CITY OF OPA-LOCKA**

# SCH LARSHIPS

*Available*

**SCHOLARSHIPS FOR CLASS OF 2022  
GRADUATING HIGH SCHOOL SENIORS WHO LIVE IN OPA-LOCKA**

**APPLICATIONS AVAILABLE NOW AT [WWW.OPALOCKAFL.GOV](http://WWW.OPALOCKAFL.GOV)**

Submissions due Friday, September 23, 2022 at 12:00 pm

For more information contact:  
Joanna Flores, City Clerk  
Phone: 305.953.2800  
Email: [jflores@opalockafl.gov](mailto:jflores@opalockafl.gov)

