

CITY OF OPA-LOCKA

The City of Bright Opportunities



REGULAR COMMISSION MEETING Agenda

**Wednesday, June 14, 2023
7:00 PM**

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

City Commission

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

Appointed Officials

**Interim City Manager Darvin Williams
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC**

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give your full name and address, and the name and address of the organization you are representing.

There is a three (3) minute time limit for speaker/citizens forum and participation at all city commission meetings and public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If your matter requires more than three (3) minutes, please arrange a meeting or an appointment with the City Clerk prior to the commission meeting. City of Opa-locka Code of Ordinances Section 2-57

DECORUM POLICY

Any person making impertinent or slanderous remarks or who become boisterous while addressing the commission, shall be declared to be out of order by the presiding officer, and shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission be granted by the majority vote of the commission members. City of Opa-locka Code of Ordinances Section 2-58

NOTICE TO ALL LOBBYISTS

Any person appearing in a paid or remunerated representative capacity before the city staff, boards, committees and the City Commission is required to register with the City Clerk before engaging in lobbying activities. *City of Opa-locka Code of Ordinances Section 2-18*

FLORIDA STATUTES, CHAPTER 285.0105

"If a person decides to appeal any decision made by the Board, Agency or Commission with respect to the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

PROCEDURES FOR PUBLIC PARTICIPATION

How to watch the meeting

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

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

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

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

AGENDA
REGULAR COMMISSION MEETING
June 14, 2023
7:00 PM

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. INVOCATION:**
- 4. PLEDGE OF ALLEGIANCE:**
- 5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:**
- 6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions)**
- 7. APPROVAL OF AGENDA:**
- 8. APPROVAL OF MINUTES:**
 - Regular Commission Meeting Minutes - May 10, 2023
 - Special Commission Meeting Minutes - May 17, 2023
- 9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:**
- 10. PUBLIC PRESENTATIONS:**
 - State Senator Shevrin D. Jones
 - District 35
 - re: Legislative Update
- 11. CITIZENS' FORUM:**
(Opportunity for discussion of any concerns – please limit to 3 minutes)
- 12. ACTION ITEMS (items from consent agenda pull list):**
- 13. ADMINISTRATION:**

CONSENT AGENDA:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO REESTABLISH AN HONOR GUARD PROGRAM WITHIN THE CITY POLICE DEPARTMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor***
2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO UPDATE THE CITYWIDE HURRICANE READINESS PLAN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor***
3. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO ESTABLISH AN ANNUAL GUN BUYBACK PROGRAM TO SUPPORT GUN VIOLENCE AWARENESS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor***
4. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO EXPLORE THE FEASIBILITY OF ENTERING INTO A MASTER JOINT PARTICIPATION AGREEMENT WITH MIAMI-DADE COUNTY TO CONDUCT CITYWIDE TRADE TRANSACTIONS FOR INFRASTRUCTURE FOR THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor***
5. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AMENDMENT #1 TO THE WW130300 LOAN AGREEMENT WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, RELATING TO THE STATE REVOLVING FUND (SRF) LOAN PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***
6. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RESCINDING RESOLUTION 22-040 AND ACCEPTING THE PROPOSAL OF PROPERTY REGISTRATION CHAMPIONS, LLC D/B/A PROCHAMPS FOR VACANT/ABANDONED/FORECLOSED PROPERTY MANAGEMENT SERVICES, WITHIN THE CITY, PURSUANT TO RFP NO. 22-0906200 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY-FIVE DOLLARS (\$125.00) PER PROPERTY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Williams***

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

1. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT “A”; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***
2. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPALOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A COMMUNITY SPACE LEASE AGREEMENT WITH P-SWAP MENTORSHIP AND SWIM ORGANIZATION, INC. (PSWAP) TO PROVIDE SWIMMING SERVICES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; CONFLICT, SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***

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

1. **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA AMENDING CHAPTER 14 , OF THE CITY OF OPA-LOCKA’S CODE OF ORDINANCES, ENTITLED “NUISANCES” CREATING NEW SECTION 14-13(1) AND SUBSEQUENT NUMERICAL SECTIONS TO BE ENTITLED “REGISTRATION OF FORECLOSURE MORTGAGED PROPERTIES”; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY; PROVIDING FOR REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGEES; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS THE REGULATION, LIMITATION AND REDUCTION OF REGISTRABLE REAL PROPERTY WITHIN THE CITY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND**

**REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION
IN CODE; PROVIDING FOR AN EFFECTIVE DATE (first reading / public
hearing held on May 24, 2023). *Sponsored by Commissioner Williams***

C. RESOLUTION(S):

17. CITY MANAGER'S REPORT:

18. OFFICIAL BOARD REPORTS:

19. MAYOR/COMMISSION REPORTS:

1. Mayor John H. Taylor Jr.
Financial Oversight Update provided by Interim City Manager Darvin Williams
2. Commissioner Joseph L. Kelley
Civil Service Board
Citywide Beautification
Citywide Infrastructure
Ingram Park Re-opening - June 24, 2023

20. OFFICIAL BOARD APPOINTMENTS:

Civil Service Board

- 1 individual appointment (Commissioner Bass)
- 1 individual appointment (Commissioner Williams)

Planning & Zoning Appeals Board

- 1 at-large appointment

Housing Authority and Nuisance Abatement Board

- 1 individual appointment (Mayor Taylor)
- 1 individual appointment (Commissioner Williams)

Local Financial Oversight Board

- 2 at-large appointments

Teen & Young Adult Advisory Board

- 1 individual appointment (Commissioner Bass)
- 1 individual appointment (Commissioner Kelley)

21. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

1. City of Opa-locka Mayor & Commission invite you to Commissioner Joseph L. Kelley's Meet Me Monday, [June 12, 2023](#) at 6:00 PM, Helen Miller Center, 2331 NW 143 Street, Opa-locka, FL.
2. Opa-locka Community Redevelopment Agency Meeting, [Tuesday, June 13, 2023](#) at 6:00 p.m., City of Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.
3. City of Opa-locka Mayor & Commission invite you to Mayor John H. Taylor's Business Luncheon on [Thursday, June 15, 2023](#) from 11 a.m. - 1 p.m., Opa-locka Historic Train Station, 490 Ali Baba Avenue, Opa-locka, FL.
4. City of Opa-locka Mayor & Commission, in partnership with Feeding South Florida, invites the community to a Monthly Free Food Walk-Thru Distribution hosted by Commissioner Joseph L. Kelley, [Friday, June 16, 2023](#) from 10:00 A.M. - 1:00 P.M., first come, first served, at Segal Park, 2331 NW 143 Street, Opa-locka, Florida.
5. City of Opa-locka Mayor & Commission invite you to the Father's Day Fish Fry sponsored by Vice Mayor Natasha L. Ervin on [Friday, June 16, 2023](#) at 12:00 p.m., Ingram Park, 2100 Burlington St, Opa-locka, FL.
6. City of Opa-locka Mayor & Commission invite you to SUPER HERO BINGO sponsored by Mayor John H. Taylor, Jr. on [Friday, June 16, 2023](#) at 6:00 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, FL.
7. City of Opa-locka Residential Color Chart Workshop on [Wednesday, June 21, 2023](#) at 6:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.
8. City of Opa-locka Mayor & Commission invite you to the Re-opening of Ingram Park hosted by Commissioner Joseph L. Kelley, [Saturday, June 24, 2023](#) from 12:00 PM - 4:00 PM, Ingram Park, 2100 Burlington St, Opa-locka, FL.
9. City of Opa-locka Signage & Color Chart Workshop on [Wednesday, June 28, 2023](#) at 6:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.
10. City of Opa-locka Historic Environmental Preservation Board Meeting on [Thursday, June 29, 2023](#) at 7:00 p.m., City of Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.
11. Free aerobics classes sponsored by Mayor John H. Taylor, Jr. [every Monday & Wednesday](#) from 6 p.m. - 7 p.m., Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL.

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

CITY OF OPA-LOCKA
“The city of bright opportunities”

CLERK’S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING
May 10, 2023
7:00 P.M.

1. CALL TO ORDER:

Mayor Taylor called the meeting to order at 7:03 p.m. on Wednesday, May 10, 2023 at the City Commission Chamber, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.

2. ROLL CALL:

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

3. INVOCATION:

The Invocation was led by Commissioner Kelley.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

Proclamation presentation by Mayor Taylor to playwright and director Aurin Squire

Mayor Taylor presented a proclamation to Aurin Squire, recognizing for his work as the director of the play *Defacing Michael Jackson*.

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

Commissioner Williams requested to have Agenda Item 13-1, 13-2, 13-5, 13-7 and 13-9 pulled from the Consent Agenda for discussion.

Vice Mayor Ervin requested to have Agenda Item 13-10 pulled from the Consent Agenda for discussion.

Interim City Manager Williams requested to defer Agenda Item 13-1.

It was moved by Commissioner Williams, seconded by Commissioner Bass, to approve the Consent Agenda.

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

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

It was moved by Commissioner Kelley, seconded by Vice Mayor Ervin, to reconsider the approval of the Consent Agenda.

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

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

Commissioner Kelley requested to have Agenda Item 13-11 pulled from the Consent Agenda for discussion.

It was moved by Commissioner Kelley, seconded by Commissioner Bass, to approve the Consent Agenda.

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

Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes

Commissioner Kelley	Yes
Mayor Taylor	Yes

7. APPROVAL OF AGENDA:

It was moved by Commissioner Kelley, seconded by Commissioner Bass, to approve the Agenda.

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

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

8. APPROVAL OF MINUTES:

Workshop Meeting Minutes - April 5, 2023

It was moved by Commissioner Kelley, seconded by Vice Mayor Ervin to approve the minutes from the Workshop on April 5, 2023.

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

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

Regular Commission Meeting Minutes - April 12, 2023

It was moved by Vice Mayor Ervin, seconded by Commissioner Bass to approve the minutes from the Regular Commission Meeting on April 12, 2023.

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

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

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

There were none.

10. PUBLIC PRESENTATIONS:

There were none.

11. CITIZENS' FORUM:

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

City Clerk Joanna Flores announced the protocol for public participation at City Commission meetings and informed the Commission that former Commissioner Chris Davis had registered to address the Commission virtually

Mayor Taylor opened the Citizens' Forum.

Former Commissioner Audrey Dominguez who resides at 1147 Jann Avenue recalled that when she was a sitting Commissioner the previous year, the Agenda Item for the summer program was delayed by being pulled by the Interim City Manager on July 6th and then it was considered at the July 27th meeting. Ms. Dominguez expressed her hope that a consensus was reached. She then spoke about Agenda Items 13-5 and 13-7, stating that she thinks it is a great idea and that it is well overdue because the color palettes are very old and outdated with not much to choose from. Ms. Dominguez said that when you go to Home Depot to try to connect the colors, they tell you that they don't have the colors and therefore you have to choose something that is different. She added that the commercial color palette needs better choices to get the attention of customers. Ms. Dominguez then thanked Commissioner Kelley for sponsoring the ordinance to designate 22nd Place for former Vice Mayor Dorothy Johnson, stating that she definitely deserves it. She then concluded by asking about Police Officers who are relieved of duty without pay, and inquired when it goes into effect because she got a call about several Police Officers who were relived of duty being paid, and she said that the money should be returned to be used by actual sworn Police Officers who can do overtime.

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

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

- 1. [13-2] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE CITY MANAGER TO ALLOCATE FIFTY THOUSAND DOLLARS (\$50,000.00) FOR IMPLEMENTATION OF A SUMMER YOUTH JOBS PROGRAM WITH SOUTH FLORIDA WORKFORCE INVESTMENT BOARD, PURSUANT TO**

THE TERMS AND CONDITIONS SET FORTH IN EXHIBIT “A”; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor, Cosponsored by Vice Mayor Ervin, Commissioner Bass, Commissioner Kelley and Commissioner Williams*

The above resolution was read by Assistant City Attorney Candice Cobb.

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

Mayor Taylor introduced Agenda Item 12-1, informing the Commission that it is for the summer jobs program. The Mayor thanked City Attorney Norris-Weeks for working with Career Source to come to an agreement on the contract, and he said that he believed there were more provisions that the City Attorney asked for that they agreed to, which he said the Attorney wanted to add on during the Commission Meeting, and he asked her to read them into the record.

City Attorney Norris-Weeks said that she was pleased to report that through her work with their attorneys, Career Source agreed to all of the changes that she suggested. The City Attorney explained that there were 2 that she was waiting to hear back from when the agenda had to be published, and she said that she told them that she would read it into the record. She then said that B 12 would ensure that youth who participate in the program are properly compensated and that all businesses comply with all local, state and federal employment regulations while B 13 would ensure that appropriate federal forms are completed and all taxes and social security payments would be paid. The City Attorney asked that an amendment be incorporated into what the Commission has in front of them, stating that she would then add them and send it to the City Manager for execution, adding that there were a number of different things that were changed in the contract, but assuring the Commission that it is fine to go.

Commissioner Williams referred to the two contracts in terms of what Miami Gardens has provided, and noted that she saw 60 and another 120, asking if there was something they could do because it's the difference of dollars.

City Attorney Norris-Weeks stated that there was an issue where the Miami Gardens is for 3 months and 12 days and the City of Opa-locka's is for 60 days, which she said was a contract from 2 years ago because they didn't have a contract last year as Opa-locka didn't. The City Attorney also pointed out that once the program ends, they're supposed to report on a certain date, and said that the City of Opa-locka's is 3 months later. She then said that she didn't think they were deal killers and stated that they are to be negotiated by the City Manager, not by legal.

Interim City Manager Williams stated that he had spoken with Assistant City Manager Lawson and would see if there had been any correspondence with Assistant City Manager Ellis, because he said that it was the firm time Management was hearing of the issue, adding that they would address it.

City Attorney Norris-Weeks stated that the Manager was copied on the email that was sent to the City Clerk on May 4th.

Commissioner Williams said that she wanted to be clear because she didn't want it to be said that the City of Opa-locka's contract is exactly the same as Miami Gardens when there are some differences between how much they get paid because the Miami Gardens contract allows their students to get paid longer. The Commissioner offered assurances that they want to pass it, but she expressed concerns that they were shorting the kids money, adding that it is huge if they pass it without being aligned to what Miami Gardens has.

Interim City Manager Williams suggested that if it is something that Management can negotiate with Career Source, perhaps they can bring it back as an amendment to the agreement.

Mayor Taylor pointed out that Miami Gardens allocated more money than the City of Opa-locka to the summer jobs program.

City Attorney Norris-Weeks offered a remedy by suggesting that the Commission grant her the authority to lengthen the time as Commissioner Williams said, if they agree.

It was moved by Commissioner Williams, seconded by Commissioner Kelley to amend Agenda Item 12-1 based on the suggestions made by the City Attorney.

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

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

There being no additional discussion, the Agenda Item 12-1 passed by a 5-0 vote.

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

City Clerk Flores reminded the Commission that Item 13-3, which had been passed under the Consent Agenda, had a substitute Item and Agreement.

Mayor Taylor asked if the Commission would have to re-open the Agenda for reconsideration.

City Attorney Norris-Weeks explained that if it was understood by everybody that it is what they were voting on, they don't need to re-open the Agenda.

2. [13-5] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO UPDATE THE APPROVED COLOR PALETTE FOR THE PAINTING OF RESIDENTIAL PROPERTIES AND CREATE A COLOR PALETTE FOR PAINTING COMMERCIAL/BUSINESS PROPERTIES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor*

The above resolution was read by Assistant City Attorney Candice Cobb.

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

Mayor Taylor introduced his proposed legislation by sharing that he has been getting a lot of complaints from Residents who say that the color palette is antiquated and that they would like to see something more vibrant and up to date. The Mayor also said that when he visited the business community, they said the same thing, including that it is not conducive to their business and that they want to see something created just for business purposes.

Commissioner Williams stated that she pulled Agenda Item 12-2 from the Consent Agenda because she was concerned that it was similar to Vice Mayor Ervin's legislation. The Commissioner said that she was a little confused because she recalled that Vice Mayor Ervin mentioned that it was something she wanted to work on about 1 month or 2 months ago. She then quoted Commissioner Bass in terms of putting the cart before the horse and said that she would like to see the workshop for the Businesses and Residents to have a say, and not just placed in the Manager's lap to update the color palette.

Commissioner Bass said that she just had one statement to make, and said that it was called future agenda item.

Commissioner Kelley noted that he was seeing 3 resolutions on the Agenda that relate to business and he shared that he has had it come up at several Meet Me Monday meetings.

The Commissioner suggested that they ought to look at all of that collectively and hear from the Business Community and Residents before they make any changes, adding that they should not even go forward with Agenda Item 12-2. He then said that he also recalled Vice Mayor Ervin mentioning it a while back.

Mayor Taylor said that he didn't remember when Vice Mayor Ervin said that and apologized, offering assurances that it is not a competition and he didn't know where that was coming from. The Mayor reiterated that he had a conversation with a Resident who brought up the issue with the color palette, stating that is why he brought the Item before the Commission. He also shared that he asked the City Attorney to reach out and see if both resolutions could be merged together, because he said that he is not in the business of creating discord. After apologizing once again because he said that he did not want his good to have evil spoken of it, Mayor Taylor said that if it was the will of the Commission and the Vice Mayor wanted him to, he would pull the proposed Item and take a back seat and she can be the principal sponsor because he believes their job is to work together for the Residents.

Vice Mayor Ervin said it was okay.

Commissioner Kelley said that his concern with all of the proposed pieces of legislation, was that they were directing the Manager to do something before they knew what Businesses or Residents want to see, and that it was the reason he couldn't support them anyways.

Commissioner Williams said that she wanted to go back and that she repeated that she recalled that it was Vice Mayor Ervin's thing. The Commissioner then said that she was definitely in line with combining them. She then concluded by stating that she is more than willing to work together on it and reiterated that she heard Vice Mayor Ervin.

Mayor Taylor asked if it would be sufficient for Commissioner Kelley, to combine the Mayor's proposed legislation with Vice Mayor Ervin's proposed legislation, adding that if not, he would pull it and reiterating his commitment that the Vice Mayor could take the lead, because she was heard.

Commissioner Kelley agreed with Commissioner Williams that all of the proposed resolutions about signage and colors were kind of tied together, suggesting that they might want to do a separate meeting for Residents. The Commissioner reiterated that he wants to make sure that they reach out to them before any decisions are made. He added that the word update is challenging, because he said that they don't want to do anything yet.

Mayor Taylor proposed to pull his proposed resolution and when the Commission gets to consider Vice Mayor Ervin's proposed resolution, if she didn't mind, he would propose a friendly amendment to combine it with hers, with the Vice Mayor as the lead to do the workshop and then to update the palette.

Commissioner Williams said that she would definitely pull Agenda Item 13-11 so that the Workshop will be in tandem with the Workshop for the palette.

Mayor Taylor confirmed with the City Attorney that he was pulling Agenda Item 13-5.

3. [13-7] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO PREPARE AND CONDUCT A WORKSHOP WITHIN SIXTY (60) DAYS FOR THE BUSINESS COMMUNITY REGARDING THE COLOR PALETTE; PROVIDING FOR A REPEALER, SEVERABILITY AND EFFECTIVE DATE. *Sponsored by Vice Mayor Ervin*

The above resolution was read by Assistant City Attorney Candice Cobb.

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

Vice Mayor Ervin introduced her proposed resolutions, stating that she thought it was necessary after talking with a couple of business owners who want their businesses to pop and not look like houses. The Vice Mayor said that she decided that a Workshop would be a great thing upon her speaking with the City Manager so that the Business Owners could come out and help create the palette that would be feasible.

Commissioner Kelley said he wanted to hear from Commissioner Williams because she was going to combine her legislation, adding that he would definitely support the amendment. The Commissioner also expressed his hope that the Workshop could be done within 30 days because a lot of businesses are in the midst of upgrades because they are coming to the beginning of a new year and may get funding from various places. He also stressed that they reach the businesses, not via email or text, but really reach them so the Businesses and Residents can come out and have a good discussion, so that the Commission can pass something that works for the City as a whole.

Vice Mayor Ervin said that because she wants all of the Businesses to be notified, she suggested that it be 45 days, if 60 was too much. The Vice Mayor expressed concern that 30 days may not be quite enough to get the mailers and figure out how they're going to get everybody.

Commissioner Kelley pointed out that the City pays a public relations firm \$100,000 and noted that the City of Opa-locka is only 4.2 square miles, but he said that he would defer to whatever number they agreed on.

Vice Mayor Ervin agreed that since the City of Opa-locka has a public relations firm as Commissioner Kelley had pointed out, if they want to go with 30 days, she is okay with it.

Mayor Taylor proposed to amend Agenda Item 12-3 to include Residents in the Workshop and then once there is a consensus, to have the City Manager bring the color palette before the Commission for approval, in addition to reducing the timeline to 45 days. The Mayor then asked the City Attorney to read it into the record in its entirety so that they have a good understanding.

City Attorney Norris-Weeks said that she was looking at the title and stated her understanding that the intent was to direct the Interim City Manager to conduct a Workshop within 45 days for the Residential and Business Community regarding the color palette, assuring the Commission that everything will be consistent with that in the resolution.

It was moved by Mayor Taylor and seconded by Vice Mayor Ervin to amend Agenda Item 12-3 to include Residents in the Workshop and then once there is a consensus, to have the City Manager bring the color palette before the Commission for approval, in addition to reducing the timeline to 45 days.

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

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

There being no additional discussion, Agenda Item 12-3 passed by a 5-0 vote.

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

4. [13-9] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO IMPLEMENT A THREE PERCENT COMPENSATION INCREASE TO CITY EMPLOYEES WHO HAVE NOT

RECEIVED AN INCREASE WITHIN A PERIOD OF TWELVE (12) MONTHS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Kelley*

The above resolution was read by Assistant City Attorney Candice Cobb.

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

Commissioner Kelley introduced his proposed resolution and began by apologizing because in the initial workup of the legislation, he had asked for 2 different scenarios to be presented to his Commission Colleagues, including one for 3% and one for 2% because he said he didn't know how the numbers were going to add up. The Commissioner noted that the one that was presented was for 3% and he said that when he inquired about it during his briefing, he discovered that the 2% had not been done, but said that he understood that it had been given to the Commission that evening. He asked the Manager to not let that happen again with his Staff, because it is the reason they have meetings in advance, to make sure everything is documented. Commissioner Kelley also said that when he is doing something, he wants to make sure his colleagues have the information way in advance, just like he likes to have it. He then pointed out that some City Employees received a pay increase over the last few months to bring them up to a certain level, and that a lot of the Directors have received increases because of their appointments to different positions, but he also said that those in the middle that really do a lot of the work, have not received any compensation increase over a long period of time, which is why he said that he wanted to give it to all of them across the board so that it could not be said that anyone was left out. The Commissioner informed his colleagues that the information in front of them includes where the money would be coming from and he said that he doesn't think it's a lot of money. He went on to say that he thinks it's important that they do it and show all City Employees that they want to compensate them for the work they have done over the years when they have not had any pay increase. Acknowledging that the union employees have received something via their contract, he said that he had hoped that the City could have done a cost of living before the contracts. Commissioner Kelley concluded by stating that he would support the 3%, but he reiterated that he wanted his colleagues to be able to compare the analysis provided by the Budget Department.

Commissioner Williams thanked Commissioner Kelley for proposing the legislation and she then stated that the reason she pulled it is because it kind of bumped heads with the City Manager's legislation, but she said that when the Manager deferred his, she was fine with it. The Commissioner then said that the financial impact on the back of the Cover Memo indicates that the 3% would represent an impact of \$31,000 while the 2% would

represent an impact of \$20,600 and affects 25 staff members. She proceeded to ask if the Commission passes the legislation and the City Manager brings the pay plan back before them, if it would mean that they don't get to see the scales.

Interim City Manager Williams reminded the City Commission that having an adopted pay plan was a finding of the operational audit that was conducted by the State of Florida, and he explained that he is required by that agreement to bring the pay plan back before the Commission for their consideration. Manager Williams then shared his hope that they would be doing so at the next Commission Meeting.

Commissioner Williams asked if both proposed legislations coincided or bumped heads.

Interim City Manager Williams stated that the legislations operate in very different ways, explaining that the percentage increase goes to all employees that have not had an increase regardless of where they are in their scale, including being at the maximum, while the pay plan has a professional contractor take an assessment of all salaries as well as the salaries from surrounding cities and then make recommendations for adjustments. Manager Williams said that if an employee is found not to be at the minimum recommendation, they are given an increase, while those who are within the range, will not have their salaries impacted.

Commissioner Williams asked Interim City Manager Williams to state for the record whether an Employee who is supposed to receive a salary increase of more than 3% based on the proposed pay plan, would receive a supplemental or additional increase, if the Commission passed the 3% increase.

Interim City Manager Williams stated that the proposed pay plan would supplement and not add on. The Manager provided the example of the School Crossing Guards who he said are still less than 3% below, and he said that they would get the 3% and an additional increase to the minimum market rate if the proposed pay plan is implemented.

Commissioner Williams stated that she was now comfortable with moving forward with the legislation.

Commissioner Kelley reiterated that he had not seen the 2% numbers because the Commission had just received it earlier that day. The Commissioner then referenced some of what Interim City Manager Williams alluded to, stating that he thinks they put the whole process ahead of how they should have done it, but said that they are where they are and he still thinks they need to compensate the folks who have not had an increase. He said that the cost of living is the best way to do it across the board for everyone that's impacted.

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

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

5. [13-10] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING EARTH DAY AS AN OBSERVED CITY HOLIDAY; PROVIDING FOR A REPEALER, SEVERABILITY AND EFFECTIVE DATE. *Sponsored by Commissioner Williams*

The above resolution was read by Assistant City Attorney Candice Cobb.

It was moved by Commissioner Williams, seconded by Commissioner Bass to discuss Agenda Item 12-5.

Commissioner Williams introduced her proposed resolution by stating that the goal is to be as sustainable as possible and to make sure that the City observes Earth Day in the future, offering assurances that it does not have a financial impact.

City Attorney Norris-Weeks stated that when she received the legislation, the staff analysis, it just talked about it being a national holiday and referenced the legislation sponsored by Commissioner Bass for national holidays. The City Attorney pointed out that those would be paid holidays, but noted that Commissioner Williams just said that was not her intent, and she said that her understanding from her agenda briefing was that she wanted it to be observed as opposed to a national holiday. She offered to rewrite the legislation, to be consistent with what Commissioner Williams was saying, so that the City is not paying City Staff to be off for that day.

Vice Mayor Ervin said that she had pulled the proposed resolution because she just wanted to know if it had a financial impact or was a day off with pay.

Commissioner Williams stated that she wanted to clarify that when they give agenda items, they're clear, and she said that this was unfortunately not clear. The Commissioner said that when she gave the item, it was never to be an observed holiday or use the word holiday, adding that she made that clear in her agenda briefing as well as before. She reiterated that it was unfortunate that the write-up of the resolution was incorrect, because it was not her intent to say it would be an observed City holiday, but said that it was an observance for the City to observe Earth Day throughout the City.

City Attorney Norris-Weeks said that she wanted to be clear that she gets the information from the staff report, but she offered assurances that it would be corrected.

Commissioner Williams asked if she needed to make an amendment.

City Attorney Norris-Weeks recommended that one be made, to say that it's an observed holiday as opposed to a national holiday.

Commissioner Williams noted that the resolution says observed and not national.

City Attorney Norris-Weeks said that she thought in the body, national is referenced.

It was moved by Commissioner Williams, seconded by Commissioner Kelley to amend the proposed legislation to remove the word national.

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

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

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

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

6. [13-11] A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO CONDUCT A WORKSHOP FOR THE BUSINESS COMMUNITY REGARDING BUSINESS SIGNAGE REQUIREMENTS WITHIN SIXTY (60) DAYS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Williams*

The above resolution was read by Assistant City Attorney Candice Cobb.

It was moved by Commissioner Kelley, seconded by Commissioner Bass to discuss Agenda Item 12-6.

Commissioner Williams introduced her proposed resolution by stating that she had spoken to Businesses about the signage requirements in the City's Code and she said that

it is not clear language. Specifically, the Commissioner said that what the signage should look like, including color and lighting, is not clear. She then said that she wanted to ensure that the Businesses have a voice, and offered to pull her proposed resolution to connect it with the Vice Mayor's Workshop to make it join legislation, and the Commissioner added that after all of the Workshops, they can do the actual resolutions together as well.

Mayor Taylor acknowledged that Commissioner Williams had pulled Agenda Item 12-6.

13. ADMINISTRATION:

CONSENT AGENDA:

- 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE RECOMMENDED UPDATED CITY PAY PLAN FROM EVERGREEN SOLUTIONS, LLC FOR ALL CITY STAFF; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***
- 2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE CITY MANAGER TO ALLOCATE FIFTY THOUSAND DOLLARS (\$50,000.00) FOR IMPLEMENTATION OF A SUMMER YOUTH JOBS PROGRAM WITH SOUTH FLORIDA WORKFORCE INVESTMENT BOARD, PURSUANT TO THE TERMS AND CONDITIONS SET FORTH IN EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor, Cosponsored by Vice Mayor Ervin, Commissioner Bass, Commissioner Kelley and Commissioner Williams***
- 3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LANDSHORE ENTERPRISES, LLC. TO INCLUDE ADDITIONAL SERVICES NEEDED FOR THE ELEVATION OF THE BURLINGTON STREET CANAL BANK, AS DIRECTED BY THE MIAMI-DADE COUNTY DIVISION OF ENVIRONMENTAL RESOURCE MANAGEMENT (DERM) AND REDUCE THE CANAL BANK LINEAR FEET RESTORATION; FURTHER AUTHORIZING A CONTINGENCY BUDGET OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO UPDATE ALL CITY FLAGS AND CREATE A PLAN OF ACTION TO UPDATE ALL CITY MATERIALS CURRENTLY DISPLAYING THE FORMER CITY SEAL WITH THE NEW CITY SEAL TO BE PRESENTED TO THE CITY COMMISSION FOR APPROVAL IN HONOR OF THE CITY'S 97th ANNIVERSARY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor*
5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO UPDATE THE APPROVED COLOR PALETTE FOR THE PAINTING OF RESIDENTIAL PROPERTIES AND CREATE A COLOR PALETTE FOR PAINTING COMMERCIAL/BUSINESS PROPERTIES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor*
6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO CONDUCT A STREET LIGHTING ASSESSMENT AND PRESENT TO THE CITY COMMISSION A PLAN FOR THE INSTALLATION OF ADDITIONAL STREET LIGHTS IN AREAS WHERE LIGHTING IS NOT CURRENTLY IN EXISTENCE OR IS NECESSARY; PROVIDING FOR A RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor*
7. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO PREPARE AND CONDUCT A WORKSHOP WITHIN SIXTY (60) DAYS FOR THE BUSINESS COMMUNITY REGARDING THE COLOR PALETTE; PROVIDING FOR A REPEALER, SEVERABILITY AND EFFECTIVE DATE. *Sponsored by Vice Mayor Ervin*
8. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO REVIEW THE MEMORANDUM OF UNDERSTANDING (MOU) WITH MIAMI-DADE COUNTY REGARDING SOLID WASTE COLLECTION SERVICES AND MAKE RECOMMENDATION TO THE CITY COMMISSION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Kelley*

9. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO IMPLEMENT A THREE PERCENT COMPENSATION INCREASE TO CITY EMPLOYEES WHO HAVE NOT RECEIVED AN INCREASE WITHIN A PERIOD OF TWELVE (12) MONTHS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Kelley*
10. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING EARTH DAY AS AN OBSERVED CITY HOLIDAY; PROVIDING FOR A REPEALER, SEVERABILITY AND EFFECTIVE DATE. *Sponsored by Commissioner Williams*
11. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO CONDUCT A WORKSHOP FOR THE BUSINESS COMMUNITY REGARDING BUSINESS SIGNAGE REQUIREMENTS WITHIN SIXTY (60) DAYS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Williams*
12. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A SETTLEMENT AGREEMENT IN THE CASE OF PELEG GROUP (USA) LLC. V. MIAMI-DADE COUNTY AND CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Attorney*
13. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A SETTLEMENT AGREEMENT IN THE CASE OF LAKEVIEW APARTMENTS LLC, AND L.L.C. LAKEVIEW APARTMENTS V. CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Attorney*

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

14. NEW ITEMS:

There were none.

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A MINIMUM LOT VARIANCE FOR THE CONSTRUCTION OF A FOUR-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT 1300 SESAME STREET AND IDENTIFIED BY FOLIO NUMBER 08-2121-002-1110, IN THE R-3 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

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

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

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

Interim City Manager Williams asked Community Development Department Director Gregory Gay to answer any questions that the Commission may have.

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

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

Community Development Department Director Gregory Gay informed the Commission that the resolution included in Agenda Item 15-A-1 was proposing a variance to the minimum lot size requirement. Director Gay explained that the project is being presented in the R3 zoning district, which is for moderate density multi-family residential. He said that under normal circumstances, the minimum lot size for the type of development being proposed, would be approximately 9,600 square feet and he pointed out that the proposed lot size is about 8,800 square feet and thus is less than 10% of what would be the normal lot size. Mr. Gay said that his Department would like for the Commission to consider approval of the variance, to move the development forward. He concluded by informing the Commission that it was presented before the Planning & Zoning Board, and he also said that the Staff from his Department recommends approval.

Commissioner Kelley asked Community Development Department Director Gregory Gay to reiterate the difference in sizes for the proposed lot.

Community Development Department Director Gregory Gay stated that he believed it was 886 square feet.

Commissioner Kelley expressed concern that they were approving the variance to allow the challenge with parking to keep happening. The Commissioner shared his understanding that the assumption is that there are going to be 2 cars per family, and he said that anybody else ends up parking on the side of the road. He further explained that his concern is that there really is not enough space, despite acknowledging that it looks like a nice development. Commissioner Kelley concluded by pointing out that if they approve the variance, the Commission is actually agreeing, further adding to his concern.

Commissioner Williams echoed the sentiments expressed by Commissioner Kelley about parking, stating that she hates when she sees the word variance. The Commissioner recalled asking about the discussions being had by the Planning & Zoning Board, and she pointed out that they never come before the Commission to give them any feedback. She said that they want to be future thinkers and that if they continue to pass and pass, they are going to have a parking lot. Commissioner Williams once again suggested adding paid street parking, so that they can stop what she referred to as the bleeding that is happening in the City with cars piled up. She concluded by noting that it is something the Commission has been discussing a lot lately, stating that they have to do something different but lamented that they're pretty much always doing the same thing, adding that she is not in favor but would hear from the rest of her Commission colleagues.

Commissioner Bass shared that the property is about 2 minutes away from her house, and she joined Commissioner Williams in recognizing that they are just stacking cars on top of each other. The Commissioner said she seriously has a problem with it, pointing out that it is close to a school. She also pointed out that the Commission talks about beautification, but said that stacking cars is not equivalent to beautification. Commissioner Bass concluded by suggesting that the proposed development could go down to 1 story instead of 4, which she said would require less parking, and said that it does not sit well with her as they are trying to ratify all of the random cars in the City.

Mayor Taylor asked if the developers of the proposed project would be able to bring the Item back before the Commission, if they vote and it fails.

Interim City Manager Williams stated that they absolutely can and he explained that he had pulled the Agenda Item before, and he explained that he had met with the developer and made the recommendation to take it down to 1 story. Manager Williams said that he thought they were moving in that direction, but the developer decided to bring it back before the Commission just as it was.

Mayor Taylor confirmed that Interim City Manager Williams did not want to pull the resolution proposed by Agenda Item 15-A-1.

Interim City Manager Williams confirmed that he did not want to pull the resolution proposed by Agenda Item 15-A-1.

Community Development Department Director Gregory Gay clarified that the proposed variance has nothing to do with the parking and has to do with the size of the lot itself, while he acknowledged that parking is part of the design that the applicant has brought before the Commission. Director Gay pointed out that even if it was 1 story shorter, because of the number of units and the parking requirements, it would still need a variance for the type of development. He further explained that the only type of development that would meet the minimum requirements based on the size of the lot, would be either single family or a duplex, but because the property is zoned for multi-family, the developer is seeking to develop it, as is.

Mayor Taylor said that he thinks the Commission understands they're voting on the size, but asked if his colleagues had any additional questions.

City Attorney Norris-Weeks stated that if the developers were present, they may want to speak on the proposed variance.

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

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

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FINAL SITE PLAN REVIEW REQUEST FOR THE CONSTRUCTION OF A FOUR-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT 1300 SESAME STREET AND IDENTIFIED BY FOLIOS 08-2121-002-1110 IN THE R3 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

Community Development Department Director Gregory Gay stated that based on the Commission's previous vote, Agenda Items 15-A-2 and 15-A-3 were withdrawn.

3. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA APPROVING THE DEVELOPMENT AGREEMENT REVIEW REQUEST FOR THE CONSTRUCTION OF A FOUR-STORY MULTI-FAMILY APARTMENT BUILDING ON THE PROPERTY LOCATED AT 1300 SESAME STREET AND IDENTIFIED BY FOLIOS 08-2121-002-1110, IN THE R-3 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

The above resolution was withdrawn by Community Development Department Director Gregory Gay.

4. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA APPROVING THE FINAL SITE PLAN REQUEST FROM HERNANDEZ DEVELOPMENT SERVICES, LLC FOR THE CONSTRUCTION AND OPERATION OF A FOUR-STORY SELF STORAGE FACILITY BUILDING THAT WILL PROVIDE APPROXIMATELY 1,200 STORAGE UNITS, PROVIDE THE REQUIRED PARKING SPACES AND PROVIDE COVERED LOADING SPACE FOR CONVENIENCE AT 14301 NW 27TH AVENUE, AND IDENTIFIED BY FOLIO 08-2122-000-0050 IN THE B-3 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to discuss Agenda Item 15-A-4.

Mayor Taylor asked Interim City Manager Williams to introduce Agenda Item 15-A-4.

Interim City Manager Williams asked Community Development Department Director Gregory Gay to answer any questions that the Commission may have.

Mayor Taylor opened the Public Hearing for Agenda Item 15-A-4.

Mr. Graham Penn introduced himself as a Partner at Bercow, Radell, Fernandez, Larkin and Tapanes on behalf of Hernandez Development, located at 200 South

Biscayne Boulevard and delivered a presentation on the site plan and development agreement for the proposed self storage facility to be located at 14301 NW 27th Avenue.

Mr. Fernando Silva introduced himself as a representative of Kenneth Carlson Architects, which he said was the architect of record for the project, and he delivered a presentation to the Commission.

Mr. Merrick Williams who resides at 1211 Peri Street pointed out that the proposed project would be located at a gateway point and he urged the Commission to ask the developers for the proposed project to come back with another design that highlights the City it is coming into, adding that he believes the business is great, but expressing concerns about the design.

There being no additional members of the public to address the Commission, Mayor Taylor closed Public Hearing for Agenda Item 15-A-4.

Community Development Department Director Gregory Gay informed the Commission that 2 or 3 of the Planning & Zoning Board Members expressed concerns related to the Moorish architecture of the proposed project. Director Gay said that they did not want to make it look like Historic City Hall because it is a storage facility. He informed the Commission that the Board recommended that the Item go forward. Mr. Gay also said that 1 Board Member expressed some concerns related to the employment outreach guidelines, to make sure that those matters were being established. He also reported that his Department's Staff recommended approval.

Vice Mayor Ervin expressed concern about the architecture, stating that she looked up modern Moorish architecture and stating that she believes a little bit more of what the City represents could go into the building, including curved windows and doorways.

Commissioner Kelley stated that his concerns were not just with the Moorish architecture, but with the parking as well as getting in and out. The Commissioner noted that the applicant's traffic study which projected 214 daily visits during peak drive times, and he asked if developments of this size normally have a turning lane when it is going to have that much traffic.

Community Development Department Director Gregory Gay informed the Commission that there were some concerns raised through the Florida Department of Transportation related to the opportunity to have ingress and egress off of State Road 9 and to have a deceleration lane in order for people to properly access the

proposed property. Director Gay went on to say that as it relates to 27th Avenue, they were looking at utilizing the existing driveway for ingress and egress, with no deceleration lane presently for the segment between Burlington and the railroad right of way. He said that they did not see a need for an analysis from that perspective, but informed the Commission that the Florida Department of Transportation provided a written notice that was included in the Agenda Packet, that further analysis would be needed for a deceleration lane, if they were going to have an access point from State Road 9.

Commissioner Kelley asked if City Staff, the Planning and Zoning Board or the applicant had considered the recommendation, reiterating his concern about the 214 daily trips on 27th going north without a designated lane, being close to the railroad track and the lights that are right there on that street and Ali Baba. The Commissioner said that traffic is going to have to stop for a car to go in and he doesn't see a way for traffic to slow down.

Community Development Department Director Gregory Gay informed the Commission that City Staff did not do that analysis.

Mr. Graham Penn reviewed the proposed site plan for the Commission and pointed out that their traffic study projected 214 trips for the entire day, which he said averages out to 1 person every 3 minutes. Mr. Penn added that the proposed project has been engineered to ensure that there is adequate distance to turn into a parking space and not block someone from coming in. He went on to say that the proposed property has been designed to meet the City's modern standards he said that the Florida Department of Transportation standards for the driveway, provides more than enough room for people to get in and out of the way, which he said is the most important thing. Mr. Penn then stated that given the incredibly low generation of traffic, they don't think a separate entrance on State Road 9 makes any sense, adding that the report analysis doesn't trigger any warrants for a Florida Department of Transportation study. He concluded by expressing confidence that the modern engineered site plan meets the requirements and will not create a problem with people backing up or getting blocked.

Commissioner Kelley continued to express concern about the 1 car that doesn't give a signal and just whips in. The Commissioner stated that his concern is not inside the proposed parking, which he said is adequate. He then said that there is usually a dedicated turn for most big developments. He said that he has always had the concern, asking again if consideration had been given considering that the traffic is more congested.

Mr. Graham Penn stated that there's no room for a deceleration lane given the constraints of the property and based on the Florida Department of Transportation standards. Mr. Penn then went on to say that the reason they think this is the best of the options is because it is such a low generator of traffic compared to any other modern use put on the property.

Commissioner Kelley asked if consideration had been given to a cut in from State Road 9, coming east to west.

Mr. Graham Penn informed the Commission that the Florida Department of Transportation has said that a driveway permit will be required, as he said is required for every project. Mr. Penn said that after the project is approved by the Commission, he believes that the driveway permitting process will include a discussion on whether access off State Road 9 is appropriate, pointing out that 27th Avenue is also a Florida Department of Transportation road that will be part of the permitting process. He summarized and said that it had not yet been decided, but expressed confidence that the numbers support not doing it. Mr. Penn added that the expense and complexity of doing it for the proposed use, would make it impossible to build. He then said that his client reminded him that it is a very expensive site to redevelop, given its elevation, the amount of land that has to be brought in to bring everything up to current standards. Mr. Penn concluded by offering assurances that they are willing to continue working with City Staff and the Florida Department of Transportation, and he stated that he thinks it is safe for them to agree to explore it as an option.

Commissioner Kelley stated that he knows he can't demand it, but encouraged the developers of the proposed project to take his concerns into consideration, because he said that when they decide to build, they have to take all that into consideration.

Mr. Graham Penn assured the Commission that they have no objection to continuing to investigate that as they go forward in the Florida Department of Transportation permitting process.

There being no additional discussion, the proposed resolution passed by a 3-2 vote.

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

5. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE DEVELOPMENT AGREEMENT REQUEST FROM HERNANDEZ DEVELOPMENT SERVICES, LLC FOR THE CONSTRUCTION AND OPERATION OF A FOUR-STORY SELF STORAGE FACILITY BUILDING THAT WILL PROVIDE APPROXIMATELY 1,200 STORAGE UNITS, PROVIDE THE REQUIRED PARKING SPACES AND PROVIDE COVERED LOADING SPACE FOR CONVENIENCE AT 14301 NW 27TH AVENUE, AND IDENTIFIED BY FOLIO 08-2122-000-0050 IN THE B-3 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

It was moved by Commissioner Bass, seconded by Commissioner Kelley to discuss Agenda Item 15-A-5.

Mayor Taylor asked Interim City Manager Williams to introduce Agenda Item 15-A-5.

Interim City Manager Williams asked Community Development Department Director Gregory Gay to answer any questions that the Commission may have.

Mayor Taylor opened the Public Hearing for Agenda Item 15-A-5.

Mr. Graham Penn stated for the record that the development agreement which was before the Commission, is the standard document required of every site plan. Mr. Penn reiterated that the site plan includes maintenance, operational requirements, construction deadlines, employment outreach requirements, and he said that it was prepared by the City Attorney. He concluded by asking for the Commission's approval.

There being no additional members of the public to address the Commission, Mayor Taylor closed Public Hearing for Agenda Item 15-A-5.

Community Development Department Director Gregory Gay informed the Commission that the proposed resolution would approve the development agreement that has the standard language, including employment guidelines with opportunities for local residents. Director Gay explained that it provides the standard timelines for completion of the project and that if they will consider any opportunities for additional activities taking place on the site, he said that his Department Staff will look at that. He then stated that his Department Staff

recommends approval, in addition to having been presented before the Planning & Zoning Board.

Commissioner Kelley asked Community Development Department Director Gregory Gay to repeat some of the concerns raised by the Planning & Zoning Board Members over the development agreements, because he said that he didn't see them in the Agenda Packet.

Community Development Department Director Gregory Gay stated that Planning & Zoning Board Members expressed some concerns and wanted more details related to the employment guidelines for the hiring of local Residents.

Commissioner Kelley asked what the response to them was, because he said that he didn't see it in the Agenda Packet.

Community Development Department Director Gregory Gay stated that as that whole aspect of development continues to evolve, they look at opportunities for the developer to hold job fairs to announce that there are positions available, as they have done in the past. Director Gay added that they also seek training opportunities.

There being no additional discussion, the proposed resolution passed by a 3-2 vote.

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

6. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE TENTATIVE PLAT REQUEST FOR THE CONSTRUCTION AND OPERATION OF AN INDUSTRIAL AND COMMERCIAL MIXED-USE RETAIL, AND WAREHOUSE DISTRIBUTION FACILITY ON THE PROPERTY LOCATED AT 12691 NW 42ND AVENUE AND 12705 NW 42ND AVENUE, IDENTIFIED BY FOLIOS 08-2129-000-0050 AND 08-2129-000-0064, IN THE B-3 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***

The above resolution was read by Assistant City Attorney Candice Cobb.

It was moved by Commissioner Bass, seconded by Vice Mayor Ervin to discuss Agenda Item 15-A-6.

Mayor Taylor asked Interim City Manager Williams to introduce Agenda Item 15-A-6.

Interim City Manager Williams asked Community Development Department Director Gregory Gay to answer any questions that the Commission may have.

Mayor Taylor opened the Public Hearing for Agenda Item 15-A-6.

There being no members of the public to address the Commission, Mayor Taylor closed Public Hearing for Agenda Item 15-A-6.

Community Development Department Director Gregory Gay informed the Commission that the resolution proposed by Agenda Item 15-A-6 would approve a tentative plat for the reconstruction of a mixed-use commercial and industrial development known as the Ironworks Phase 2 & 3. Director Gay reminded the Commission that the project had been previously approved, and he said that as the development begins to move forward, they will have to go through a re-platting process of the site, in order for it to be considered developable. He reported that the demolition process already began and that phase is about 90% complete, with the proposed resolution allowing them to complete the process so that they can have their permitting documents in place to move forward with the development. Mr. Gay stated that his Department Staff recommends approval.

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

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

B. APPEALS:

There were none.

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RENAMING BUTTERFLY GARDEN TO “COMMISSIONER ROSE TYDUS’ PRAYER GARDEN”; PROVIDING FOR A REPEALER, SEVERABILITY AND EFFECTIVE DATE.

Sponsored by Commissioner Bass

The above ordinance was read by Assistant City Attorney Candice Cobb.

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

Commissioner Bass stated that she was asking for the support of her Commission Colleagues to rename the Butterfly Garden as Commissioner Rose Tydus Prayer Garden. Reminding everyone that Rose Tydus serves as City Commissioner, Vice Mayor and City Clerk, Commissioner Bass shared that she read the newspapers from the 1980s and found that Commissioner Tydus was instrumental in bringing the garden to the City, including going to the news media. She also shared that Commissioner Tydus had told her that her intention was not to name it a Butterfly Garden, but that she wanted it to be a Prayer Garden, but did not have the support.

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

Former Commissioner Audrey Dominguez who resides at 1147 Jann Avenue stated that she likes the idea and described it as beautiful. She then suggested that it be considered to place a rose at the Prayer Garden, in honor of Commissioner Rose Tydus’ name.

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

Vice Mayor Ervin recalled that Commissioner Tydus had the best Halloween parties in Opa-locka, adding that she supports the ordinance.

Commissioner Kelley requested to be listed as a co-sponsor of the proposed ordinance.

Commissioner Williams thanked Commissioner Bass for the beautiful gesture, adding that she hopes one day, they will all have their own rose garden and she said that she would love to co-sponsor the ordinance.

Mayor Taylor stated that he fully supports the ordinance proposed by Agenda Item 16-A-1. The Mayor then went on to say that he noted it has no financial

impact, and asked if they can put a dollar amount on it because as it stands, there is no signage out there.

Interim City Manager Williams stated that the City is working with the Community Redevelopment Agency on the improvement of the garden, and he said that it was his understanding that a resolution for \$50,000 to improve the garden, is coming before the Community Redevelopment Agency.

Mayor Taylor asked if that would include the sign.

Interim City Manager Williams confirmed that it would.

Mayor Taylor also asked to co-sponsor the legislation, adding that Commissioner Rose Tydus is one of the nicest people he has ever met.

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

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

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DESIGNATING NW 22ND PLACE FROM SUPERIOR STREET TO NW 139TH STREET AS VICE MAYOR DOROTHY JOHNSON PLACE; PROVIDING FOR A REPEALER, SEVERABILITY AND EFFECTIVE DATE. *Sponsored by Commissioner Kelley*

The above ordinance was read by Assistant City Attorney Candice Cobb.

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

Commissioner Kelley introduced the ordinance proposed by Agenda Item 16-A-2 and stated that it was something he had contemplated to work on before former Vice Mayor Johnson made her transition. The Commissioner said that the ordinance speaks for itself, adding that they are all fully aware of the service that she gave on the Commission and even after leaving office. He concluded by asking for support in her late words, “verbatim”.

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

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

Commissioner Bass stated that she would love to co-sponsor the proposed ordinance, adding that she thinks all of the Commission would because former Vice Mayor Johnson has played a role in each and every one of their lives.

Mayor Taylor said that Commissioner Bass spoke for everybody.

Vice Mayor Ervin agreed with Mayor Taylor, and said it was fine.

Mayor Taylor thanked Commissioner Kelley for leading the charge, stating that it is well deserved.

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

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

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

There were none.

C. RESOLUTION(S):

There were none.

17. CITY MANAGER'S REPORT:

Interim City Manager Williams stated that it has been the mission of his Administration to remove all pump stations from moratorium because he said that when a station goes on moratorium, it prohibits the City and all of its Departments from allowing new businesses to operate or come into the City, anywhere that station services. Manager Williams further expounded and said that the Building and Licensing Department cannot issue permits and the Community Development Department freezes the review of any new developments in the area, and the City Manager cannot authorize any new businesses to operate or expand in that facility, impacting the City of Opa-locka's ability to grow. The Manager then acknowledged Public Works Director Airia Austin for his success earlier that week, in removing pump stations 4 and 8 from moratorium. Manager Williams then

proceeded to recognize Ms. Alexia Robotham as the Director of Human Resources, sharing his excitement that she is joining the team from Miami-Dade County. He then invited the Commission to join City Employees for a cookout that was being planned for the following Friday, in celebration of the City's 97th Birthday. Manager Williams concluded his report, by stating that the tradition established the previous year to celebrate Public Works Week and Police Appreciation Week, would be continued with a special event the following Tuesday and Thursday, expressing his hope that the Commission will be able to join them.

Commissioner Kelley stated that he asked for a response on the tour that was held in the City with Miami-Dade County Mayor Daniella Levine Cava, the next day or a time certain, and he said that he didn't get it for almost 3 or 4 days. The Commissioner then said that there are other things he has asked for and has not gotten in a timely manner. He recalled that one of his Commission Colleagues said that they don't have time to waste, and he said that when he asks for something, he expects to be answered and if it can't be answered, to be provided an acknowledgment of it and when a response is going to be provided. The Commissioner said that the response given regarding that tour was very insufficient and had many loopholes in the description of how it took place. He said it was a total disrespect for the Office of a Commissioner to find out from Citizens that the County Mayor took a tour of the City, having been asked why he wasn't a part of what was going on, stating that he will not be disrespected. Commissioner Kelley then said that he expected to know about it and didn't care if it was in partnership with the Community Redevelopment Agency, further addressing the idea of there being some kind of sunshine issue by stating that it just had to be noticed by the City Clerk. The Commissioner stated that it was the last time he was going to say it, offering assurances that he respects everyone's time, and pointing out that when he sends correspondence, he offers the opportunity to send a designee because he knows the Manager is running a whole city, adding that he has been around long enough to know that there are enough folks on City Staff that the questions and concerns he raises can be answered or have the information taken back. Commissioner Kelley then reiterated his concerns about the resolution for the 3% raise that passed earlier during the meeting, recalling that he left a message with City Staff which he said they understood fully, but he lamented that it was incomplete when he got to the briefing. Returning to his concerns about the tour, the Commissioner said he is still waiting on the completed report on what took place and what's supposed to be the outcome of the meeting. Commissioner Kelley shared his appreciation that Mayor Taylor was with County Mayor Levine Cava, but said he would like to be notified when somebody like a Mayor, State Representative or Senator comes into the City. He also said that he would like to be notified if there's some reason why they prefer not to have all 5 of the elected officials as part of the meeting. The Commissioner then proceeded to state that when improvements are being done around City Hall, including painting, he said it would be nice to put some kind of signage to let folks know what's taking place. Commissioner Kelley concluded by stating that other folks can be quiet, but he won't do it.

Vice Mayor Ervin shared that the previous Wednesday after completing the Farm Share Food Distribution, she saw 2 reporters, Mr. Alex, Mr. Brown and the Mayor's truck and was then called a couple of days later to tell her that they didn't see her on the news and

only saw the Mayor. The Vice Mayor said she didn't know how they got chosen to represent the City as a whole, but she lamented that she knew nothing about the Channel 4 newscast, adding that she has a problem with finding out certain things from Residents. She stated that she thought it was a disservice to the rest of them because they are all equal and the only difference between the Mayor and them is that he's the parliamentarian of the meeting, adding that she doesn't know how the Mayor gets to be privileged to everything, but they are sitting in the back not even knowing what's going on in the City they're supposed to represent. Vice Mayor Ervin said that she had an issue with that and would like to know going forward, what is going on in the City before they hear it from Residents.

Mayor Taylor stated that he was told the night before about the interview and didn't know anything about it. The Mayor also said that he wasn't invited to the tour by the City, stating that the Mayor is not privileged.

Vice Mayor Ervin said that they don't know.

Commissioner Williams said that according to the City Charter, they all have an equal vote and as the former Mayor, she said that she and Commissioner Kelley as a former Mayor, know that you receive more and people come to you more, but she said it is ceremonial because Mayors are not Assistant City Managers and she said that's what's happening right now with a lot of underground meetings. The Commissioner said that the beautiful part about herself is that she knows those same County Officials who said that they had absolutely no problem for all of them to attend, had it been noticed. She said that she didn't know where the breakdown was or who's to blame, but she said it is disheartening and has to stop because every finger and arrow is pointing to one and not all. Commissioner Williams then went on to state that she was disheartened that the email said sunshine, because she said that sunshine had absolutely nothing to do with it if it was noticed. She then said that if there was one thing she knew about Mayor Cava, is that her agenda is not set the night before or the week before, and she said that this City knew that the County Mayor was coming to take a tour, lamenting that the Commission did not know. Commissioner Williams said that as Mayor, she would have asked the Manager to make sure the Commission knows, but they don't know. She said that they have a Vice Mayor and can share the load and the wealth. Commissioner Williams then went on to say that the renovation of City Hall was done under her Mayor, and said that they have to completely make sure that they are one board, stating that she feels it is not, and described it as fractured. The Commissioner restated that underground meetings are happening with the County and it is getting back to all of them, stating that they have a City Manager and 2 Assistant City Managers, who she said should be in those meetings with no one else at all times, to then bring what's going on and what they need to vote on, back to the board. Commissioner Williams concluded by stating that what's happening is that they've got a third City Manager and she said that they have to be careful about that.

Mayor Taylor said he was not going to play in the kiddy park and asked if they were done with the City Manager's Report.

Commissioner Bass said she would not sit there and beat a dead horse, but she echoed the sentiments of all who had already spoken related to dignitaries coming into the City, and she stated that they need to know.

Commissioner Kelley reiterated that when he asks for information, he expects it to be adhered to. The Commissioner said that because all of them up on the Dais are equal, they should make sure that they share information. He noted that Commissioner Williams mentioned he has been a Mayor and Vice Mayor and said that they all need to know, because they all know people and need to be very mindful of that. Commissioner Kelley stated that a lot of the things that Commissioner Williams mentioned, he hears about because he has friends in the state, as well as local and national and he said that he doesn't comment on half the stuff he is hearing, but is drawing the line.

Interim City Manager Williams reiterated what he had stated in his email, and offered assurances that the perceived slight and disrespect to any member of the Commission was not the intention. Manager Williams said that it was the effort of the Administration, working with the County Administration, to secure millions of dollars in funding for projects that are proposed in the City of Opa-locka. The Manager further said that there is no effort to favor the Mayor over any member of the Commission. He said that he has absolute respect for all of them in the offices that they hold, adding that he makes great efforts to ensure that they all have equal exposure. While he restated that it was perceived as an administrative function, he committed to informing all members of the Commission moving forward, if any elected official or anyone in an administrative capacity, comes to the City of Opa-locka.

Mayor Taylor suggested that they move on from the topic and end it there because it was going to go negative.

Commissioner Kelley said that it wasn't going to go negative, but that it just needed to be put on the record so that it's fully understood how the Commission felt. The Commissioner then said that he even had a concern as a former Mayor, that if a Mayor was coming to town, that Mayor Taylor said he had to find out from a third party and didn't even know about it. Commissioner Kelley then said that if the Mayor wanted to end it, he would leave it alone.

Mayor Taylor asked that they move on.

Commissioner Williams said that the Commission was heard.

Mayor Taylor asked that they be mature and asked that they move on to the next Agenda Item.

18. OFFICIAL BOARD REPORTS:

There were none.

19. MAYOR/COMMISSION REPORTS:

Mayor Taylor asked if Interim City Manager Williams had an update for the Financial Oversight Board.

Interim City Manager Williams reported that the City had a deadline on the previous Friday, for the Finance Department to submit all of the documents to the external audit team at Marcum LLP, and he said that the deadline was met. Manager Williams acknowledged Finance Department Director Niema Walker, her team and the Anthony Brunson team for making that happen. The Manager stressed how important it was, informing the Commission that they have been meeting with the representatives of the State of Florida, and he characterized that junction as the apex of the concerns that he and the Commission share. He offered assurances that they are keeping their focus on that, keeping the representatives from the State of Florida engaged and he expressed excitement and confidence that they are going to meet the June 30th deadline for the 2021 audit.

Commissioner Kelley said that he likes the fact that the information was submitted and that it appeared to be on time to meet certain deadlines, but he asked about the letter that was received referencing not meeting reporting requirements and the withholding starting on or after June 4th. The Commissioner asked if the City had been in communication with the representatives of the State of Florida regarding that information, and he also asked the impact if the funding is withheld.

Interim City Manager Williams stated that they are in communication with the representatives of the State of Florida and the Joint Legislative Auditing Committee. Manager Williams said that they are required to submit that letter, and he reminded the Commission that they are several years behind but continue to hold to the arrangement to catch up. The Manager then stated that once initiated, the process takes a minimum of 6 months to enact, and he noted that if the process is initiated in June, it is the month that they have to turn in the 2021 audit. He also said that it happened the previous year when a report was issued, and when the City submitted its expected report by October, the funds were never withheld, adding that he did not anticipate a financial impact.

Vice Mayor Ervin stated that she wanted to discuss the reimbursement of City expenses but she said that because it is going to come up during their next meeting, she would bypass that. The Vice Mayor then proceeded to express concern about a business on the corner of Ali Baba and 27th Avenue, which she described as an eyesore because it looks like it is abandoned and she said that she would really appreciate it if they could find out what is going on in that corner. She then went on to say that she doesn't mind turning on the news, when she sees Opa-locka Police Officers doing good work, offering kudos to the Officers that apprehended the stolen car. Vice Mayor Ervin also shared that Residents were extremely happy with the Police Department at Meet Me Monday, because of the

reduction of drug traffic on the east side, and she joined in thanking them for Residents. She then reported that she got a call about a lack of City presence on 140th Street behind Price Choice, stating that there seems to be a lot of issues with all terrain vehicles riding up and down that street, and she asked that it be looked into as well. The Vice Mayor then said that she uses Perviz a lot when she is coming to City Hall, and she said that she did not know if there is a one-way sign, but shared that she comes head on with a car from the State of Florida building, at least 3 times a week, adding that it is happening more and more, explaining that it happened earlier that day. She then also shared that she hung out with the Seniors at their Mother's Day lunch, and she said that they dressed nice and pretty in different colors for different groups, and she said that she had the pleasure of decorating many cakes with them the previous week. Vice Mayor Ervin recognized Seniors on the Move Director Dianne Darden, who she said is doing a phenomenal job. She then said that the City would be celebrating 97 years of history, with a big BINGO celebration on Friday, May 19th, a Pool Party on Saturday from 11 am to 3 pm and Karaoke from 6 pm to 11 pm, and then a Gospel extravaganza on Sunday from 4 pm to 7 pm at Sherbondy Park. The Vice Mayor concluded by wishing every mother a happy Mother's Day.

Commissioner Bass said that she wanted to let the Public Works Department know that they see them working hard, adding that she is not saying that other City Departments are not because they are, but she just wanted to hug and kiss all of the Public Works Department Employees every time she sees them working hard. The Commissioner also thanked each and every City Department who helped with the National Day of Prayer event, and Commissioner Kelley for co-sponsoring it. She also thanked all who prayed because they couldn't make it, stating that it was very successful and that she is looking forward to co-hosting it again with all of her Commission Colleagues. Commissioner Bass concluded by recognizing the Seniors who had live music and brought Church to the event, stating that it was really good.

Commissioner Williams thanked everyone for all of the wonderful activities and events that are happening, stating that she does not think she has seen the City this alive in a long time with a plethora of things for different ages. The Commissioner thanked Commissioner Kelley and Commissioner Bass for the National Day of Prayer which she heard was absolutely spectacular and wonderful. She then expressed her excitement about the Pool Party, Karaoke and Gospel explosion. Commissioner Williams also expressed excitement for the 3rd annual Women of Many Hats event on Saturday at 11 AM, which she said is a brunch that will be part of the Mother's Day celebration.

Commissioner Kelley reported that the monthly Farm Share food distribution had been held the previous week. The Commissioner then said that the first event for the City's Birthday is really going to be the Feeding South Florida food distribution the following

Friday at 10 am at Segal Park. He also shared that he was glad to be able to read to the students from Robert B. Ingram Elementary School, stating that he thinks Commissioner Bass set him up because he had Pre-K, 1st Graders and Second Graders all at the same time, but said that they were wonderful as he read to them the previous Thursday at the Library. Commissioner Kelley also expressed his thanks for the support of his Commission Colleagues who were able to make it out for the Ingram Park cleanup on the 30th, stating that he is looking to get the park open within the next few weeks, announcing that the tentative dates he is speaking with the Manager's Office about are the 3rd and the 10th for a reopening celebration, adding that it is amazing and beautiful. He joined Commissioner Bass in commending Building Maintenance Superintendent King Leonard and the Public Works Department Staff for the hard work that they do, and said he was glad to see that the City is continuing to recognize Public Works and Public Safety, because he said that it had been done for years, expressing his hope that he can attend to show support. Commissioner Kelley then reported that he hosted the monthly Meet Me Monday, acknowledging that Vice Mayor Ervin said there were a lot of Residents who were there and are very appreciative of the efforts, while recognizing that there are still some challenges. He commended and thanked Police Department Captain Hugo Alvarado for being there and taking the heat, adding that it is positive but that there are also concerns and stating that he looks forward to the responses to what was forwarded to the Manager, by May 22nd. Commissioner Kelley said that he invited any City Department that the Manager would like to have come and share, because many times there is misinformation that can be corrected by City Staff. He shared that one of the challenges he sent to the Manager was regarding all terrain vehicles, recreational vehicles and trailers that are all over. The Commissioner said that he reached out to Senator Shevrin Jones and State Representative Ashley Gantt to speak at the next Meet Me Monday, to provide an update because of some of the concerns about some of the legislation from the past session including the identification check. He also said that he mentioned it to the Police Department and relayed it to the Manager to determine how it will impact the City of Opa-locka and what the City's response is. Commissioner Kelley invited the whole Community to a small reception as part of the second meeting of the month, to honor Haitian American Heritage Month, stating that he sent out an invite to the District 2 Commissioner from the Miami-Dade Board of County Commissioners, Marleine Bastien, and he said he wanted to reach out to the Community as a whole because Opa-locka is a diverse melting pot. Commissioner Kelley concluded by stating that he is in the Community, for the Community.

Mayor Taylor recalled that the previous year, the City was able to partner with South Florida School of Excellence for their Autism Walk and are doing so again this year the following Thursday at 9 am. The Mayor encouraged everyone to come out to celebrate the autistic children of Opa-locka, sharing how fun it was the previous year and how

much the children loved it and emphasizing that they want to make sure that the City shows them support.

20. OFFICIAL BOARD APPOINTMENTS:

Vice Mayor Ervin appointed David Anderson to the Teen & Young Adult Advisory Board.

The Vice Mayor then proceeded to inquire about the Nuisance Abatement Board because her appointment Ms. Pamela Butler had expressed disappointment that the board was not doing anything, with an understanding that it had to be tweaked and discussed with the City Attorney, adding that she just wanted to know where the City is at with that.

City Clerk Flores informed the Commission that the Clerk's Office had contacted the City Attorney's Office for a legal opinion on the newly adopted ordinance that had to do with the tax roll and nuisance abatement. Clerk Flores stated that her understanding was that there may be a conflict between the 2 and asked the City Attorney if she recalled what her opinion was on the matter.

City Attorney Norris-Weeks offered to send a memo to the Commission because she did not want to speak out of turn because she did not have any information in front of her.

Vice Mayor Ervin thanked City Attorney Norris-Weeks.

Mayor Taylor asked if there were any board applications.

City Clerk Flores informed the Commission that there was an application submitted by Floralba Wright to serve on the Local Financial Oversight Board, and she said that there are 3 City Commission appointees, 2 of which should be Residents. The City Clerk stated that Ms. Wright qualifies to serve on the board as a Resident of Opa-locka.

It was moved by Mayor Taylor, seconded by Commissioner Kelley to nominate Ms. Floralba Wright to the Local Financial Oversight Board.

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

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

Commissioner Williams asked if the applications for the Teen & Young Adult Board needed to be filled out before an appointment is made.

City Clerk Flores explained that the application process is just so that the City Clerk's Office has the information on the applicant and they can provide a brief overview of their experience and why they want to serve on the board, but she said that as her individual appointment, Commissioner Williams can make the appointment and the person can then complete the application.

Commissioner Williams appointed Ms. Kimberlee Downer to the Teen & Young Adult Advisory Board.

City Clerk Flores stated that the Clerk's Office has Ms. Kimberlee Downer's information and will reach out to her.

City Attorney Norris-Weeks re-addressed the question about the Housing Authority and Nuisance Abatement Board and said that it was established in 2013, but she said that what has been happening is that it is not the direction the City has been moving. The City Attorney offered the example of an issue that is going to be on the very next Agenda, dealing with Pro Champs and revisions that have been made to the nuisance section of the City Code. She pointed out that the City had been moving in the direction of Code Enforcement, and said that if the coming ordinance is approved, it would be a company assisting with foreclosure issues and nuisance abatement. The City Attorney said that the Commission had done some things to revamp the nuisance section of the City Code, and that they still have the Housing Authority and Nuisance Abatement Board in the City's ordinances which she said has very minimal stuff and nothing that necessarily conflicts because she said that it doesn't really say anything and is just a paragraph. She then said that it really probably deserves a Workshop to give some thought to where the City is headed, which is consistent with what a lot of other cities are doing now as opposed to a board that may not do all of the things that the Commission wants it to do and may cause more confusion. The City Attorney said that the way the City has been heading in terms of the legislation that has been passed, including some of the things that they are going to be looking at in the future, are things that may provide the City more uniformity, which is why she said that many cities have moved to special magistrates as opposed to code enforcement boards. She then said that they can talk about it in another setting or she can speak with them all individually about it.

Mayor Taylor asked that the City Attorney set up individual meetings.

21. ADJOURNMENT:

Mayor Taylor thanked City Staff for sticking through the meeting and for their patience, stating that it does not go unnoticed.

There being no further business to come before the City Commission, it was moved by Vice Mayor Ervin, seconded by Commissioner Bass to adjourn the meeting at 9:58 p.m.

John H. Taylor, Jr.
Mayor

Attest:

Joanna Flores, CMC
City Clerk

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

CLERK'S ACTION SUMMARY MINUTES
SPECIAL COMMISSION MEETING
May 17, 2023
5:30 P.M.

1. CALL TO ORDER:

Mayor Taylor called the meeting to order at 5:43 p.m. on Wednesday, May 17, 2023 at City of Opa-locka Commission Chamber, 780 Fisherman St, 3rd Floor, Opa-locka, Florida.

2. ROLL CALL:

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

3. INVOCATION:

The Invocation was delivered by Commissioner Bass.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT: (agenda items only)

Mayor Taylor opened Public Input.

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

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.

The above resolution was read into the record by Assistant City Attorney Candice Cobbs.

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

Mayor Taylor called upon City Clerk Flores to ask, other than salary, what additional edits were made.

City Clerk Flores advised the edits were on page 18 of 72, for years of experience and salary range. City Clerk Flores stated for the record, before the Commission was information provided by the Florida League of Cities with salary data for a city manager's for municipalities in the Southeast region with populations between 12,000 and 33,000. The Clerk stated she worked with Commissioner Kelley to come up with a proposed search process and timeline which was also presented before the Commission. City Clerk Flores advised meetings to be conducted with the Commission individually either via phone or in person regarding the city administrator's evaluation form. The document in the packet included the original document which the Clerk's office worked with Commissioner Williams in approximately the year 2021 and the recommended edits highlighted and presented before the Commission as well.

Mayor Taylor opened up for discussion of years of service and salary so that the Commission could input in those two blank sections that Commissioner Kelley stated in terms of experience, three to five years of experience and a salary range from 165,000 to 195,000

. Commissioner Williams advised that after looking at some of the qualifications she noticed some cities had a five-year range for experience. The Commissioner understood three years would keep the windows open but it seemed a little low in terms of experience and bringing it into the city. Commissioner William would have liked to start at five years of experience for the starting range of \$175,000 due to the cost of living.

Mayor Taylor stated he has Commissioner Williams with a starting range of \$175,000 with no ending range and asked Commissioner Williams if she wanted to start at five years or would she agree to three to five years of experience.

Commissioner Williams responded by being good at three to five years, but five years was rather low and expressed needing someone with major experience with all that the

City of Opa-locka would have to tackle. The Commissioner advised three years is still within the beginning stages and learning stages.

City Attorney Norris Weeks advised the Commission may want to start with that number. If it is stated that there is three to five years of experience, candidates may interpret it as someone who has experience within that range as opposed to over that range.

Commissioner Kelley stated support of his colleague to use at least five years of experience and advised it was a great point. The Commissioner advised him to place an ending amount because the document states an ending salary range and is aware that sometimes salaries are negotiable and the salary range would be the negotiating point. The Commissioner was unable to review all the salary ranges and understood what Commissioner Williams was coming from in terms of starting at \$175,000 and thanked the City Clerk for providing that information to the Commission. Commissioner Kelley advised he could go either way.

Commissioner Bass agreed with the three to five years of experience range because experience comes with time and some city managers across the nation have experience in two years, which others have experienced in five, six and seven years. The Commissioner also agreed with the \$175,000 start range.

Vice Mayor Ervin stated she agreed with the three to five year range and liked the \$175,000 start rate and, if an ending rate is needed, it ends at \$200,000 because the City of Opa-locka has a lot of work to do and, in seeing a lot of work is involved with being a city manager.

Mayor Taylor advised he is in agreement with either three to five or five years experience and does not have a problem with the starting salary range of \$175,000.

City Attorney Norris-Weeks explained the blank is for the Commission to choose at least one, whether it is three or five, but if three to five are selected, then you are going to be stating that you want your applicants to have three to five years of experience when what it appears the Commission meant is a minimum of.

Mayor Taylor advised that is what Commissioner Williams said.

Commissioner Williams stated that is what she stated previously. .

The City Attorney advised what was previously stated was not what Commissioner Williams had stated.

Commissioner Williams explained that you need a number. If the number is three, then it is a minimum of three years and up.

Mayor Taylor asked if the minimum number would be five years.

Commissioner Williams advised the consensus was three years.

Mayor Taylor stated at least three years of experience and the starting salary range for the position was \$175,000 to \$200,000. The Mayor confirmed with the Commission that everyone was in agreement. Mayor Taylor then advised City Clerk Flores that the ideal candidate would have at least three years of experience, and the salary range for the position was \$175,000 to \$200,000.

City Clerk Flores confirmed.

Mayor Taylor asked if everyone was in agreement with the timeline that was being worked on.

Commissioner Williams agreed with the timeline because it is fluid and, as long as it stays fluid and is able to revisit, since the timeline is the same one.

Commissioner Bass responded yes to the timeline.

Vice Mayor Ervin responded yes to the timeline.

Commissioner Kelley responded yes to the timeline.

Commissioner Williams stated that seeing something on the timeline document that says the search committee reviews and thought that the Commission was the search committee.

Mayor Taylor responded that we are the search committee.

Commissioner William asked if it should say commission or search committee.

Mayor Taylor advised the document that stated recommendations of the top three candidates would take place at a special commission to be scheduled on July 17 , so the Mayor assumed that the document should list the Commission as the search committee.

Commissioner Williams stated she got caught up in the verbiage.

Mayor Taylor asked if there were any further questions Mayor Taylor stated edits had to be made.

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

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

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

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

The above resolution was read into the record by Assistant City Attorney Candice Cobbs. It was moved by Commissioner Williams, seconded by Commissioner Bass to discuss Agenda Item 6-2.

Mayor Taylor advised the document is the evaluation tool for charter offices. The Mayor stated City Clerk Flores provided the updated evaluation form which added the Commission input on the document, and the other document located in the packet was worked on by Commissioner Williams. Mayor Taylor asked the City Clerk if the document was added that the Clerk worked on.

City Clerk Flores responded yes, the document that was worked on with Commissioner Williams in 2021 was the only document included. Mayor Taylor asked the Commissioner if they had any concerns with the document.

Commissioner Kelley advised him to provide his suggestions for tweaking and concerns on the wording to the Clerk and preferred the document that provided a rating as opposed to the document in the packet that is open-ended in his opinion. The Commission asked for information on what is required and what the Commission is looking for as a part of the categories to be listed at the top, so that during the evaluation, the appropriate party will know what the document entails. The Commissioner recognized all the changes that were made and thanked the Clerk for putting the document together.

Commissioner Williams wanted to state for the record that the document from 2021 is PDF fillable. When seeing the rating of five, you can click on it and input your own rating in an effort to make sure the city goes digital and less paper. The Commissioner added the overall rating and calculated itself and made it easier in terms of calculations. Commissioner Williams liked the addition to the specifics of each category. The

Commissioner informed her agreement with the document along with the three additional comment sections.

Mayor Taylor thanked the City Clerk Flores for the additional comments.

Commissioner Bass responded yes to the evaluation tool.

Vice Mayor Ervin responded yes to the evaluation tool.

Mayor Taylor asked the Commission if they were in agreement with the city clerk and city attorney commissions' evaluation tools.

Commissioner Kelley inquired about when the evaluation actually took place and it was a decision that was passed previously.

Mayor Taylor responded it had not and wanted an amendment to that legislation.

Commissioner Kelley wanted to amend all of the evaluation tools and wanted to know if there was a set time.

Mayor Taylor advised there was no set time and wanted to make a decision on that day.

Commissioner Kelley asked if evaluations took place one year from the hire date.

Interim City Manager Williams answered by stating 90-day evaluations and then quarterly evaluations had just started with a system of evaluations last year and moving towards quarterly evaluations right now. Prior to that, an annual and semiannual were being done.

Commissioner Kelley advised being interested in the evaluation that is tied to a raise. The Commissioner stated that normally, based on performance, you get an annual evaluation. Commissioner Kelley asked if at the moment the quarterly evaluation was being done and needed the Interim City Manager to repeat the other.

Manager Williams advised the evaluation that is tied into a raise would be an annual evaluation.

Commissioner Kelley advised a date be set for an annual evaluation so that whomever sits behind the dais knows that the annual evaluation is coming up. The Commissioner suggested using the date of when the position is filled but a date of evaluation needs to be determined. Commissioner Kelley advised he would profit from a motion at the appropriate time once the discussion has concluded.

Mayor Taylor responded with agreement with Commissioner Kelley, but he thought it should be generic and at the same time. The Mayor believed the evaluation should be done right before the budget so that if a raise is offered it could be included in the budget. Mayor Taylor suggested June or July annually.

Commissioner Kelley stated "you get into the nuts and bolts by June and possibly May, to add increases and be a part of the budget. The Commissioner suggested an annual review in May or the latest June 1st.

Mayor Taylor said the reason he selected June was because they are already in May, so if the process were to start now it would need to be in June. The Mayor stated he does not have a problem with June 1st.

Commissioner Kelley advised June 1st is fine and would like to hear from colleagues as he does not deal with personnel.

Vice Mayor Ervin asked if the question could be directed to staff and the city manager to see what would work best for them.

Mayor Taylor advised the evaluation is for the city manager and the commission will evaluate them.

Commissioner Williams offered two options: either a calendar year from January to January or, preferably, have a starting day from May 1st to June 1st and, within that window, complete evaluations. The Commissioner explained as an administrator that the timeline to complete evaluations with the evaluation system. Commissioner Williams suggested not surpassing that time frame. Once that time has passed, the time is locked and evaluation can not be completed. The Commissioner asked if she wanted to tie it into the city calendar from October to October. However, she liked May to June, but that stems from being on the school calendar. Commissioner Williams added the Commission is out in August, which gives time to rebuild and have feedback conversations with the manager, and once returned in September, the Commission can reboot for any changes that need to be made to the evaluation.

Mayor Taylor advised Commissioner Kelley to suggest May and he suggested June, so May 1st to June 1st would give the Commission time. The Mayor asked the city attorney to amend the resolution to include a date by which we will process the evaluation.

City Attorney Norris-Weeks stated the dates were not included if the Commission wanted to vote on the separate handout.

Mayor Taylor explained there were two things the Commission wanted to do. The first thing was to adopt the evaluation tool form that was separate from the packet and also add an evaluation date between May 1st to June 1st.

City Attorney Norris-Weeks advised May 1st could be added because a date was not addressed. The Attorney stated between May 1st and June 1st and what the Commission wanted to adopt would be called Exhibit A and have that attached to the resolution which would be what the Commission would approve.

Mayor Taylor asked if the Commission needed to vote on the amendment.

City Attorney Norris-Weeks responded, Yes, you will vote on the amendment first.

It was moved by Commissioner Kelley, seconded by Commissioner Williams to amend the item to add evaluations to take place between May 1st and June 1st of each year and also adopt additional documents.

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

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

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

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.

The above resolution was read into the record by Assistant City Attorney Candice Cobbs.

It was moved by Commissioner Bass, seconded by Vice Mayor Ervin to discuss Agenda Item 6-3.

Interim City Manager Williams expressed his excitement about getting the scholarship program underway and bringing it back to the Commission for approval which the

Commissioners should have received for their review and feedback, as the manager's office is ready to move that item forward.

Vice Mayor Ervin advised colleagues she sat on the board that implemented the scholarship program and it took a recipient, Antionette, nearly a year to get her money. The Vice Mayor is unsure how to speed up that process.

Commissioner Williams recalled the same thing happening to another recipient and asked if the city could write a check to the scholarship winner and get reimbursed by the state.

Interim City Manager Williams advised that there would be something to look at within the regulations and deferred the question to the City Attorney.

City Attorney Norris -Weeks asked the question dealing with financial control that is within the city, which talked about reimbursement and how the City can pay things and maybe the finance director could answer, but the City Attorney did not know off the top of the head. The City Attorney added that is how things are processed based on policies and procedures for financial control.

The Interim City Manager advised that if there are no legal barriers, the manager's office can put something in place.

Commissioner Williams stated she thinks that answered Vice Mayor Ervin's question.

Mayor Taylor advised it would still take a moment only because once the check is written it has to go to the state for approval. The Mayor did not believe it would take a year, but it still would have to go to the state for approval.

Commissioner Williams advised the point is to try and bypass that state process by withdrawing the funds and placing them in a coffer that the city can have the ability to send thousands of dollars straight into.

Mayor Taylor asked whether Commissioner Williams was referring to approving the funds in advance.

Commissioner Williams clarified that they approved the funds in advance to be able to pay directly to the students.

Vice Mayor Ervin advised that if everything is already paid for, the school would send the money to the students anyway.

Commissioner Kelley advised he was not a fan of the student receiving the money, the fund should go directly to the institution. The Commissioner agreed to the Commission

dealing with internal controls and or state approval which needs to take place within the timeline. Commissioner Kelley suggested the application process needed tweaking regarding the timeline in order to process it through the state.

Vice Mayor Ervin advised her daughter that was a recipient of over 15 scholarships when she graduated and won a scholarship called the EdFed, which gave her a four-year educational scholarship at Florida State. Some checks were given directly to her. However, the other checks that were sent to Florida State were provided back to her during check disbursement of financial aid because she had a zero balance.

Commissioner Williams reiterated that students received a four-year scholarship and that the institution would give the student a check back for the overages. The Commissioner recalled seeing \$5,000 or \$10,00 in overage because some students receive million dollar scholarships. Commissioner Williams said she did not think anyone would put money directly into students' hands and the money should go directly to the college, but kids do get money back and it is a blessing because it allows them to buy cars and other things.

Commissioner Kelley stated he wanted to determine a window and time frames between when the applications are due and when school starts that coming year to determine how much time staff internally would take to get the states approval. The Commissioner asked if that resolution is passed and trying to catch students that are about to graduate, what would be the time frame the students would have to submit an application in order to ensure checks are sent to their institution.

Commissioner Williams responded that this happened last year and hopefully the Commission can get the resolution going because Seniors in Miami- Dade County Public schools' end date is May 19th and grades are closed. The Commissioner informed her she had turned away alumni scholarships because the deadline had passed to offer scholarships to high school students. Commissioner Williams advised the scholarship application needed tweaking where it refers to reference letters, letters from school officials which needed clarity as to who specifically, and official transcripts. The Commissioner advised the application is completely late and it would be difficult for seniors to obtain documentation, which is probably why the traction is not received from seniors, because it would have to go into the schools and cap advisors are inundated with graduation, but the Commission can try. But unless there is a pivot where the application is easier and try the heavy scholarship next year, there may not be traction.

Commissioner Kelley asked what would be the suggested tweak in order to get the scholarship advertised. The Commission explained having funds allocated, PR firm, and ways to reach younger people, but what specifically needed tweaking other than the date of May 19th. Commissioner Kelley assumed that the letter from the official was from a

principal or teacher but inquired about what other suggestions could make the scholarship application process easier this year and return next year with an amendment.

Commissioner Williams recommended having the essay an unofficial transcript instead of an official one, because what is needed is the unweighted GPA to determine the 2.7 GPA requirement. The Commissioner advised what would be tricky is the reference letters for students and suggested having the school choose one or two students, which is unorthodox to be clear with the scholarship unless it is narrowed down to one reference letter, transcript and essay, which may also be tricky. Commissioner Williams concluded by suggesting tweaking the criteria for the year.

Commissioner Bass advised she would like to see a letter of acceptance from a college added to the criteria.

Commissioner Williams advised that criteria were already listed.

Commissioner Bass stated that along with a letter of acceptance one or two minor items should suffice, such as a reference letter and unweighted GPA documents to make it simple.

Mayor Taylor asked the City Attorney for that year. Could the Commission accept the legislation that stated for that first year allow one essay, one reference letter and transcript and moving forward the legislation will stand the way it was presented by the Manager.

City Attorney Norris- Week advised that could be done.

Vice Mayor Ervin suggested advertising the scholarship program to the school in December, going forward.

City Attorney Norris-Weeks asked Vice Mayor Ervin to repeat it.

Vice Mayor Ervin responded by going forward with starting accepting applications in December and possibly by February students already chosen to receive the scholarship.

Commissioner Williams advised the issue with February is that grades will not be in yet, so in regards to transcripts, the fourth nine weeks would not appear, which would affect the unweighted 2.7 GPA. The Commissioner explained the grades would have to stop in the third nine weeks, which means advertising information would have to state that, thus February is too soon.

Vice Mayor Ervin suggested maybe not February but definitely not May, recalling her daughter had all her scholarships accepted by April and knew exactly how much money she would receive because they had scholarship acceptance banquets.

Commissioner Williams advised the document asked for official transcripts if the scholarship asked for unofficial transcript first and at the end they wanted an official transcript, which is an easy fix to tweak and add official transcript at the end of applicants coursework. The Commissioner advised there are small tweaks that can be made to the wording to advertise by December, because students know on day one, if they are 2.75, most of them are clamoring to be 3.0 or higher, especially if they are going after scholarships. Commissioner Williams suggested it read an unofficial transcript but would need an official transcript by the end of May.

Commissioner Kelly asked if the advertisement could come out in March, knowing that much could not be done until April. Commissioner Williams made the correction in December. Commissioner Kelley asked if it would be put out in December?

Commissioner Williams replied yes. Commissioner Kelley asked if the advertisement would come back in March.

Vice Mayor Ervin stated there are some students that are go-getters, who have everything ready once the application process starts.

Mayor Taylor stated a few things to the City Attorney. The timeline for advertising will be from December to April and the manager's office can process.

City Attorney Norris- Weeks asked if unofficial transcript language would remain.

Mayor Taylor advised the language that Commissioner Williams provided should be added to the policy going forward, but for this year it would go out as soon as it is passed for the first year. It would only be tweaked to require one letter of recommendation, transcript and essay to be submitted immediately. The Mayor asked his colleagues if everyone was in agreement. Mayor Taylor also stated to the City Attorney that there was a lot.

City Attorney Norris- Weeks clarified that the timeline area would change to the timeline that is stated in the exhibit and it would be different next year. The City Attorney advised that information would be captured by going back and listening to the tape, but basically, December through April is what the timeline would be for the year 2024 and this year, applications should come out immediately with the letter of recommendation, transcript and essay. Mayor Taylor responded by saying it was correct.

Vice Mayor Ervin stated COVID-19 placed limitations on a lot of stuff, but the scholarship program used to go through the Community Relations, Recreation and Activities board and asked if this application would go to the board for decision making.

Mayor Taylor advised whichever committee the Manager decides to use, it is at the discretion of the Manager.

Commissioner Kelley stated it is in the legislation and read what the legislation stated which clarified that the Community Relations, Recreation and Activities board made the final decision.

Mayor Taylor stated the need to vote on the amendment and then the item itself.

It was moved by Commissioner Williams, seconded by Commissioner Kelley to amend the item to change the timeline to December through April starting in the year 2024 and this year applications should go out immediately with the criteria of one letter of recommendation, a transcript and one essay.

.

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

City Clerk Flores advised on page 55 that the flier that was submitted as part of the package had a two-week timeline for that year. The Clerk suggested a date change from May 26th to June 2nd deadline.

Commissioner Bass asked the City Clerk if the flier provided would be the actual flier dispersed.

City Clerk Flores advised that would be a question for the City Manager.

Interim City Manager Williams stated his apologies as he believed City Clerk Flores worked with ROAR Media to prepare the document. The City Manager clarified whether the question was regarding the brochure or the flyer. Assistant City Manager Sha'mecca Lawson answered the flyer. The City Manager responded, yes, that would be the flyer used.

Mayor Taylor stated because it has class of 2023 and it has the Legislative Aide Ms. Walker's information on it.

Interim City Manager Williams apologized and stated it was ready to go.

Commissioner Bass stated she asked to ensure that it is multilingual, Creole, Spanish and English.

City Manager Williams responded that it should be done.

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

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

Mayor Taylor concluded by inviting everyone out to the Autism Walk and the weekend of fun celebrating the city's 97th year of history.

7. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Kelley, seconded by Commissioner Bass to adjourn the Special Commission Meeting at 6:36 p.m.

John H. Taylor, Jr.
Mayor

Attest:

Joanna Flores, CMC
City Clerk

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO REESTABLISH AN HONOR GUARD PROGRAM WITHIN THE CITY POLICE DEPARTMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an Honor Guard Program was previously established within the City of Opa-Locka's Police Department; and

WHEREAS, the City Commission finds it is the best interest of the City to reestablish the Honor Guard Program to represent the City as a ceremonial unit during events and in honor of Flag Day.

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 reestablish an Honor Guard Program within the City of Opa-Locka's Police Department as a ceremonial unit during events and in honor of Flag Day.

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE

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

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

City Manager:	Darvin Williams		CM Signature:		
Commission Meeting Date:	06.14.2023	Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No
Funding Source: <i>Account#:</i>	<i>(Enter Fund & Dept)</i> Ex: See Financial Impact Section		Advertising Requirement: <i>(Enter X in box)</i>	Yes	No
					X
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
	X				
Sponsor Name	Mayor Taylor		Department:	City Commission	

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to establish an Honor Guard Program within the City Police Department.

Staff Summary:

An Honor Guard Program was previously established within the City's Police Department. It is in the best interest of the City to re-establish the Honor Guard Program to represent the City as a ceremonial unit during events and in honor of Flag Day.

Financial Impact – The Department already possesses most of the materials required for an Honor Guard. However, due to continuing substantial vacancies in the Department, an Honor Guard will normally require overtime with an estimated cost of \$1,500 cost, including benefits, each time utilized. The annual financial impact will be a function of the number of times per year an Honor Guard is used. Additionally, any extra minor items and possible trainer fees won't exceed \$2,500.

Proposed Action:

It is recommended the City Commission approve the legislation directing the Interim City Manager to establish an Honor Guard for the City of Opa-locka.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO UPDATE THE CITYWIDE HURRICANE READINESS PLAN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is the mission of the City of Opa-Locka ("City") to provide viable resources and ensure the welfare of its residents and staff during periods of inclement weather; and

WHEREAS, as the hurricane season approaches, the City Commission of the City of Opa-Locka desires that the Hurricane Readiness Plan be updated by the Interim City Manager by ensuring that each department and of the City is fully engaged in executing a plan for designated areas by preparing and safeguarding materials or equipment and focusing on evacuation safety, if necessary; and

WHEREAS, the City Commission desires that a Plan be presented to the City Commission at the next Regular Commission Meeting on June 28, 2023, and such plan shall include a schedule to be implemented annually; and

WHEREAS, the City Commission finds it is the best interest of the City to direct the Interim City Manager to update the Citywide Hurricane Readiness Plan.

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 update the Citywide Hurricane Readiness Plan consistent with this Resolution.

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE

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

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



City of Opa-locka Agenda Cover Memo

City Manager:	Darvin Williams			CM Signature:			
Commission Meeting Date:	06.14.2023		Item Type: (Enter X in box)	Resolution	Ordinance		Other
				X			
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1 st Reading		2 nd Reading	
				Public Hearing: (Enter X in box)	Yes	No	Yes
					X		
Funding Source: Account#:	(Enter Fund & Dept) Ex: NA		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☒ Bus. & Economic Dev ☒ Public Safety ☒ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☒	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
	X						
Sponsor Name	Mayor Taylor		Department:	City Commission			

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to update the Citywide Hurricane Readiness Plan.

Staff Summary:

It is the City's mission to provide viable resources and ensure the welfare of its residents and staff during periods of inclement weather. As the Hurricane season approaches, the City's Hurricane Readiness Plan shall be updated by the Interim City Manager to assist the City's staff in fully executing their designated areas of concerns by preparing and safeguarding materials or equipment and evacuating safely, when necessary. The plan must be presented to the City Commission at the next Regular Commission Meeting on June 28th, 2023, and shall include a schedule to be implemented annually.

Financial Impact – The City has a Comprehensive Emergency Management Plan developed in 2021, and there is no incremental expense in preparing an update for the 2023 hurricane season.

Proposed Action:

It is recommended the City Commission approve the legislation directing the Interim City Manager to update the citywide Hurricane Readiness Plan.

Attachment:

CITY OF OPA-LOCKA, FLORIDA

HURRICANE PLAN



MAY 2022

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Chapter 1

1.1 Overview

The City of Opa-locka Hurricane Procedures is intended to be a living document that will continue to evolve over the years as new and more effective procedures for dealing with this type of disaster is developed.

It is recognized that the public welfare and general safety of the citizens of the City of Opa-locka is the responsibility of the City. The City is responsible for taking those actions necessary for the effective preparedness for, response to and recovery from any disaster event to which the citizens of the City of Opa-locka may be vulnerable.

1.2 Statutory Authority

It should also be noted that in the event of a county-wide emergency declaration, the corporate resources of the County and the City work together for the mutual good of all the people of Miami-Dade County. The statutory authority for this arrangement may be found in Chapter 8 of the Miami-Dade County Code. It is further supported by City Ordinance, Chapter 8, Section 8-1 through 8-5, which provides the framework for the declaration of emergencies and an emergency management structure within the City.

The State is responsible for supporting local government in these endeavors under Florida Statute 252.

In turn, the Federal Government is responsible for support to both the state and local government in accordance with the Robert T. Stafford Act.

The procedures in this plan incorporate procedures found in the emergency plans of the above levels of government in order to provide an integrated and comprehensive emergency management plan. The plan is divided by individual City departments and includes policies and procedures for all employees to follow before, during and after a disaster.

1.3 Purpose

The City of Opa-locka Hurricane Plan is intended to provide an organized system of mitigation, preparedness, response and recovery that City employees can follow in order to provide direction and control during such an event.

All Departments are expected to develop and disseminate such plans to each employee. Furthermore, it is expected that every Department Director ensure department specific hurricane training every year prior to the start of hurricane season.

1.4 Goals

The plan is designed to achieve a number of goals:

- To provide an organized system of disaster vulnerability reduction to the citizens of and visitors to the City of Opa-locka and to promote their general safety and welfare.
- To develop an enhanced level of awareness relative to emergency preparedness throughout the City of Opa-locka.
- To provide the most efficient response and recovery system possible through effective coordination and maximum utilization of all available resources.
- To coordinate the return of essential services to normal as quickly and effectively as possible after a disaster.
- To maintain a high level of readiness through quality community outreach and training.
- To reduce the public's vulnerability to recurrent disasters by the promotion of hazard mitigation strategies.
- Provide a framework for all City Departments to structure their individual hurricane plans; and provide direct instructions for persons manning the city's EOC during a hurricane event.

Chapter 2 *Climate and Storm Terms*

2.1 Topographical Climate

Southeast Florida has experienced 32 hurricanes in the period from 1890 to 2009. Fifteen of these storms have been "major hurricanes" (Category 3 or above). The highest incidence of hurricane strikes occurs during the months of September and October.

The hurricane threat to Miami-Dade County is exacerbated by the large number of residents who live in coastal areas, along with the fact that the county has a relatively low and flat topography. Of the county's 2.2 million residents, 865,000 would be required to evacuate in the event of a Category 4 or 5 hurricane. In a hurricane of Category 3 or less, few if any residents of Opa-locka would be required to evacuate.

The threat from flooding is – for the Opa-locka area – more serious than wind damage. The mean elevation for the City is 9 feet above sea level. The area south of State Road 9 (Magnolia Park) and then south of the Atlantic Canal (Nile Gardens) are prone to flooding. As

such, evacuation of residents from those areas – especially near the NW 127 Street Canal – would be likely in any storm that has a great deal of rain. This phenomenon is very difficult for residents to comprehend; consequently, complacent residents or visitors could ignore a serious threat to health and safety.

2.2 City of Opa-locka Demographics

The 2000 Census indicates the population of the City of Opa-locka is 14,951 and, according to the Miami-Dade Planning Department, has a population of 15,592 as of April, 2003. As mentioned previously, severe flooding is possible in major population areas of the City, requiring evacuation from 3-5 feet of standing water after a hurricane or “wet” tropical storm.

The City of Opa-locka recognizes that a number of residents will require special assistance during the evacuation and recovery phases of a disaster. Through Opa-locka Cable Channel 9 and other public relations campaigns, this population will be encouraged to notify appropriate shelters, family, city agencies and transportation representatives of their needs before the hurricane season begins.

2.3 Terms

ADVISORY: A National Weather Service message providing storm location, intensity, movement and precautions to be taken.

TROPICAL STORM: An area of low pressure with a definite eye and counter clockwise winds of 39-74 MPH. A tropical storm may strengthen to hurricane force in a short period of time.

TROPICAL STORM WARNINGS: Issued by the National Hurricane Center when winds of 55-73 MPH are expected. If a hurricane is expected to strike a coastal area, separate tropical storm warnings will not usually precede hurricane warnings.

TROPICAL DISTURBANCE: A moving area of thunderstorms in the Tropics that maintains its identity for 24 hours or more -- a common phenomenon in the Tropics.

TROPICAL DEPRESSION: Rotary circulation at surface, highest constant wind speed 38 MPH.

HURRICANE: A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 MPH which is usually accompanied by rain, thunder and lightening. Hurricanes often spawn tornadoes.

HURRICANE SEASON: The six-month period from June 1st through November 30th is considered to be the hurricane season.

HURRICANE ALERT: A hurricane alert will be issued by the County Manager if readiness actions are required before a hurricane watch is issued. Actions normally taken during a hurricane watch should be initiated when a hurricane alert is declared.

HURRICANE WATCH: An announcement for specific areas that a hurricane or an initial hurricane condition poses a possible threat to coastal areas generally within 36 hours.

HURRICANE ADVISORIES: A “hurricane advisory” is a formal message from the national Hurricane Center giving information on the location and characteristics of a tropical cyclone or disturbance.

HURRICANE WARNING: A warning that sustained winds of 74 MPH or higher, associated with a hurricane, are expected in a specified coastal area within 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue even though winds may be less than hurricane force.

HURRICANE CATEGORY BY WIND VELOCITY:

Winds	Storm Tide
Category I (74-95 MPH)	5 Feet
Category II (96-110 MPH)	7 Feet
Category III (111-130 MPH)	10 Feet
Category IV (131-155 MPH)	13 Feet
Category V (Above 155 MPH)	15 Feet

(The above storm tides do not take into account high tide levels or wave action)

Phases:

Monitoring: the phase when an actual storm exists or weather conditions are such that a storm is imminent or favorable for a storm to develop but does not yet pose a threat to the South Florida area.

Pre-Storm: when a storm actually exists or conditions are favorable for a weather system to develop and there is a significant possibility that it may present a threat to South Florida. The time period for this phase may only be several hours or it may be for several days.

Storm Phase: the period when Tropical Storm Force Winds actually reach South Florida, until such time as conditions improve sufficiently that it is reasonably safe to begin the Re-entry/Recovery phase.

Re-entry/Response: occurs immediately after a storm has passed and it is reasonably safe to begin operations that include rescue, damage assessment, debris management and roadway

24-72 hours following the storm and involves immediate damage assessment, debris management and roadway clearing

Recovery: occurs 48 hours following the storm and could last for years. The recovery phase involves rebuilding the community.

Chapter 3

Regional Response Levels

3.1 Miami-Dade County Response

The Miami-Dade County Emergency Management System (CEMS) is a network of all county government agencies, municipalities, state and federal agencies located in Miami-Dade County, private not-for-profit agencies that are members of the Miami-Dade County Volunteer Organizations Active in Disasters (VOAD) and business organizations which provide essential services in response/recovery operations. This system is designed to ensure that adequate resources are provided to jurisdictions whenever their own resources are inadequate to cope with a given situation. When a “Local State of Emergency” is declared by Miami-Dade County, a network of the Miami-Dade County Emergency Operations Center (EOC) and seven Divisional EOCs is activated to ensure that all municipalities are represented in the network. If a small area of the county or its municipalities is affected, the Miami-Dade County EOC would be activated to provide required assistance to the community. This system will be applied in day-to-day activities, such as training and exercises, as well as emergency operations and planning. Other responsibilities of the county include:

- Coordinating intra-county mutual aid
- Maintaining a liaison with local jurisdictions within the county and with neighboring counties
- Identifying multi-purpose staging areas throughout the county to provide rally points for incoming mutual aid and humanitarian depots for support of recovery operations
- Forwarding local mutual aid requests that cannot be satisfied from within the county to the State EOC
- Dispatching reports to the State EOC as the emergency situation develops and as changes in the emergency dictate
- Receive and employ resources provided by other counties, state, federal and private agencies
- Carry out emergency regulations issued by proper authorities

3.2 State of Florida Response

The State of Florida provides assistance to impacted counties when the resources of the affected county and its municipalities have been exhausted. Requests for and deployment of resources are approved and coordinated by the State Emergency Response Team (SERT), normally located in the State Emergency Operations Center (SEOC). Through the State-Wide Mutual Aid Agreement, the SERT can coordinate mutual aid requests from the affected counties.

Assistance may also be provided in the form of Rapid Response Teams (RRT) or Rapid Impact Assessment Teams (RIAT). RRT's are composed of non-affected county/state emergency management staff and other emergency workers. These teams are used to supplement the EOC staff in the affected communities.

RIAT's are deployed to assist in the "needs assessment" of the affected communities. After coordinating with local officials, an assessment of transportation, communications, and utility systems will be completed to determine resources required. An assessment of food, water, health, medical and housing needs will also be accomplished to confirm actions necessary to preserve the health and welfare of the affected citizenry. Other responsibilities of the State include:

- Receive, evaluate and issue information on emergency operations
- Coordinate the activities of all state agencies
- Coordinate the receipt, allocation and delivery of resources supplied by the State or Federal Government or other states
- Coordinate emergency operations mutual aid with other states

3.3 Federal Government Response

The Federal Government provides assistance to affected communities when the capabilities of the local and state governments are exceeded. The State SERT will advise FEMA Region IV that a formal request for federal assistance is to be submitted. FEMA may deploy a FEMA liaison to the SEOC, and if a Presidential Declaration of State of Emergency is made, will deploy an Emergency Response Team (ERT).

3.4 Municipalities Response

Municipalities are represented in the Miami-Dade EOC through the Divisional EOC concept. The divisional EOCs representatives are included in the Command Section of the Miami-Dade EOC and the remaining municipalities' representatives are included in the Command Section of the appropriate Divisional EOC.

3.5 Divisional Emergency Operations Center Response

The Miami-Dade Office of Emergency Management, located at 9300 NW 41st Street, in an effort to maintain a manageable span of control in the county emergency operations center, has decentralized direct communication with all municipalities in Miami-Dade County.

There are seven (7) “Divisional EOCs” hosted by the cities of:

- Coral Gables
- Hialeah
- Homestead
- Miami
- Miami Beach
- North Miami
- North Miami Beach

The City of Opa-locka communicates with the Divisional Emergency Operations Center at the Hialeah Fire Department located at 83 East 5th Street. The City Manager and the Opa-locka Police Department will assign appropriate level personnel to represent the City at the Divisional EOC. Based within the Divisional EOCs will be representatives from the other municipalities of Miami-Dade County. The Divisional EOCs serve as a communication conduit to and from the Miami-Dade County EOC for all the municipalities based within the Divisional EOC. Each Divisional EOC sends at least (1) representative to the Miami-Dade County EOC to facilitate communication. The Divisional EOC representative sent to the Miami-Dade County EOC has a clear understanding of the Emergency Response Plans of the municipalities they represent and Miami-Dade County. The Divisional EOC representative is an official capable of making key decisions.

Some responsibilities of the Divisional EOC include:

- Monitoring and coordinating the response and recovery activities of the various assigned municipalities through the Divisional EOC chain-of-command.
- Providing or coordinating requested support for Divisional EOC staff and municipalities.
- Working closely with other members of Command Section to share information, professional and technical skills, personnel and equipment.
- Anticipating upcoming needs and potential problems.
- Informing Divisional EOCs of executive decisions, actions and instructions.

- The Divisional EOC Representatives will be assigned a coordinator from the Office of Emergency Management staff that will be responsible for assistance in coordinating the actions/requests of all Divisional EOC representatives.

3.6 City of Opa-locka Response

3.6.1 The City of Opa-locka, in order to maintain control over the emergency situation within the boundaries of the City, will maintain emergency operations for a Category 1-3 hurricane in its Public Works Department, 12950 LeJeune Road, or the Hialeah Emergency Operations Center at 83 East 5th Street. **The location of the Opa-locka Emergency Operations Center will be determined by the City Manager, based on various factors relative to any given emergency. The Opa-locka Police Department EOC shall be in operation for all essential employees during a hurricane category less than 3. For hurricane category 4/5 the EOC will be determined by the City Manager.**

3.6.2 The City of Opa-locka response will be implemented and managed by the City Manager, who will act as the Incident Commander for the City. Under City Ordinance Chapter 8, Section 8-5, the Mayor has the sole authority to declare a State of Emergency for the City, causing the City Manager to place the City's Emergency Plan into action.

3.6.3 The Responsibilities of the City of Opa-locka during an emergency include:

- Implement, monitor and coordinate the mitigation, preparation, response and recovery activities within City boundaries consistent with state and county activities.
- Issue emergency regulations to protect life, property, public order and welfare.
- Recommend funding for emergency operations to the City Commission.
- Equip and operate Emergency Operations Center to control emergency conditions.
- Inform City officials, residents, business owners and employees of executive decisions, actions, instructions and progress.
- To coordinate the return of essential services to normal as quickly and effectively as possible after a disaster.
- Apply for public assistance and disaster relief funding.

Chapter 4

Notification, Activation and Communication Procedures

4.1 Notification Procedures:

- Notifications from the Miami-Dade County EOC to the Divisional EOCs will have a priority status and should be made prior to notifications to other entities.

- Each Divisional EOC will be responsible for maintaining a facsimile line that can be reached and will be staffed 24 hours a day and seven days a week.
- Miami-Dade County EOC will develop a FAX cover sheet that stipulates that the information being distributed must be relayed to the stated recipient as soon as possible.
- Miami-Dade County will distribute information obtained from the National Weather Service and/or the National Hurricane Center to the Divisional EOCs' as soon as possible. This will be used to supplement any other source that the Divisional EOCs may have for weather-related information.
- Each Divisional EOC will establish a facsimile distribution network to municipalities. The Divisional EOCs will distribute disaster threat or disaster-related information to the municipalities.
- The Emergency Management Coordinator (EMC) or designee will act as the City liaison to the Divisional EOC. The Emergency Management Coordinator will relay all weather and emergency management information to the City Manager, who will act as Director of Emergency Management for the City. The City Manager will distribute all information regarding the City's Hurricane Procedure and status to the City Commission, Department directors and residents. Department directors will relay information to department employees.

4.2 Activation Procedures

Level I: Typically a "monitoring" phase. Notification will be made to the Divisional EOCs about the position of any approaching tropical weather system. Each Divisional EOC should take prudent care to monitor the progress of any system.

Level II: A limited Divisional EOC activation. The Divisional EOCs should be staffed by Emergency Management personnel. Contact made with Miami-Dade County EOC. Level II activation should be initiated when a Hurricane/Tropical Storm Watch is issued For Miami-Dade County.

Level III: A full-scale activation of the Divisional EOC with 24-hours-a-day staffing, by primary emergency response departments. Representatives from the Satellite EOCs should be sent to the Divisional EOCs. Divisional EOC representatives sent to Miami-Dade County EOC. This must be accomplished within 4 hours of activation. Level III activation should be initiated when a Hurricane/Tropical Storm Warning is issued for Miami-Dade County and should be maintained during landfall of severe weather storm (hurricane) or catastrophic event.

Level IV: (Recovery Phase) Full Activation of all Divisional EOCs with 24-hours-a-day staffing of the EOC, along with Satellite EOC representatives in place at Divisional EOC and Divisional representatives at Miami-Dade County EOC. Level IV is initiated after the impact of a

catastrophic event (or hurricane). This level is maintained throughout the recovery phase until the disaster is downgraded back to a Level I or II.

4.3 Communications Procedures

- Redundancy in communications systems should prevail.
- Landline telephones and landline facsimile machines shall be the primary source for communication from the Miami-Dade County EOC to the Divisional EOCs and from the Divisional EOCs to the municipalities' Emergency Management Officer.
- Miami-Dade County will utilize the 24-hour FAX and telephone numbers provided to them from the Divisional EOCs. Divisional EOCs must establish internal controls to ensure that the intended recipient of the FAX from the Miami-Dade County EOC is immediately contacted and advised of the contents of the FAX message.
- RACES (Ham) Radio stations will be established at the Divisional EOCs to serve as the primary backup means of communicating with the Miami-Dade County EOC.
- Each Divisional EOC shall establish, at their discretion, other alternative communication systems (i.e.: satellite telephones, etc.) to maintain contact with the Miami-Dade County EOC.

4.4 City of Opa-locka Communications Procedures

When a hurricane or tropical storm presents a significant threat to the South Florida area, the Emergency Management Coordinator shall open communications with the Divisional EOC. The Emergency Management Coordinator shall report all communications and weather updates to the City Manager and/or Mayor. The City Manager shall act as the Incident Commander, and shall have the authority to implement, report on and manage all actions undertaken by the City in the event of an emergency. The City Mayor shall have the sole authority to declare a State of Emergency and place the Hurricane Procedure Plan into action, as per City Ordinance Chapter 8, Sections 8-1 through 8-5.

The City Manager at his/her discretion shall call a meeting with all command post employees when notification is received that the Divisional EOC is becoming operational. The City Manager shall also call any meetings with Department Directors to review Hurricane Procedure and discuss responsibilities and strategies. All communications regarding the Hurricane Procedure and weather updates shall come from the Emergency Management Coordinator through the City Manager, or his/her designee. The Manager will designate one of his Assistants to respond to a post at the Divisional EOC when called upon.

The City Manager, at his/her discretion, shall authorize that the City Emergency Plan be placed into action. Once the City Manager authorizes that the City Emergency Plan be placed

in action, all Department Directors shall begin preparing the departments according to Hurricane Procedure.

4.5 City of Opa-locka Essential Employees Information

Once the necessary departmental preparations have been taken, all essential employees may leave to secure their personal property. All essential employees shall report to the designated area, at the time specified by the City Manager, for further instruction on where to remain during the storm. The designated area may be the Opa-locka Police Station, the Public Works Building, or another location as determined by the City Manager, based on various factors relating to any given storm.

All essential employees will be given 24 hours to address personal needs and concerns prior to the hurricane approach and time to report to the designated City EOC.

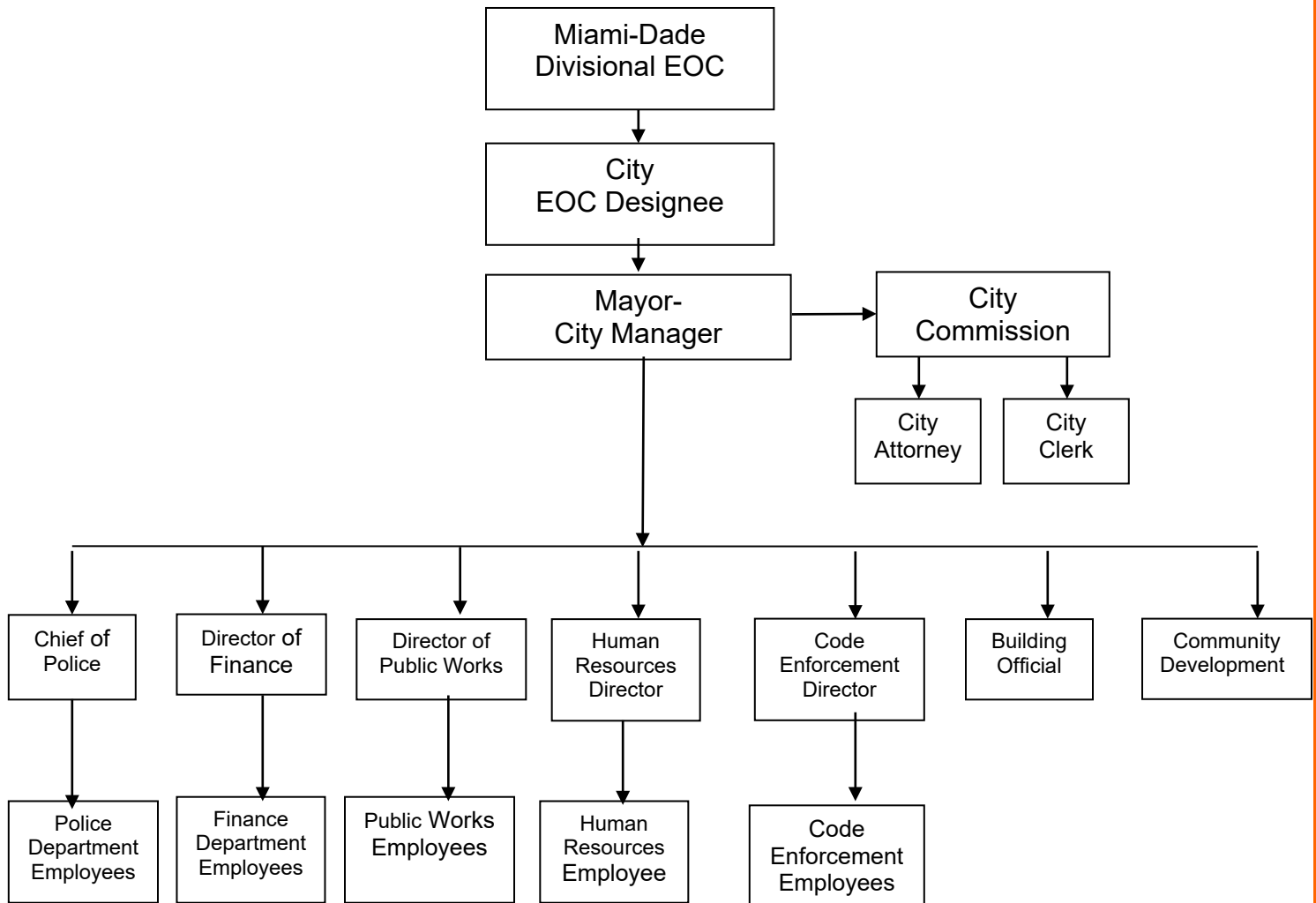
Essential employees are:

City Manager	Public Works Director
Finance Director	Building Official
Code Enforcement Director	Parks and Recreation
Community Development	Information Technology

The Chief of Police (and **all** Police Department employees are designated as essential employees)

Essential employees should come to the designated area prepared for an extended stay of at least 24 hours, perhaps lasting as long as several weeks. Essential employees should come equipped to the designated area with the necessary supplies, as noted under item 10.1.22 of this Manual.

City of Opa-locka Emergency Management Communications Flow Chart



Chapter 5

Office of the City Manager

5.1 Pre-Hurricane Procedure

- 5.1.1 Once per year prior to hurricane season, the City's Hurricane Procedures will be reviewed by the EMC and the City Manager's Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to the EMC by no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.
- 5.1.2 The Office of the City Manager will cause hurricane preparedness tips placed on Opa-locka Cable Channel 9 to educate residents on the City's hurricane procedures.
- 5.1.3 The Office of the City Manager, in conjunction with the EMC and the Police Department, may hold public meetings prior to hurricane season to inform residents of hurricane preparedness tips. The EMC and the Police Department will have hurricane preparedness materials available to distribute upon request and will also respond to requests to speak to groups regarding hurricane preparedness.
- 5.1.4 The City Manager will be notified by the EMC of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once deemed appropriate, the City Manager will hold a meeting with the Mayor and make a recommendation that the Emergency Management Plan be placed in action.
- 5.1.5 After the plan is in action, the Office of the City Manager will utilize Opa-locka Cable Channel 9 to make an "Early Warning" to all residents, informing them of the storm system and encouraging them to stay tuned to the local weather forecast.
- 5.1.6 Should the County issue an Evacuation Order for the City; the Office of the City Manager will utilize Opa-locka Cable Channel 9 to issue an Evacuation Notice to all persons. The Police Department and Code Enforcement will endeavor (conditions permitting) to supplement The Evacuation Notice to as many residents and businesses as possible. The Manager's Evacuation Notice will include information about Emergency Shuttle Bus Service (if any). The Office of the City Manager will send a copy of all released information to the Miami-Dade Office of Emergency Management to apprise them of our status and ensure the consistency of information provided to the public.
- 5.1.7 The City Manager will relay all emergency information to the Mayor and City Commission.
- 5.1.8 The City Manager will provide a list of "essential" employees to the Finance & Public Works Directors prior to hurricane season. The essential employees of the Office of

the City Manager are the City Manager and any designated Assistant to the City Manager.

5.1.9 All staff within the Office of the City Manager will prepare their departments by:

- backing up all computer files that are on the main data storage drive
- unplugging all electrical equipment
- removing loose items from high areas
- securing files away from windows
- moving all computer and telephone equipment away from windows
- closing all doors prior to leaving the department

5.1.10 The Finance, Public Works, Code Enforcement and Human Resources Department Directors will supply a list of all City employees, their phone numbers and status (essential or non-essential) to the City Manager. *Note that **all** Police Department employees are considered essential employees.*

5.1.11 Once an Evacuation Order has been given by Miami-Dade County, the Office of the City Manager will fax an emergency announcement to designated media hurricane fax numbers to alert residents of Evacuation Order. A copy of the announcement will also be sent to the Miami-Dade Office of Emergency Management EOC.

5.1.12 The Office of the City Manager's PIO will cause a recorded message to be placed on (305) 688-4611 and (305) 953-2810, informing callers of the Evacuation Order, leaving the City HELP line phone number [305-688-4357] for both residents and employees to call for more information. This recording will direct persons to remain tuned to their radios and /or televisions or provide an active telephone number for personal contact for the latest city information.

5.1.13 All "essential" employees of the Office of the City Manager shall report to the designated area, and wait until the storm passes and it is safe to re-enter the City. The designated area may be the Opa-locka Police Station, the Hialeah EOC, or another location as determined by the City Manager, based on various factors relating to any given storm.

5.2 Post-Hurricane Procedure

5.2.1 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all "essential" employees of the Office of the City Manager will report to the temporary command post, to be determined by the City Manager, within the City.

5.2.2 The Office of the City Manager will continue to fax reports to designated media regarding re-entry for residents.

- 5.2.3 The City Manager will contact all Department Directors to request assistance.
- 5.2.4 The Department Directors shall contact all Department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police dispatch for information on when to return to work.
- 5.2.5 The City Manager will announce the decision to return to work for all non-essential employees. The various Department Directors shall contact all non-essential employees to inform them of the decision.
- 5.2.6 The City Manager shall organize special Commission meetings and maintain any special ordinances/resolutions the City Commission may enact during an emergency.
- 5.2.7 The Office of the City Manager will assist in obtaining relief from federal, state and local agencies.
- 5.2.8 The Office of the City Manager will coordinate the completion and submission of damage assessment forms to the Finance Director for FEMA reimbursement.

Chapter Six

Office of the City Clerk

6.1 Pre-Hurricane Procedure

- 6.1.1 Once per year prior to hurricane season, the City's Hurricane Procedures will be reviewed by the EMC and the City Manager's Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to the Emergency Management Coordinator by no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.
- 6.1.2 The Clerk will provide a list of "essential" employees to the City Manager's Office prior to hurricane season. There are no essential employees in the Clerk's Department.
- 6.1.3 The City Manager will be notified by either the EMC, Chief of Police, Assistant Chief or Commander of Special Services of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once notified, the City Manager will hold a meeting with Department Directors and authorize that the plan be placed in action.
- 6.1.4 The Clerk will maintain a list of current telephone numbers of each person in the City Clerk's Office and a number where they can be reached after the emergency.
- 6.1.5 All staff within the City Clerk's Office will prepare the department by:

- backing up all computer files that are on the main data storage drive
- unplugging all electrical equipment
- removing loose items from high areas
- securing files away from windows
- moving all computer and telephone equipment away from windows
- closing all doors prior to leaving the department
- forwarding all phones to 305-688-4357 (City HELP line)

6.2 Post-Hurricane Procedure:

- 6.2.1 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all “essential” employees of the City will report to the temporary command post within the City.
- 6.2.2 The City Manager will contact all Department Directors to request assistance.
- 6.2.3 The City Clerk shall contact all department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police dispatch for information on when to return to work.
- 6.2.4 The City Manager will announce the decision to return to work for all non-essential employees. Each Department shall contact their respective non-essential employees to inform them of the decision.
- 6.2.5 Each staff person is to keep an accurate record of the hours worked each day. These records are to be turned in daily to the City Clerk. The City Clerk will deliver all timesheets to the City Manager’s Office.
- 6.2.6 The City Clerk shall provide public notices for special Commission meetings and maintain any special ordinances/resolutions the City Commission may enact during an emergency.
- 6.2.7 The Office of the City Clerk shall assist the City Manager’s Office in completing and maintaining damage assessment forms.

Chapter Seven

Finance Department and IT Department

7.1 Pre-Emergency Preparations:

- 7.1.1 Once per year prior to hurricane season, the City’s Hurricane Procedures will be reviewed by the EMC and the City Manager’s Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to

the EMC by no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.

- 7.1.2 Once per year prior to hurricane season, policies regarding pay during emergencies and shelter for “essential” employees will be stated in a memorandum and distributed with pay stubs.
- 7.1.3 **Prior to hurricane season, the Finance Department shall cause pictures and videos of all City facilities and equipment to be taken.**
- 7.1.4 Prior to hurricane season, the Department shall store insurance policies and facility pictures/video in a safe place.
- 7.1.5 **Prior to the Hurricane season the IT director shall ensure that the city has an appropriate number of operating two-way radios, cell telephone, and any other viable communication tool that can be used during and after a hurricane.**
- 7.1.6 The City Manager will be notified by the EMC, Chief of Police, Assistant Chief or the Commander of Special Services of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once deemed appropriate, the City Manager will hold a meeting with the Mayor and make a recommendation that the Emergency Management Plan be placed in action.
- 7.1.7 All staff within these Departments will prepare their departments by:
- backing up all computer files that are on the main data storage drive
 - unplugging all electrical equipment
 - removing loose items from high areas
 - securing files away from windows
 - moving all computer and telephone equipment away from windows
 - closing all doors prior to leaving the department
 - forwarding all phones to 305-688-4357.
- 7.1.8 **The Finance and IT Departments are responsible for backing up all central computer systems. The IT Department will identify a central backup location or contractor to protect the city’s computerized data and information.**
- 7.1.9 **The IT and Finance Director will maintain a list of current telephone numbers of each person in their Departments and a number where they can be reached after the emergency. They will also ensure that this information is uploaded into the CODE RED Emergency Network.**
- 7.1.10 The Finance Department will make arrangements with the following vendors to establish emergency credit, allowing for emergency purchases:
- Publix

- Winn Dixie
- Other area supermarkets
- Walgreens/ CVS
- Gas Stations
- Automotive Repair Shop
- Office Depot
- Home Depot

7.1.13 All “essential” employees shall report to the designated area and wait until the storm passes and it is safe to re-enter the City. There are no essential employees in the Finance and IT Departments, except for the Directors.

7.1.14 Specific procedures relating to Information Systems in the Finance Department shall be prepared by the Director of IT and distributed to the various effected Departments.

7.1.15 The Finance Director will ensure that there are sufficient weather appropriate vehicles purchased or leased for designated members of the Emergency Management Team.

7.2 Post-Hurricane Procedure:

7.2.1 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all “essential” employees will report to the temporary command post (to be determined by the City Manager) within the City.

7.2.2 The City Manager will contact all Department Directors to request assistance.

7.2.3 The Finance Director shall contact all department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police dispatch for information on when to return to work.

7.2.4 The City Manager will announce the decision to return to work for all non-essential employees. The Finance Department shall contact all their respective non-essential employees to inform them of the decision.

7.2.5 Upon instruction, non -essential employees of these Departments will return to their respective areas to conduct damage assessments throughout their building(s).

7.2.6 The Directors shall keep a log of all emergency-related expenses and maintain all damage assessment reports to send to FEMA.

7.2.7 The Directors shall document damage to government facilities and equipment with photographs, complete appropriate forms and send them to the City Manager.

- 7.2.8 Each staff person is to keep an accurate record of the hours worked each day. These records are to be turned in to the Department Director and Human Resources Director, respectively.

Chapter Eight

Human Resources Department

8.1 Pre-Emergency Preparations:

- 8.1.1 Once per year prior to hurricane season, the City's Hurricane Procedure Manual will be reviewed by the EMC and the City Manager's Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to the Emergency Management Coordinator by no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.
- 8.1.2 Once per year prior to hurricane season, policies regarding pay during emergencies and shelter for "essential" employees will be stated in a memorandum and distributed with pay stubs.
- 8.1.3 The City Manager will be notified by the EMC, Chief of Police, Assistant Chief or the Commander of Special Services of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once deemed appropriate, the City Manager will hold a meeting with the Mayor and make a recommendation that the Emergency Management Plan be placed in action.
- 8.1.4 Once informed of a pending emergency, the Human Resources Department will obtain printouts including all City employees' names, social security numbers, addresses, phone numbers, job titles and Departments.
- 8.1.5 Department Directors shall supply a list to the Human Resources Department, prior to hurricane season, of "essential" employees.
- 8.1.6 **The Human Resources Director shall supply a list of all City employees, their phone numbers and status (essential or non-essential) to the City Manager. This information will be uploaded into the CODE RED Emergency Communication System. This process will be coordinated by the IT Director.**
- 8.1.7 All staff within the Human Resources Departments will prepare the department by:
- backing up all computer files that are on the main data storage drive
 - unplugging all electrical equipment
 - removing loose items from high areas
 - securing files away from windows

- moving all computer and telephone equipment away from windows
- closing all doors prior to leaving the department
- forwarding all phones to 305-688-4357 (City HELP Line).

- 8.1.8 The Finance and IT Departments are responsible for backing up all central computer systems.
- 8.1.9 **The Human Services Department is responsible for ensuring that there is no interruption in employee paycheck processing, through a direct bank deposit process or other means.**
- 8.1.10 The Human Resources Director will maintain a **hard copy or computerized list** of current telephone numbers of each person in their Departments and a number where they can be reached after the emergency. **This information will be uploaded into the CODE RED Emergency Communication System. This process will be coordinated by the IT Director**
- 8.1.11 The Human Resources Director shall have a list of worker's comp treatment centers available for injured employees. All injuries shall be reported to the Human Resources Department.
- 8.1.12 All "essential" employees shall report to the designated area, and wait until the storm passes and it is safe to re-enter the City. There are no essential employees in the Human Resources Departments.
- 8.1.13 **Specific procedures relating to Information Systems will be handled by the Director of Information Systems (IT).**

8.2 Post-Hurricane Procedure:

- 8.2.1 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all "essential" employees will report to the temporary command post (to be determined by the City Manager) within the City.
- 8.2.2 The City Manager will contact all Department Directors to request assistance.
- 8.2.3 The Human Resources Department Director shall contact all department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police dispatch for information on when to return to work.
- 8.2.4 The City Manager will announce the decision to return to work for all non-essential employees. The Human Resources Department shall contact all their respective non-essential employees to inform them of the decision.

- 8.2.5 Upon instruction, employees of the Human Resources Department personnel will return to their respective areas to conduct damage assessments throughout their building(s).
- 8.2.6 The Director shall keep a log of all emergency-related expenses and maintain all damage assessment reports to send to FEMA.
- 8.2.7 The Director shall document damage to government facilities and equipment with photographs, complete appropriate forms and send to insurance carrier.
- 8.2.8 Each staff person is to keep an accurate record of the hours worked each day. These records are to be turned in to the Human Resources Director.
- 8.2.9 The Human Resources Department Director shall maintain all city employees' timesheets.

Chapter Nine

Code Enforcement, Building Officials and Public Works

9.1 Pre-Hurricane Procedure:

- 9.1.1 Once per year prior to hurricane season, the City's Hurricane Procedure Manual will be reviewed by the EMC and the City Manager's Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to the EMC no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.
- 9.1.2 The Code Enforcement Director, Building Official and Public Works Director will provide a list of "essential" employees to the Human Resources Director prior to hurricane season. "Essential" employees are: the Code Enforcement Director, Public Works Director and the Building Official.
- 9.1.3 **The Building Official will establish an agreement with an outside engineering firm for additional inspectors to be assigned to the City after an emergency.**
- 9.1.4 **The Public Works Director will ensure that all city vehicles are accounted for and parked in a safe location. He and the Finance Director will ensure that appropriate vehicles are available for the Emergency management Team members; this includes water vehicles in case of extreme flooding.**
- 9.1.5 The City Manager will be notified by the EMC, Chief of Police, Assistant Chief or the Commander of Special Services of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once notified, the City Manager will hold a meeting with Department Directors and authorize that the plan be placed in action.

- 9.1.6 The named Department Directors will maintain a list of current telephone numbers of each person in the Departments and a number where they can be reached after the emergency.
- 9.1.7 All staff within these Departments will prepare the department by:
- backing up all computer files on main data storage drive
 - unplugging all electrical equipment
 - removing loose items from high areas
 - securing files away from windows
 - moving all computer and telephone equipment away from windows
 - closing all doors prior to leaving the department
 - forwarding all phones to 305-688-4357 (City HELP Line)
 - **secure unattended city vehicles and park them in an elevated and safe location.**
 - **Public Works will assist the Finance Department with its video and photo taking responsibilities of all city facilities.**
- 9.1.8 **Code Enforcement Officers will patrol the City and inform residents and business owners that all loose items must be tied down or put in storage. Additionally, Code Enforcement and Public Works will coordinate and ensure transportation to evacuation pick-up sites for needy citizens.**
- 9.1.9 The Building Official and Code Enforcement Officers will patrol the City and inform contractors/job sites that all loose materials must be tied down or put in storage and all storage trailers shall be hauled off-site in accordance with the City's Code of Ordinances.
- 9.1.10 All "essential" employees shall report to the designated area, and wait until the storm passes and it is safe to re-enter the City.

9.2 Post-Hurricane Procedure:

- 9.2.1 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all "essential" employees of the Code Enforcement and Building Department and Public Works report to the temporary command post (to be determined by the City Manager) within the City.
- 9.2.2 **The City Manager will contact all Department Directors to request assistance. It should be noted that these Department Directors are part of the Emergency Management Committee and should be at the City's EOC during the Hurricane event.**

- 9.2.3 Each Director shall contact their department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police Dispatch for information on when to return to work. Please note that the CODE RED Emergency Network will be providing information, also.
- 9.2.4 The City Manager will announce the decision to return to work for all non-essential employees. All non-essential employees shall monitor news stations and/or be contacted by the CODE RED Emergency Network. Employees may contact the Police dispatch for information on when to return to work, also.
- 9.2.5 Each staff person is to keep an accurate record of the hours worked each day. These records are to be turned in daily to their Director. The Department Director will deliver all timesheets to the Human Resources Director.
- 9.2.6 In order for an area to be declared a "Disaster Area" and qualify for a Federal response, it is important for initial damage assessments to be performed. Immediately after a storm passes, City Building & Code Inspectors will enter the City to perform an initial damage assessment, so that estimates may be forwarded to the Miami-Dade Office of Emergency Management. The Miami-Dade County OEM will compile the countywide information for the State and Federal Governments in order to assist with determining the appropriate response. Inspectors may be escorted by members of the Police Department if necessary, to perform their initial assessments.
- 9.2.7 Only City Building Inspectors shall inspect buildings for structural defects, storm damage and life safety issues. Before entering a building or removing any debris, always check for the following:
- structural defects
 - downed electrical wires (do not touch)
 - hazardous materials
 - water buildup or puddles
 - other possible safety concerns
- 9.2.8 Prior to hurricane season, the Code Enforcement Director and Building Official shall review the priority list for inspections. The priority list for inspections is as follows: Opa-locka City Hall, Opa-locka Finance Department, Opa-locka Cultural Arts Center (Young, Bowers, Brown Building), Opa-locka Police Department, Opa-locka Public Works Building, Opa-locka Human Resources Department, Sherbondy Park structures, Segal Park Structures, Ingram Park Structures, area public and private schools, businesses and private residences (condominiums, homes, apartments).
- 9.2.9 The Building Official, or designee, is responsible for completing damage assessment reports for FEMA for all City buildings, including all parks & recreation facilities, and shall provide the Finance Director with these reports daily.

- 9.2.10 Code Enforcement officers will assist the Building Official or Public Works Superintendent as required.
- 9.2.11 **Code Enforcement will coordinate the placement of needy residents in available emergency housing locations. The City has an agreement with the Niles Garden Apartments to provide emergency housing, during such emergency situations.**
- 9.2.12 Outside engineering inspectors will remain on standby during the storm and be advised by the Building Official and the City Manager if their services are needed following the storm.

Chapter Ten

Police Department

10.1 Pre-Hurricane Procedure

- 10.1.1 Throughout the hurricane season, Police Department personnel are expected to be in touch with news broadcasts and weather reports and should have made their own preliminary personal preparations and be ready to respond to work when directed. Once per year prior to hurricane season, *if changed*, the revised City Emergency Plan will be distributed to Department employees.
- 10.1.2 The Opa-locka Police Department City EOC liaison shall be the Commander of the Special Services Unit under the direction of the Assistant Chief. In his absence, a Command Staff member designated by the Chief of Police shall assume the role.
- 10.1.3 During a **stage one mobilization**, or a Tropical Storm/Category 1 Hurricane that has a substantial likelihood of hitting, or being in close proximity to the City, personnel on leave or days off may not be canceled unless they are assigned to a specialized unit that is deemed to be essential to hurricane preparation. It shall consist of utilizing on-duty personnel, and calling out the next shift, and any specialty units as needed. The Opa-locka Emergency Operations Center (OLEOC) may be prepared and activated. See section 10.3 of this chapter regarding OLEOC activations.
- 10.1.4 During a **stage two mobilization**, days off for all personnel will be cancelled. Leaves may be cancelled as well, at the discretion of the Chief of Police or his designee. Personnel will be divided into ALPHA/BRAVO Shifts. Shifts will be for 12 hours. As a rule, ALPHA shift will work 7 a.m. until 7 p.m. and BRAVO will work from 7 p.m. until 7 a.m. for the duration of the emergency. However, based upon the conditions and circumstances of a particular incident, ALPHA-BRAVO shift hours may be altered. For a Stage Two Mobilization for a hurricane, all personnel are subject to being called out. Those who are not initially called in will be placed on alert status and are subject to being called in. A stage two mobilization will go into effect whenever an evacuation

- order is issued or anticipated for our area, or a hurricane **warning** is issued. The OLEOC will be activated and will serve as the City's Command Post (CP).
- 10.1.5 When a hurricane or tropical storm presents a significant threat to the South Florida area, the Emergency Management Coordinator shall open communications with the Divisional EOC. The Emergency Management Coordinator shall report all communications and weather updates to the City Manager. The City Manager at his/her discretion shall call a meeting with all Department Heads when notification is received that the Divisional EOC is becoming operational.
- 10.1.6 When notification is received that the Divisional EOC is becoming operational, the Police Department may designate an employee to respond to a post at that location, if deemed necessary by the EMC. The Special Services Unit Commander will immediately notify the Chief of Police, the Assistant Chief, and the Commanders of the Criminal Investigations and Administrative Services Divisions of the EOC activation.
- 10.1.7 The City Manager shall call any meetings with Department Directors to review Hurricane Procedure and discuss responsibilities and strategies. All communications to City employees regarding the Hurricane Procedure and weather updates shall come from the Emergency Management Coordinator and the City Manager, or a designee.
- 10.1.8 Once the Mayor has authorized/instructed the City Manager that the emergency plan be placed in action, all Department Directors shall begin preparing the departments according to Hurricane Procedure. Only the City Manager is authorized to commence the implementation of the emergency plan.
- 10.1.9 **The Opa-locka Police Department may assign a person from the command staff, or a sergeant, to the Miami-Dade County E.O.C, if needed, with the approval of the City Manager.**
- 10.1.10 At the discretion of the Chief of Police, Assistant Chief or the Special Services Commander, Communications or other civilian personnel may be directed to contact all off-duty personnel to advise them that the threat of a storm exists. These employees shall keep in touch with news/weather reports and may consider making any personal storm preparations that they might need to perform in case they are called in to duty.
- 10.1.11 When a hurricane watch is issued for our area, all members of the Department will be placed on **emergency stand-by status**. When this occurs, off-duty personnel should have their personal preparations completed and they shall be prepared to report to duty at any time.

- 10.1.12 Personnel, who are going to be away from their residences, will leave a number where they can be contacted. Personnel, who are not at their residences when a hurricane watch is issued, shall contact the Department for instructions. Off-duty personnel may be called in to relieve on-duty personnel so that the on-duty personnel can make their final preparations if necessary.
- 10.1.13 When a hurricane watch has been issued or an evacuation order is imminent, the Commander in charge of the on-duty Patrol Shift shall make an assessment of the general traffic situation at all major intersections and roadways in the City, with particular attention to N.W. 27th Avenue and N.W. 135th Street/ Opa-locka Boulevard. If traffic direction and control is needed, the Shift Commander shall make the necessary arrangements to address the situation including seeking assistance of personnel from other Divisions. The Shift Commander shall notify the Special Services Unit Commander and the Assistant Chief of the situation.
- 10.1.14 The Special Services Unit Commander will be responsible for contacting the Miami-Dade Police Department and requesting that they provide traffic assistance at appropriate evacuation route intersections along N.W. 27th Avenue, N.W. 22nd Avenue, N.W. 135 Street and N.W. 151 Street in order to insure that traffic does not unnecessarily back up on these major arteries.
- 10.1.15 Once traffic posts are assigned, the Shift Commander will monitor the traffic flow and volume and will make adjustments as necessary. The Shift Commander will notify Communications of any changes in posts or personnel.
- 10.1.16 When sustained winds reach 40 MPH, the Shift Commander will direct all personnel assigned to outside areas and traffic posts to clear. Communications will conduct a roll call of all field personnel to ensure that they have received and acknowledged the directive to clear. At this point, the Chief of Police or his designee will direct all personnel to report to their assigned shelters.
- 10.1.17 Officers assigned to Motors will be responsible for securing their assigned motorcycles. They may be brought to the station and stored in the enclosed garage area at the north of the station building. The Shift Commander will verify with each Motor Officer that their motorcycle has been secured. The Shift Commander will also ensure that any spare motorcycles are secured as well.
- 10.1.18 As the demands of storm preparations and storm related calls for service increase, the Chief of Police, or his designee, may suspend police response to calls of a non-emergency, and non-storm related nature. The Chief of Police, or his designee, may suspend all response when the prevailing conditions become too hazardous, or an order has been given for all personnel to return to the designated Opa-locka Police Command Post (usually the Police Department building).

- 10.1.19 Patrol Officers who are on duty and working their normal assignments shall continue to actively patrol their zones as long as possible. While on patrol, they should be on the lookout for persons in need of assistance, stalled vehicles, flooded areas, roads blocked by trees or other debris, and other storm-related concerns. Officers should relay information regarding the above matters to Communications in a timely manner. Officers should try to avoid driving in flooded areas. Officers will also monitor evacuation bus pick-up points on N.W. 27th Avenue, 22nd Avenue and N.W. 135th Street to verify that pick-ups are being made to take people to shelters. Officers will be notified of the exact locations during briefing sessions.
- 10.1.20 Communications should initiate a special "Tow Request" log to provide documentation to the Federal Emergency Management Agency (FEMA) for reimbursement following the storm for all storm related tows of City owned vehicles.
- 10.1.21 All Officers should use special care while operating or sitting in a patrol vehicle, before, during or after the storm. If parked in a stationary location for a long period, the engine should be turned off and windows opened, if practical, to avoid carbon monoxide poisoning. Officers should also be alert as to downed wires, parking or driving under trees, and other hazards which may exist.
- 10.1.22 All personnel who are notified that they are "essential employees" should be prepared for an extended stay. Personnel should be expected to be on duty for a minimum of 24 hours. Recommended supplies to be brought in by personnel should include, but not be limited to, the following:
- An additional uniform.
 - Extra pair of work shoes, or sneakers.
 - Rain Gear, Department issued jacket.
 - Portable AM/FM radio or TV with fresh batteries.
 - Pillow, blanket or sleeping bag
 - Drinking water (1 gal. per day – plan on at least 2 days)
 - Towels
 - Heavy duty work gloves (if available)
 - Assigned police radio with and extra battery and a charger.
 - Any personal medical supplies/prescriptions you might need.

The above are minimums that will be necessary to sustain each person until relief supplies and assistance can be coordinated. The Department will have supplies as well. However, personnel should also bring their own.

- 10.1.23 Officers may be assigned to a specific shelter(s) within the City of Opa-locka. The number of Officers per shelter will be determined by circumstances such as the number of persons in the shelter, the age and physical ability/disability of the occupants, available supplies of water, medical care, etc. Officers not assigned to traffic posts will be two-officer units. Supervisors will notify the Divisional EOC of any

Officer who fails to report to an assigned shelter by the prescribed time. Should conditions make it necessary for an Officer to divert to another shelter; the officer assigned to that location will notify the Divisional EOC immediately of the Officer's presence. The Opa-locka Divisional EOC representative will notify the Assistant Chief or Special Services Commander of the Officer's location at an unassigned shelter.

- 10.1.24 Should Officers lose radio communications, they shall attempt to contact the police department or the Divisional EOC by phone. If an Officer cannot make phone contact, then they should proceed to their assigned shelter (if any), or other location that is manned by City of Opa-locka personnel.
- 10.1.25 Once a **hurricane watch** has been posted, Officers shall immediately refuel their vehicles and thereafter upon reaching the three-quarters full level. If time and conditions permit, prior to responding to their assigned shelter(s) or the police station, Officers will top off the fuel tanks in their vehicles. They will advise Communications or the Command Post as they do so.
- 10.1.26 The Commander of the Administrative Division will coordinate the securing of Department records and files. The Commander shall decide how much will be secured, depending on the severity of the storm and other relevant data.
- 10.1.27 Personnel who have an assigned workspace within the Police building will be responsible for boxing and securing their records, files, etc. At the very minimum, all computers, files and other items will be removed from the floor/ground level and placed upon the top of desks, file cabinets, or other high points that are available.
- 10.1.28 The Patrol Division Commander, along with the Communications Supervisor, will prepare and implement a staffing plan and schedule. The Communications Supervisor, or designee, will evaluate each call for service and prioritize them as to whether or not they need an immediate, or a post-storm response. If a concern as to the complaint exists, a Supervisor shall be informed and make the decision as to the complaint's priority. Calls that required immediate attention that are of a nature that is an immediate threat to the safety of a person (such as live wires down, a building collapse with occupant inside, gas leaks, etc.) should be handled as quickly as possible. Many of the complaints that involve trees and street signs down can be saved for post-storm attention.
- 10.1.29 In the unlikely event that it is necessary for Opa-locka Police personnel to evacuate the Police Facility, the Communications Supervisor will ensure that the appropriate Department phone lines are placed on call forwarding to the Miami-Dade Police Department. The Communications Supervisor will also contact the Communications Supervisor at the Miami-Dade Police Department, and advise them that Opa-locka calls are going to be forwarded to that agency. At least one Communications Officer from Opa-locka may also be assigned to the Miami-Dade Communications Section of the Miami-Dade Police Department to assist with calls forwarded from Opa-locka.

More will be assigned as the transition continues. Once the final evacuation is ordered, all Communications personnel will be assigned to Miami-Dade Police Communications Bureau.

- 10.1.30 The Patrol Division Commander will oversee operations at the Police Facility, and will check with the Administrative Division Commander to ensure that the Facility is secure once the building is evacuated. He will maintain communications with the Special Services Unit Commander at the City EOC and deploy manpower as needed.
- 10.1.31 Investigative Personnel will secure their workstations and then will be available to assist with matters at the Police Facility. They will also check fuel and fluid levels on all spare vehicles not being used and make sure the fuel tanks are full. They may respond to special situations as directed by the Criminal Investigations Commander. Investigators shall be in uniform when responding for duty unless otherwise instructed by the Chief of Police or designee.
- 10.1.32 Officers assigned to undercover assignments or assigned to detached duty will contact their respective Unit/Division Commanders when a Hurricane Warning is issued and advise their status as it relates to their assignment. If the need is sufficient for them to maintain a low profile, but they are available for storm duty, they will be assigned to the Divisional EOC or an in-house task. They will not wear a uniform, but shall have their badge, Police ID and firearm with them.
- 10.1.33 By April 1st of each year, the Administrative Division Commander will conduct an inventory of hurricane/emergency supplies. This includes ordering depleted supplies, verifying the working condition of equipment and checking expiration dates as appropriate. When a hurricane watch is issued for the area, the Administrative Division Commander will report to the station and, with the assistance of departmental personnel, ensure the following:
- Check with Public Works and request installation of protective covering for the front doors.
 - Secure loose objects in the parking lot in the immediate vicinity of the Police Building.
 - Distribute batteries, flares, rain gear and other equipment to personnel as needed.
 - The Administrative Division Commander or designee shall maintain a chronological log of his/her activities, and he should also maintain an equipment distribution log to document what equipment has been distributed.
 - The Administrative Division Commander or designee will maintain records of any expenditure so that appropriate reimbursement requests are made following the storm.
 - The Fleet Maintenance Commander or designee will have any downed vehicles, or vehicles needing functional repairs to be taken to the motor pool or repair location ASAP. This will be coordinated with the assorted personnel from all Units/Divisions of the Department.

- The Administrative Division Commander or designee shall also check with the motor pool regarding their inventory of tires that are needed for police and city vehicles as post storm debris can lead to extensive damage to tires.

10.1.34 Depending upon the strength, size and location of the storm, Patrol Personnel may be directed to park their patrol cars at pre-designated locations, and Officers will be transported by a specialty vehicle to their assigned location for the duration of the storm. When the storm has passed, and it is safe, they will be returned to where their patrol vehicles have been secured.

10.2 Post –Hurricane Procedure:

10.2.1 “Re-entry” procedures will commence after the storm has passed and persons who have evacuated begin to return to the City. This time period generally begins within a few hours after the storm has passed, and may continue even longer.

10.2.2 Recovery procedures begin after initial order has been restored, and preliminary damage assessment has begun. Depending upon the severity of the storm, and the extent of damage, this may take a considerable amount of time.

10.2.3 “Re-entry” by Opa-locka Police Personnel will commence as soon as it is safe to do so after the storm. If radio communications are working, the decision will be announced by the Chief of Police or designee. If radio communications are not working, then the Supervisor in charge of the locations where Officers have been assigned during the storm will make a determination as to when Officers should commence to patrol the City. As a rule, this is when sustained winds have decreased to less than 40 MPH. Unless directed to do so, Officers shall not attempt to commence any type of vehicular activity until sustained winds have decreased to 50 mph. and then only under extremely exigent circumstances. This is when officers should be returned to the location where they parked their patrol cars.

10.2.4 The re-entry process is subject to a great deal of flexibility, depending upon the extent of damage sustained by the City, as well as the amount of debris and obstacles on the roadways. Opa-locka Police may also assume responsibility for limiting traffic into the City or areas thereof due to hazardous conditions.

10.2.5 The Assistant Chief (or his designee), along with appropriate support personnel, will patrol the City and make a preliminary storm damage assessment as soon as it is safe to do so following the storm.

10.2.6 The first responsibility of the Assistant Chief will be to determine if any person is in need of medical or other assistance. Thereafter, a preliminary assessment of accessibility and damage to City property and the community in general shall be conducted. If access is limited due to flooding or debris, the Assistant Chief will

- select a site for a temporary Command Post (CP). The primary site for the CP will be determined depending upon the amount of damage and debris that exists.
- 10.2.7 After Police Personnel have regained their police units, the Supervisor in charge of each group will respond to the Police Department or CP location to meet with the Assistant Chief, to set a course of action for limiting access to the City if applicable, and for conducting damage assessment.
- 10.2.8 Traffic Posts may be established with emphasis on key intersections. If damage is severe, or if there is extensive debris, it may be necessary to prohibit vehicles from entering the City on the main roads or parts thereof.
- 10.2.9 It may also be necessary to initially limit or prohibit re-entry to the City by residents or non-essential personnel until such time as it is safe for them to return. Personnel from certain businesses or who provide services of an essential nature may be allowed to enter the City upon providing proof of their need to gain access.
- 10.2.10 The City's Public Works Department employees and other emergency personnel (Florida Power and Light, Southern Bell, etc.) will begin clearing roadways as soon as their personnel are able to report to work. Equipment should be delivered to the Public Works Department prior to the arrival of the storm. The priority for road clearing shall be set in advance by mutual agreement of the Police Department, Office of the Mayor, City Manager, Public Works Department, and the various public utility suppliers. This may be modified if emergency access is needed at a location where lives may be in jeopardy.
- 10.2.11 Officers shall initially limit their driving until such time as conditions improve. Supervisors should position personnel not assigned to traffic duties at strategic locations. Officers should keep in mind that there will most likely be a substantial amount of debris in the roadways which could cause tire damage.
- 10.2.12 Initial priority will be given to locating sick or injured persons, and identifying structures that have sustained substantial damage.
- 10.2.13 Officers will also assist in patrolling business areas to prevent looting.
- 10.2.14 Officers shall also perform a cursory check of their assigned areas, advising the designated individual(s) at the CP of existing conditions with regards to flooding, debris, missing signage, and damage, and make a written record of their findings which shall be turned in to the designated person at the CP. The CP will in turn notify the Divisional E.O.C. (see PD – 50, Preliminary Area Damage Assessment, Form – Attachment A)
- 10.2.15 If the Opa-locka area has sustained substantial damage, resources from other available agencies will be requested. A staging area for responding assistance will be

- established at a predetermined location. The primary site for a staging area will be determined by the City Manager.
- 10.2.16 Requests for barricades, portable stop signs, and other equipment shall be made through the CP and may be forwarded to the Divisional E.O.C.
- 10.2.17 As areas become accessible, officers will continue to note areas of significant damage (see 10.2.14) and notify the CP. If there is a strong likelihood that people may be trapped or injured, Miami-Dade Fire Rescue will be notified immediately. The area should be treated as a crime scene and roped off accordingly, with officer safety considered as a factor (downed power lines, gas leaks, etc.). If a building has collapsed, Police personnel will **not** make an attempt to enter the building, but will request assistance via the CP and inform their supervisor, who will respond.
- 10.2.18 Support personnel should be prepared to respond to either the Station or the designated CP to assist in the recovery efforts. Their duties will be assigned based upon need.
- 10.2.19 If the Police Facility appears to be free of damage, basic operations will be conducted from the station. However if there is a need, a CP may be maintained at the staging area to coordinate recovery activities from that location.
- 10.2.20 After Officers have performed a cursory check of their assigned areas, they may be assigned to perform a building by building check to determine if there have been any injuries, damage, or other hazards which might not have been immediately recognizable upon the initial area check. Officer safety shall be considered while conducting such checks. Only City Building Inspectors shall inspect buildings for structural damage.
- 10.2.21 Individuals assigned to compile the damage assessment reports shall return reports to the Special Services Unit which shall forward them to the Finance Director daily for FEMA reimbursement. The originals shall be maintained by the Special Services Unit, along with copies of personnel hours and expenditures.
- 10.2.22 Efforts should be made to conserve fuel as much as possible so vehicles should not be left idling for long periods of time unless it is necessary to do so.
- 10.2.23 All personnel will be responsible for maintaining traffic control, maintaining order, prevent looting, and assisting in the re-entry and recovery process.
- 10.2.24 Should any fatalities or deaths be reported or located, patrol officers and a supervisor will respond and secure the scene. The Criminal Investigations Division Commander will be notified. The initial responding supervisor shall notify the Miami-Dade Police Department Homicide Division. This should be treated as a Major Incident and proper notifications attempted.**

- 10.2.25 If multiple fatalities or deaths occur, each scene will be secured and maintained until such time as Miami-Dade Police Homicide investigators can respond to conduct their investigation.
- 10.2.26 Supervisors shall keep records of time worked by Officers assigned to their command. Records shall be turned in on a daily basis to the Assistant Chief or the Special Services Unit Commander.
- 10.2.27 Accurate record keeping of all overtime and expenses shall be maintained. All expense records should be turned in on daily basis to the Assistant Chief or the Special Services Unit Commander. Accurate record keeping is imperative in order to be reimbursed by FEMA for storm related expenses that are incurred.
- 10.2.28 Once the situation following a storm has stabilized, and relief from other agencies begins to arrive, efforts will be made, as much as reasonably possible, for personnel to have time to return to their respective homes to check on their families and property. It should be noted, however, that this might not occur for sometime after the passing of a storm.
- 10.2.29 The actual recovery process may take days, weeks, months, or even years. The Opa-locka Police Department will attempt to return operations to normal as soon as practical following a storm. The Chief of Police, or his designee, will make the determination as to when the Department will begin responding to routine calls for service, as well as when the return to normal schedules will occur.
- 10.2.30 The Opa-locka Police Department is committed to providing the necessary services to the City, displaying a high degree of visibility, restoring order, and preventing loss of life or property during a post storm period.

Chapter 11.0

Parks Department

11.1 Pre-Hurricane Procedure:

- 11.1.2 Once per year prior to hurricane season, the City's Hurricane Procedure Manual will be reviewed by the EMC and the City Manager's Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to the EMC no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.

- 11.1.3 The Parks Director will provide a list of “essential” employees to the Human Resources Director prior to hurricane season. “Essential” employees are: the Director.
- 11.1.4 The Parks Director will ensure that all city equipment is accounted for and in a safe location. He ensures that the building is secure and available for use as Points of Distribution if needed.
- 11.1.5 The City Manager will be notified by the EMC, Chief of Police, Assistant Chief or the Commander of Special Services of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once notified, the City Manager will hold a meeting with Department Directors and authorize that the plan be placed in action.
- 11.1.6 The Parks Director will maintain a list of current telephone numbers of each person in the Departments and a number where they can be reached after the emergency.
- 11.1.7 All staff within these Departments will prepare the department by:
- backing up all computer files on main data storage drive
 - unplugging all electrical equipment
 - removing loose items from high areas
 - securing files away from windows
 - moving all computer and telephone equipment away from windows
 - closing all doors prior to leaving the department
 - forwarding all phones to 305-688-4357 (City HELP Line)
 - **secure unattended city vehicles and park them in an elevated and safe location.**
 - **Parks Department employees will be fully informed of their role as host of a POD during the Post Hurricane period.**
- 11.1.8 All “essential” employees shall report to the designated area, and wait until the storm passes and it is safe to re-enter the City.

11.2 Post-Hurricane Procedure:

- 11.2.2 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all “essential” employees include Parks staff to report to the temporary command post (to be determined by the City Manager) within the City.
- 11.2.3 **The City Manager will contact all Department Directors to request assistance. It should be noted that the Parks Director is part of the Emergency Management Committee and should be at the City’s EOC during the Hurricane event.**

- 11.2.4 The Director shall contact their department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police Dispatch for information on when to return to work. Please note that the CODE RED Emergency Network will be providing information, also.
- 11.2.5 The City Manager will announce the decision to return to work for all non-essential employees. All non-essential employees shall monitor news stations and/or be contacted by the CODE RED Emergency Network. Employees may contact the Police dispatch for information on when to return to work, also.
- 11.2.6 Each staff person is to keep an accurate record of the hours worked each day. These records are to be turned in daily to their Director. The Department Director will deliver all timesheets to the Human Resources Director.

Chapter 12.0 Planning and Community Development

12.1 Pre-Hurricane Procedure:

- 12.1.1 Once per year prior to hurricane season, the City's Hurricane Procedure Manual will be reviewed by the EMC and the City Manager's Office and updated as needed and, if any changes are implemented, distributed to Department employees. Any recommendations for changes by the various City Departments shall be submitted to the EMC no later than April 30th for review, discussion and possible inclusion in a revised Emergency Plan.
- 12.1.2 The Planning and Community Development Director will provide a list of "essential" employees to the Human Resources Director prior to hurricane season. "Essential" employees are: the Director and Planner.
- 12.1.3 The City Manager will be notified by the EMC, Chief of Police, Assistant Chief or the Commander of Special Services of any threat of hazardous weather or imminent executive orders from Miami-Dade County. Once notified, the City Manager will hold a meeting with Department Directors and authorize that the plan be placed in action.
- 12.1.4 The Planning and Community Development Director will maintain a list of current telephone numbers of each person in the Departments and a number where they can be reached after the emergency.
- 12.1.5 All staff within these Departments will prepare the department by:
- backing up all computer files on main data storage drive
 - unplugging all electrical equipment
 - removing loose items from high areas

- securing files away from windows
- moving all computer and telephone equipment away from windows
- closing all doors prior to leaving the department
- forwarding all phones to 305-688-4357 (City HELP Line)
- secure unattended city vehicles and park them in an elevated and safe location.

12.1.6 All “essential” employees shall report to the designated area, and wait until the storm passes and it is safe to re-enter the City.

12.2 Post-Hurricane Procedure:

12.2.1 The Divisional EOC will announce when it is safe to re-enter the City. Upon notification of safe re-entry, all “essential” employees include Parks staff to report to the temporary command post (to be determined by the City Manager) within the City.

12.2.2 **The City Manager will contact all Department Directors to request assistance. It should be noted that the Community Development Director is part of the Emergency Management Committee and should be at the City’s EOC during the Hurricane event.**

12.2.3 The Director shall contact their department employees to request assistance. All non-essential employees shall monitor news stations and/or call the Police Dispatch for information on when to return to work. Please note that the CODE RED Emergency Network will be providing information, also.

12.2.4 The City Manager will announce the decision to return to work for all non-essential employees. All non-essential employees shall monitor news stations and/or be contacted by the CODE RED Emergency Network. Employees may contact the Police dispatch for information on when to return to work, also.

12.2.5 Each staff person is to keep an accurate record of the hours worked each day. These records are to be turned in daily to their Director. The Department Director will deliver all timesheets to the Human Resources Director.

13.3 Opa-locka Emergency Operations Center (OLEOC) Activation

13.3.1 When a Hurricane or Tropical Storm poses a significant threat to South Florida, the Special Services Commander will begin preparations to activate the OLEOC. The OLEOC will become operational at the direction of the City Manager. The activation may be partial or full depending upon a review of variable factors associated with each individual incident.

10.3.2 The OLEOC will act as the Command Post for City and Police operations prior to a storm’s arrival. The OLEOC may remain activated for the duration of an event in less powerful storms, or it may be closed if a storm of significant intensity is

- threatening the area. Should a decision be made to evacuate the OLEOC, efforts will be made to reactivate it as soon as possible following a storm, providing it is feasible to do so.
- 10.3.3 Should the OLEOC be reactivated after a storm passes, it will serve as the primary Command Post to coordinate the initial response and re-entry activities. The OLEOC will continue to be operational for as long as is deemed necessary by the City Manager.
- 10.3.4 **During the time of the OLEOC activation, the City Manager will serve as the Incident Commander. He will be assisted by the Emergency Management Response Team consisting of: EMC, Public Works Director, Assistant Public Works Director, Community Development Director, Finance Director, IT Director, Code Enforcement, Building Official and designated members of the City Manager's staff. Each identified Director has a role assigned per the City's CEMP and should familiarize themselves with their assignments prior to entry into the EOC. Verifications of role assignment and shift can be obtained from the Emergency Management Coordinator at the EOC location.**

13.4 Damage Assessment Teams

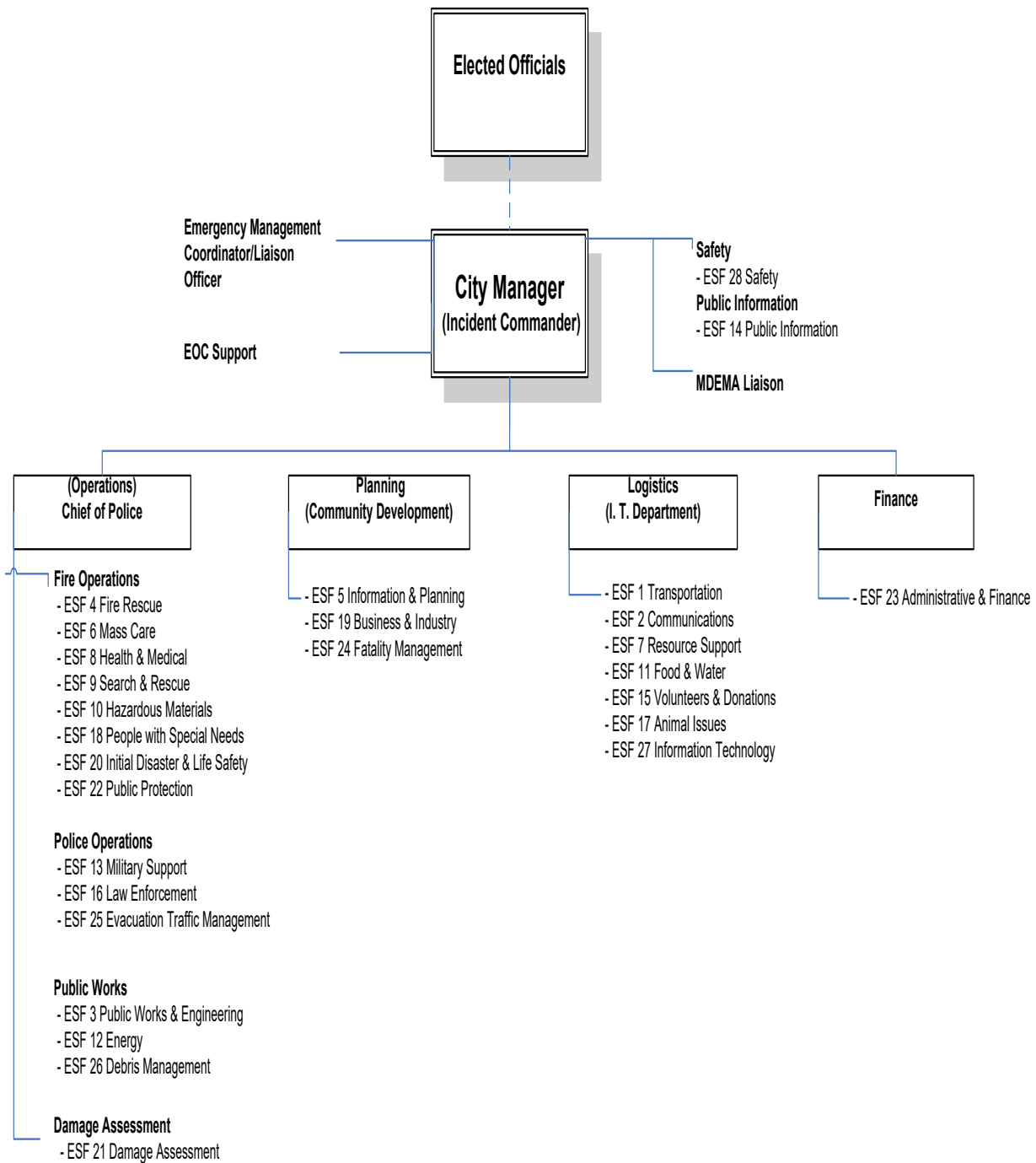
- 13.4.1 After a storm has passed, and traffic posts have been established, it will be necessary to conduct a preliminary assessment of accessibility and damage within the City.
- 13.4.2 Teams consisting of representatives from the Police, Public Works Department, and Code Enforcement will utilize any available specialized vehicles (large trucks, 4 wheel drive vehicles, etc.) to enter into areas of significant flooding or damage. Patrol vehicles will **not** be utilized to enter these areas.
- 13.4.3 The composition of a Team shall be determined by the City Manager, but will usually consist of at least one (1) Police Officer, one (1) Code Enforcement inspector and one (1) Public Works Supervisor.
- 13.4.4 One team will respond to Public Works and City Hall to perform an initial assessment of the facility to determine if damage has occurred and if it is safe to resume basic operations from the building.
- 13.4.5 Remaining teams will be assigned to each of the four (4) police patrol zones. They will provide status reports via radio or cell phones (if operational) as to the condition of roads (flooded, debris, damage, safe for vehicle traffic, etc.) and structures within each zone.
- 13.4.6 During the assessment, if a team observes a building that has collapsed or sustained significant damage, and there is reason to believe the building is occupied

or otherwise presents an immediate threat to public safety, they will request additional assistance.

A log of all reports will be made at the CP or in the OLEOC in order to establish priorities as to where to direct responding resources.

Opa-locka, Florida

EMERGENCY MANAGEMENT STRUCTURE



CONCEPTS OF OPERATION

National Incident Management System (NIMS)/Incident Command System (ICS)

General

NIMS is a system mandated by Homeland Security Presidential Directive – 5 (HSPD-5) that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector and non governmental organizations (NGOs) to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. The NIMS indicates the core set of concepts, principles and terminology for interoperability and compatibility between multiple jurisdictions as outlined in ICS.

The management model followed by the Opa-locka Emergency Operations Center (EOC) is based on the principles of the Incident Command System (ICS). The ICS model has been recognized as the model for the command, control and coordination of resources and personnel in response to an emergency. The ICS is designed to enable effective and efficient incident management by integrating the use of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

ICS principles and procedures require the use of common terminology, modular organization, integrated communications, unified command structure, incident action planning, and manageable span of control, as well as pre-designated facilities and comprehensive resource management. The ICS management is structured to facilitate activities in five major functional areas: command, operations, planning, logistics and finance and administration.

The management model is used in the CEMP to organize both short term and long term operations for a broad spectrum of emergencies, from small to complex incidents, natural and manmade. It is used by all levels of government federal, state, local and tribal, as well as many private and non governmental organizations.

Using ICS, multiple agencies and jurisdictions work together to accomplish the required response and recovery activities dictated by a disaster. These tasks are performed under the overall direction of the Incident Commander (i.e., the County Manager or designee). All participating agencies and jurisdictions contribute to the determination of the incident objectives and strategy via the incident action plan, and the optimal utilization of all available resources in an integrated manner. This flexible management method allows expansion or contraction of response and recovery forces as dictated by the magnitude of the event.

To summarize, the major tenets of the ICS are:

1. ICS utilizes a centralized, unified command system that fosters multiple agencies to participate in the decision making process;
2. ICS can be adapted to a variety of organizational structures, and as such, adapts easily to multi-jurisdictional/multi-agency involvement;
3. ICS may be used in any type of hazard threat or disaster situation; and

4. ICS utilizes common terminology widely used and recognized by many responder organizations.

Levels of Disasters

The Emergency Management Coordinator has developed a classification of events that are described below. Disaster events are classified into four category types:

1. Incident
2. Minor Disaster
3. Major Disaster
4. Catastrophic Disaster

EOC Structure

The Opa-locka EOC utilizes a bottom-up approach in all phases of emergency management, with emergency activities resolved at the lowest appropriate level of government. The resources of departmental, agency, municipal, county, state, and the federal governments are utilized in sequential order to insure a rapid and efficient response.

The OLEOC's response to, and recovery from, a disaster is carried out through the organizational structure depicted above. The Incident Commander who appoints command staff leads this organization: Section Chiefs, Branch Directors and a Public Information Officer (PIO). The Section Chiefs, typically DEM & HS staff or department heads, appoint subordinate staff. Branch Directors are also DEM & HS staff, whereas, ESF lead agencies are pre-determined pursuant to this plan. There are five major components of our EOC Incident Command System. These five components carry out the management responsibilities of the EOC:

1) Incident Command:

- a) The City Manager or designee, holds the position of Incident Commander. The Incident Commander has overall responsibility for managing the entire incident.
- b) In addition, the Incident Commander is responsible for activities such as developing and implementing strategies, the ordering and release of resources, the provision of information to internal and external stakeholders and establishing and maintaining liaisons with other agencies participating in the incident.

COMMAND STAFF

Safety Officer - The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Public Information Officer - The Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Liaison - A Liaison serves as the primary contact for supporting agencies assisting at an incident.

GENERAL STAFF

2) Operations Section:

- a) The operations section is responsible for the management of all operations directly applicable to the primary mission.
- b) The Operations Section Chief activates and supervises organizational elements in accordance with the IAP and directs its execution.

3) Planning and Information Section:

- a) The Planning and Information section is responsible for the collection, evaluation, and dissemination of information about the incident and the status of resources.

4) Logistics Section:

- a) The Logistics Section is responsible for providing facilities, services, and material in support of the response and recovery operations.
- b) The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the units within the logistics section.

5) Administrative/Finance Section:

- a) The Administrative/Finance Section is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints, established by the Incident Commander and other agencies such as the county finance department, and state and federal agencies (e.g., FEMA).

City of Opa-locka

Hurricane Plan

PART II



June 2009

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PART III – DEPARTMENT/DIVISION TASKS

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Mayor/City Commission

City Manager

Community Development

Emergency Management

Finance

Human Resources

Information Technology

Office of the City Attorney

Police

Parks and Recreation

Public Works

Juvenile Justice

Code Enforcement

Building Department

General *(For Use with Department/Divisions Not Referenced Individually)*

HURRICANE OPERATIONS PLAN

I. PURPOSE.

- A. This plan is intended to establish procedural guidelines for the City of Opa-locka personnel regarding Hurricane preparations and operational activities.
- B. The operational activities include both, "during storm status" and "after storm status."
- C. The procedures in place must be properly documented for accountability and reimbursement purposes.
- D. These procedures are established to protect lives, minimize storm-related damage, and to facilitate recovery operations and restoration.
- E. These procedures are established with the understanding that the totality of circumstances allow for this plan to be flexible, in order to protect lives and property.
- F. To identify City of Opa-locka officials who are responsible for the implementation of this hurricane plan.
- G. The plan gives primary consideration to those actions necessary to protect all operational personnel and departmental property.

II. POLICIES.

- A. All City of Opa-locka departments and divisions will complete their pre-hurricane preparedness tasks by June 1st of each year.
- B. During emergencies, departments will receive direction from the City of Opa-locka Emergency Operations Center.
- C. The decision of any resident of the City of Opa-locka to remain at home or go to a shelter is his/her responsibility. The City and its departments will not decide for the individual. Residents should adhere to the Emergency Broadcast recommendations affecting their immediate area or residency.
- D. Residents coming to City facilities seeking shelter from the storm will be directed to the nearest designated Red Cross shelter. City of Opa-locka facilities are not designated shelters.
- E. The City of Opa-locka departments and divisions will not assist residents/homeowners in boarding up their homes, moving outside items, etc.
- F. During a hurricane watch, city personnel are advised to protect their family and personal property as soon as possible.

- G. City of Opa-locka personnel will be subject to immediate recall during an emergency if necessary.
- H. City of Opa-locka personnel will obtain and wear proper safety clothing and equipment.
- I. Each employee is personally responsible for returning all equipment issued to them prior/during/after the storm to the issuing authority.
- J. The City's Public Information Officer (PIO) will coordinate press statements/releases with the City Manager and the Emergency Operation Center (EOC), and will be responsible for disseminating information to the public and media.
- K. Federal disaster relief funding depends solely on record keeping.
 - 1. All departments and divisions of the City will comply with all purchasing procedures as delineated in the City of Opa-locka Purchasing Manual.
 - 2. All departments and divisions shall maintain records of hurricane related expenses for labor and equipment using the templates and spreadsheets as directed by the Finance Department.

III. SITUATION.

- A. Hurricane season extends from JUNE 1 through NOVEMBER 30th. While the City of Opa-locka is not subject to storm surge as are coastal communities, high winds, torrential rains, and storm spawned tornadoes pose a very real threat to the area. The greatest risk is toward mobile home communities in the city; however, winds of a major hurricane and/or tornado may affect more substantial structures.
- B. The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets, will burden the resources of the City. These factors dictate the importance of effective Pre-Storm planning and efficient Post-Storm Response.

IV. RESPONSIBILITIES.

A. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES.

- 1. All City departments/divisions will:
 - Participate in the City's emergency management program.
 - Maintain the Comprehensive Emergency Management Plan (CEMP).
 - Assign designated personnel with decision-making authority for the department/division to staff EOC positions during an emergency.

B. SPECIFIC PRE-POST RESPONSIBILITIES.

- 1. All City departments/divisions will:
 - Develop, maintain a department/division hurricane plan, as approved.
 - Maintain and perform their hurricane task sheet.
 - Complete pre-season preparedness tasks by June 1 of each year.

- Complete their “watch tasks” when a watch is declared.
- Complete their “warning tasks” when a warning is declared.
- Complete their “landfall tasks” and “recovery tasks” should a storm impact the City.
- Forward completed task sheets to the Emergency Management Coordinator (EMC) no later than:
 - Preparedness June 1.
 - Watch prior to Warning.
 - Warning prior to Landfall.
 - Landfall and Recovery ASAP.

V. CITY OPERATIONS.

A. PREPAREDNESS (PRE-SEASON ACTIVITIES).

1. Planning and preparation are essential parts in the formulation of operating procedures designed to respond to a hurricane emergency. City of Opa-locka Departments/Divisions must continually update their hurricane plan, accounting for changes in organization, budget, and personnel assignments. Preparedness activities must be completed in a timely and efficient manner in order to maximize the state of readiness.
2. As of June 1st, the beginning of the hurricane season approaches, departments, and division should have completed all pre-season activities.

B. HURRICANE SEASON ACTIVITIES: WATCH AND WARNING.

1. Hurricane Watch.
 - a. A “hurricane watch” means a hurricane may threaten the area within 36 hours.
 - b. When a “watch” has been issued, all City departments/divisions will initiate and complete their watch tasks by the end of the business day. Preparation should be taken in advance if the watch is expected towards the end of the day or evening hours.
 - c. Each Department/Division will provide the City Emergency Management/EOC with a status report indicating the completion or status of their watch tasks by the end of the business day.
2. Hurricane Warning.
 - a. A “hurricane warning” means a hurricane is expected to strike the area within 24 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.
 - b. When a “warning” has been issued, all City departments/divisions will initiate and complete their warning tasks by the end of the business day.
 - c. Each Department/Division will provide the City Emergency Management/EOC with a status report indicating the completion or status of their warning tasks by the end of the business day.
 - d. When this condition is declared for the Opa-locka area, the City Manager or his designee shall make a declaration regarding City wide closure. With closure, all persons within the respective Departments/Divisions will be instructed to leave their workstations except those assigned duties in this plan. Following completion of those protective duties, all persons, except pre-identified essential

personnel, should leave.

C. EOC ACTIVATION.

1. The Emergency Management Coordinator (EMC) will advise the City Manager who will make a determination as to whether the EOC should be activated.
2. When the EOC is activated, designated Department/Division personnel will be notified upon the request from the EM. All Departments/Divisions will staff their designated positions.
3. Recovery operations personnel will also be notified that the EOC has been activated and told that they are expected to report to EOC during recovery operations after the storm. These individuals could stay at the EOC during the storm if in their opinion it would be impossible to return after the storm to the EOC.
4. The EM will initiate and follow the City's EOC activation checklist.

D. HURRICANE CRISIS ACTION TEAM.

1. **The City Manager may establish a "Hurricane Crisis Action Team (HCAT)" to oversee the City's preparedness, watch, warning, and response tasks. The HCAT is chaired by the City EM and serves as an advisory committee to the City Manager.**
2. The EM will establish a meeting schedule.
3. See Attachment A for a checklist of HCAT tasks.
4. **The HCAT is comprised of ALL City Department/Division Managers/Directors.**

E. LANDFALL AND RAPID DAMAGE ASSESSMENT.

1. During the storm only essential personnel with specific duties under this plan may be on City property.
2. The performance of a citywide damage assessment within the first few hours after a significant event is critical to the recovery efforts of the City.
 - The City EM must be able to identify life-threatening situations and imminent hazards in order to prioritize responses, allocate resources, and request assistance from mutual aid partners as well as seek aid from state and federal sources.
3. **The Public Works Department is the lead agency in the performance of the initial citywide damage assessment. Public Works headquarters will serve as a Rapid Damages Assessment Taskforce (RDAT) base of operations for the City of Opa-locka.**
 - The Police, Code Enforcement and Building departments will assist as needed in the initial citywide damage assessment and will provide staff to each RDAT as requested.
4. The City EM will collect and summarize damage assessment reports.
5. Each of the City's seven fire stations will house a RDAT. They will be made up of a minimum of: 1- Fire

Suppression Unit; 1- Ambulance; 1- Police Squad; 1- Front end loader.

6. RDAT will follow the procedures maintained by the Public Works Department and will report damages and situations on a periodic basis to the EM.

F. RESPONSE AND RECOVERY.

1. As soon as practical after the storm has passed and travel on the public roadways is safe, the City will begin its recovery operations. This will include building and grounds damage assessments, clean-up and repair and where necessary, and activation of Departmental Continuity of Operations Plans (COOP) if required.
2. Response and Recovery Responsibilities for all City Departments/Divisions are as follows:
 - Compile and consolidate damage reports and other data following the event.
 - Initiate recommendations for enactment or repeal of procedures, or extension of emergency resolutions, ordinances, and orders.
 - Recommend and implement an economic recovery program focusing on local community needs.
 - Recommend zoning changes in damaged areas.
 - Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
 - Initiate recommendations for relocation and acquisition of property in damage areas.
 - Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
 - Evaluate damaged public and private facilities and take appropriate and necessary action to mitigation, secure or demolish.
 - Participate in the preparation of a community redevelopment plan.
 - Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.
3. City Departments/Divisions, Agencies and Organizations will be assigned to lead specific recovery functions as per the Recovery Incident Action Plan. Each “primary” agency will be responsible for coordinating the implementation of their recovery function (RF) and will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post disaster activities.
4. A Recovery Planning Unit is established in the City EOC to begin the drafting of a “Recovery Incident Action Plan (RIAP)” for use by a City Recovery Task Force. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
5. As the emergency response phase stabilizes, the EM will recommend to the City Manager the activation of the Recovery Task Force as necessary.
6. The City Recovery Task Force (CRTF) as established by the City Manager is comprised of those departments critical to the recovery and dictated by the circumstances of a particular emergency.
7. The responsibilities of the CRTF are:

- Oversee the recovery and reconstruction process, and to serve as an advisory body to the City Manager.
- Identify mitigation opportunities and identify recovery resources.
- Ensure coordination of the recovery process.

G. LABOR, SUPPLIES AND EQUIPMENT COST ACTIVITY SUMMARY REPORTS.

1. All departments and divisions must provide a labor supplies and equipment summary report for each day containing: date, employee name, classification and title by the Department/Division to Finance with copies forwarded to the Human Resources Department.
2. All departments and divisions must provide an equipment and supplies summary report for each day containing:
 - Date of the equipment use.
 - Equipment type and inventory number.
 - Name of the employee working the equipment, classification, and title.
 - Time the equipment went out.
 - Time the equipment came in.
 - Total hours used.
 - Miles the equipment went out, miles in, and total miles used.
 - Description of supplies used.
3. All departments and divisions are directed to use the instructions, templates and spreadsheets provided by Finance Department to compute their daily reports.

H. PREPAREDNESS, RESPONSE AND RECOVERY PURCHASE REQUESTS.

1. **In preparation for an event, Departments/Divisions will use account # ##### for all necessary purchases directly related to the storm. In order to readily identify these purchases all requisitions must state "EMERGENCY PREPAREDNESS".**
2. **All recovery purchases are to be charged to the FEMA Fund ### and its appropriate account. All purchase requisitions must state "EMERGENCY RECOVERY".**

VI. ATTACHMENTS.

A. HURRICANE CRISIS ACTION TEAM MEETING AGENDAS.

1. Preparedness.
2. Watch.
3. Warning.
4. Landfall.
5. Recovery.

B. GENERIC HURRICANE PROCEDURES TIME LINE: ACTIONS AND ITEMS TO CONSIDER.

C. COMPUTER/TELEPHONE PROTECTION CHECKLIST.

D. RECOVERY ACTION TEAM SOP.

E. DEPARTMENT/DIVISION PROPERTY AND EQUIPMENT MITIGATION AND RECOVERY PLAN.

Attachment A-1
PREPAREDNESS AGENDA

HURRICANE CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members	
☐ Office of City Mayor & Manager	☐ Public Works
☐ City Clerk	☐
☐ City Commission	☐
☐ Community Development	☐
☐ IT	☐
☐ Emergency Management	☐
☐ Finance	☐
☐ Building	☐
☐ Police	☐
☐ City Attorney's Office	☐
☐ Juvenile Justice	☐
☐ Grants	☐
☐ Human Resources	☐

Level Status of Storm Emergency	
☐ Preparedness	☐ Landfall
☐ Watch	☐ Recovery
☐ Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	City Manager	
2. Meteorological Forecast	EMC	
3. Review, status of City CEMP • All Departments/Divisions have reviewed?	EMC	
4. Status of Departments/Divisions Hurricane Plans • All Departments/Divisions plans updated? • All Departments/Divisions staff trained on plans?	EMC	
5. Status of Departments/Divisions Preparedness tasks (reference Departments/Divisions Hurricane Task Sheets) • Reports by Departments/Divisions	EMC All Departments/Divisions	

Hurricane Plan June 2009

Attachment A-2
WATCH AGENDA

HURRICANE CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members	
☐ Office of City Mayor & Manager	☐ Public Works
☐ City Clerk	☐
☐ City Commission	☐
☐ Community Development	☐
☐ IT	☐
☐ Emergency Management	☐
☐ Finance	☐
☐ Building	☐
☐ Police	☐
☐ City Attorney's Office	☐
☐ Juvenile Justice	☐
☐ Grants	☐
☐ Human Resources	☐

Level Status of Storm Emergency	
☐ Preparedness	☐ Landfall
☒ Watch	☐ Recovery
☐ Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	City Manager	
2. Meteorological Situation All City Employees to Monitor Weather Reports	EMC	
3. Review CEMP Emergency Roles	EMC	
4. Departments/Divisions Hurricane Plans Activated All Departments/Divisions Conduct General Staff Readiness Meetings	EMC	
5. Departments/Divisions Complete "Watch" Tasks (Reference Departments/Divisions Hurricane Task Sheets) Reports By Departments/Divisions	EMC All Departments/Divisions	
6. Unmet City Facility Issues	All Departments/Divisions	

Item/Issue	Responsibility	Notes
7. City Equipment Issues	All Departments/Divisions	
8. M-D County Known and Expected Actions	EMC	
9. School Board Known and Expected Actions	EMC	
10. Governor's Executive Order	EMC	
11. Review Legal Issues - Declaration of State of Local Emergency - Evacuation Order - Curfew Order - Prohibition On Price-Gouging - Unfair/Deceptive Trade Acts/Practices	City Atty.	
12. Review Continuity of Government - Emergency Chain of Authority - City Managerial Succession - Line of Succession Departments/Divisions Heads	City Manager	
13. Financial Issues	Finance	
14. Procurement Issues	Purchasing	
15. Review FINANCE Record Keeping Rules	FINANCE	
16. City Employee Issues - All Leave Canceled? - Allow Employees to Prepare Home/Family	Human Resources City Manager All Departments/Divisions	
17. Activation of EOC Activation Level; EOC Staffing	City Manager/EMC EMC	
18. Watch Alerts to Citizens Watch Alerts to Special Needs Citizens	City Manager/EMC/PIO	
19. Media/PIO Issues/Decisions Issue Public Information Watch Statements	City Manager/PIO	
20. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider Any Unmet Needs?	EMC All Departments/Divisions	

Attachment A-3
WARNING AGENDA

HURRICANE CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members	
☐ Office of City Mayor & Manager	☐ Public Works
☐ City Clerk	☐
☐ City Commission	☐
☐ Community Development	☐
☐ IT	☐
☐ Emergency Management	☐
☐ Finance	☐
☐ Building	☐
☐ Police	☐
☐ City Attorney's Office	☐
☐ Juvenile Justice	☐
☐ Grants	☐
☐ Human Resources	☐

Level Status of Storm Emergency	
☐ Preparedness	☐ Landfall
☐ Watch	☐ Recovery
☒ Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	City Manager	
2. Meteorological Situation All City Employees to Monitor Weather Reports	EMC	
3. Review CEMP Emergency Roles	EMC	
4. Departments/Divisions Hurricane Plans Activated	EMC	
5. Departments/Divisions Complete "Warning" Tasks (Reference Departments/Divisions Hurricane Task Sheets) Reports By Departments/Divisions	EMC All Departments/Divisions	
6. Unmet City Facility Issues	All Departments/Divisions	
7. City Equipment Issues	All	

Item/Issue	Responsibility	Notes
	Departments/Divisions	
8. M-D County Known and Expected Actions	EMC	
9. School Board Known and Expected Actions	EMC	
10. Governor's Executive Order	EMC	
11. Review Legal Issues - Declaration of State of Local Emergency - Evacuation Order - Curfew Order - Prohibition On Price-Gouging - Unfair/Deceptive Trade Acts/Practices	City Attorney	
12. Review Continuity of Government - Emergency Chain of Authority - City Managerial Succession - Line of Succession, Departments/Divisions Heads	City Manager	
13. Financial Issues	Finance	
14. Procurement Issues	Purchasing	
15. Review FINANCE Record Keeping Rules	FINANCE	
16. City Employee Issues Dismiss Employees?	Human Resources City Manager	
17. EOC Activated - Activation Level; EOC Staffing - EOC Linked to, Monitoring Departments/Divisions Field Activities - Warning Alerts to Citizens - Warning Alerts to Special Needs Citizens	City Manager/EMC EMC All Departments/Divisions City Manager/EMC/PIO	
18. Media/PIO Issues/Decisions Issue Public Information Warning Statements	City Manager/PIO	
19. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider Any Unmet Needs?	EMC All Departments/Div	

Item/Issue	Responsibility	Notes
	isions	

Attachment A-4
LANDFALL AGENDA

HURRICANE CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members	
☐ Office of City Mayor & Manager	☐ Public Works
☐ City Clerk	☐
☐ City Commission	☐
☐ Community Development	☐
☐ IT	☐
☐ Emergency Management	☐
☐ Finance	☐
☐ Building	☐
☐ Police	☐
☐ City Attorney's Office	☐
☐ Juvenile Justice	☐
☐ Grants	☐
☐ Human Resources	☐

Level Status of Storm Emergency	
☐ Preparedness	☒ Landfall
☐ Watch	☐ Recovery
☐ Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	City Manager	
2. Initial Damage Reports	EMC	
3. CEMP - Review Schedule of Emergency Functions, Which Ones Needed? - Emergency Response Objectives	EMC City Manager/All Departments/Divisions City Manager/EMC	
4. Status of Departments/Divisions Tasks (Reference Departments/Divisions Hurricane Task Sheets) Status of Departments/Divisions Response Activities	EMC	
5. M-D County Known and Expected Actions	EMC	

Item/Issue	Responsibility	Notes
6. School Board Known and Expected Actions	EMC	
7. State and Federal Known and Expected Actions	EMC	
8. Governor's Executive Order	EMC	
9. Legal Issues - Declaration of State of Local Emergency - Evacuation Order - Curfew Order - Prohibition On Price-Gouging - Unfair/Deceptive Trade Acts/Practices	City Attorney	
10. Continuity of Government - Emergency Chain of Authority - City Managerial Succession - Line of Succession, Departments/Divisions Heads	City Manager	
11. Financial Issues	Finance	
12. Procurement Issues	Purchasing	
13. Review FINANCE Record Keeping Rules	FINANCE	
14. City Employee Issues - Employees Home Or Secure - Recall of Essential Employees, When?	Human Resources All Departments/Divisions City Manager	
15. City Equipment Issues	All Departments/Divisions	
16. EOC Activated - EOC Staffing - EOC Linked to, Monitoring Departments/Divisions Field Activities	City Manager/EMC EMC All Departments/Divisions	
17. Media/PIO Issues/Decisions Issue Emergency Information, Instruction Statements	City Manager/PIO	
18. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider Any Unmet Needs?	EMC All Departments/Divisions	

Item/Issue	Responsibility	Notes

Attachment A-5
RECOVERY AGENDA

HURRICANE CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

☐ Office of City Mayor & Manager	Public Works
☐ City Clerk	
☐ City Commission	
☐ Community Development	
☐ IT	
☐ Emergency Management	
☐ Finance	
☐ Building	
☐ Police	
☐ City Attorney's Office	
☐ Juvenile Justice	
☐ Grants	
☐ Human Resources	

Level Status of Storm Emergency	
☐ Preparedness	☐ Landfall
☐ Watch	☒ Recovery
☐ Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	City Manager	
2. Damage and Disaster Impact Reports	EMC	
3. Status of Departments/Divisions Tasks (Reference Departments/Divisions Hurricane Task Sheets) • Status of Departments/Divisions Recovery Activities	EMC	
4. M-D County Known and Expected Actions	EMC	
5. School Board Known and Expected Actions	EMC	
6. State and Federal Known and Expected Actions • Federal/State Damage Assessment Schedule	EMC	
7. Governor's Executive Order Status EMC		
8. Legal Issues	City Attorney	

Item/Issue	Responsibility	Notes
- Curfew Order - Prohibition On Price-Gouging - Unfair/Deceptive Trade Acts/Practices		
9. Financial Issues	Finance	
10. Procurement Issues	Purchasing	
11. Review FINANCE Record Keeping Rules	FINANCE	
12. City Employee Issues - Recall of Essential Employees, When? - Other Employees Report to Work, When?	Human Resources City Manager	
13. City Facility Status	All Departments/Divisions	
14. Equipment Issues	All Departments/Divisions	
15. EOC De-Activated, When?	City Manager/EMC	
16. Establishment of City Recovery Action Team - Review Schedule of Recovery Functions, Which Ones Needed? - Recovery Objectives - Membership, Meeting Schedule	City Manager City Manager/All Departments/Divisions City Manager/EMC City Manager	
17. Media/PIO Issues/Decisions Issue Recovery Information, Instruction Statements	City Manager/PIO	
18. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider Any Unmet Needs?	EMC All Departments/Divisions	

*Attachment B***BASIC HURRICANE PROCEDURES TIME LINE****BASIC HURRICANE PROCEDURES TIME LINE:
ACTIONS AND ITEMS TO CONSIDER**

Note: The following tasks have been compiled and distilled from dozens of county and city hurricane time delineation schedules and tasks. This list serves as a compendium of “likely tasks” based on previous real world experiences by local governments. Any disaster will always be “situational”. This list is not intended to be the complete list or the final authority of tasks and actions. This list is intended to be used as a “memory jogger” guide. It is anticipated that additional issues and tasks will emerge and will be added to this list. This is to assist the city’s administration in a time of crisis management to facilitate services and decisions in a timely and orderly manner.

A. HURRICANE FACTS AND RULE OF THUMB.

- ☐ 1. Evacuation and sheltering should be complete before the arrival of the leading edge of sustained 39 mph winds (ck 39 mph radius on advisory)
- ☐ 2. Average Evacuation time for Dade Co. In CAT 1 = 12 hours
- ☐ 3. August error for NHC is 50 miles/12 hour (use this during analysis projection)
- ☐ 4. Mandatory evacuations will not be effected around peak traffic hours or night hours
- ☐ 5. At level 2 OEM, EOC Activation-send City Rep (Lt or Capt., OK)
 - At level 3 and above send a decision maker (CFO or above)
- ☐ 6. Bridges: FDOT or Dade Co. Go to lockdown 8 hours prior to arrival of 39 mph winds.
- ☐ 7. Intercoastal Bridges will only open on the hour, prior to lockdown.
- ☐ 8. Blockage of water flow in Miami River due to debris or sunken boats will lead to serious flooding at MIA, Opa-locka, etc.
- ☐ 9. Declaration of emergency by Opa-locka is key to state mutual aid, \$, and support. County declaration will include Opa-locka’s.
- ☐ 10. Average rainfall estimate = speed of storm divided by 100.

B. PRE-STORM ACTIVITIES: 5 DAYS TO 72 HOURS.

- ☐ 1. Activate storm tracking and assessment system.
- ☐ 2. Monitor weather.
- ☐ 3. Perform a hurricane vulnerability analysis of the threatening storm emergency and revise as situation warrants.

- ☐ 4. Establish schedule, disseminate situation reports.
- ☐ 5. Begin and maintain a log of events and actions.
- ☐ 6. Briefs for City Manager and dept/div heads.
- ☐ 7. Establish liaison with appropriate governmental and nongovernmental emergency related officials, agencies, organizations.
- ☐ 8. Disseminate hurricane preparedness information via broadcast and print media.
- ☐ 9. City Manager: issue public information statements as applicable.
- ☐ 10. Activate public information phone center/system, including TDD.
- ☐ 11. Preposition heavy equipment and operators with radios.
- ☐ 12. Establish and stage "rapid impact assessment teams" (initial damage assessment).
- ☐ 13. Solid Waste: street clean-up.
- ☐ 14. City property cleanup.
- ☐ 15. Pre-impact aerial photography (decision = \$\$).
- ☐ 16. Photo + video City properties; aerial contractor.
- ☐ 17. Notify vendors: food, water, ice, equipment, supplies.
- ☐ 18. Notify debris management contractor.
- ☐ 19. Locate area proximate to EOC Command Room for procurement operations.
- ☐ 20. Discuss, determine "emergency powers" succession.
- ☐ 21. Setup radio pools or lease.
- ☐ 22. Notify cell phone providers for possible need of additional cellular phones.
- ☐ 23. Pre position RACES operators.
- ☐ 24. Secure City vehicles (parking garages at warning).
- ☐ 25. Prepare, secure City offices and facilities.
- ☐ 26. Backup City computers (statement from computers).
- ☐ 27. Check contact numbers to county and State Warning Point.

- ☐ 28. Employee Assistance and Deployment.
- ☐ 29. Top off fuel city-wide.
- ☐ 30. City vehicles and equipment are serviced and ready.
- ☐ 31. Secure City Parks; ID parks for FEMA ops, PODs, or LZs.
- ☐ 32. Setup PIO core group-Fire + PD-message out info for employees.
- ☐ 33. Set up Fire report codes (ex 98 +980) storm related.
- ☐ 34. All Departments/Divisions: review CEMP.
- ☐ 35. All Departments/Divisions review COOP.
- ☐ 36. All Departments/Divisions to review Hurricane Plan + procedures 72 hours prior to landfall (minimum).
 - Review essential and non essential personnel assignments.
 - Notify Employees.
 - Ensure readiness of department resources, equipment, supplies, and personnel as per CEMP responsibilities.
 - Plan for pre-positioning of department resources to safe staging areas.
 - Secure equipment and facilities.
 - Procure and safely store post-storm supplies.
 - Obtain maps, drawings and other emergency work job aids.
 - Test backup generators and fuel.
 - Check communications equipment. Radios, cell phones, chargers, batteries, etc.
 - Schedule home time for employees to prepare for hurricane.
- ☐ 37. Essential employees: pack a "Hurricane Kit": sleeping Bag, shaving kit, food/snacks, drinks, medications, change of clothes, etc.
- ☐ 38. Cancel leave?
- ☐ 39. Consider canceling upcoming meetings; clear your schedule.
- ☐ 40. Prepare for utilization of primary evacuation routes. Make temporary repairs to existing road construction. Prepare to delay start of any new projects.
- ☐ 41. Consideration of ongoing special events in City (cancel?).
- ☐ 42. Ensure EOC readiness:
 - Mobilize EOC computers.
 - Assign EOC duties.
 - Supplies to EOC.
 - EOC food orders + fire station food.

- ☐ 43. Update Hurrevac / Hurretrak / Hurricane Risk Decision Making Chart/Weather Advisory.
- ☐ 44. Begin event log.
- ☐ 45. Develop Action Plan and Timing Schedule.
- ☐ 46. Brief Crisis Action Team and Emergency Management Board.
 - Issues: Potential Threat; Evacuation Potential; Evacuation Decision Timing; Special events in area.
- ☐ 47. Schedule daily briefing by Emergency Management: time and place.
- ☐ 48. Review EOC staffing and procedures.
- ☐ 49. Conduct EOC Staff refresher training for E Team input.
- ☐ 50. Prepare EOC Facility:
 - Run generator and check fuel; Supplies in EOC; Equipment set-up; Food coordination; Verify operational readiness; Staff review SOPs.
- ☐ 51. Cancel any scheduled uses of EOC and Conference Rooms.
- ☐ 52. Notify EOC Building Security.
- ☐ 53. Begin Resource Tracking.
- ☐ 54. Regional Evacuation Coordination Conference Calls.
- ☐ 55. Conduct local conference call with all evacuation support agencies.
- ☐ 56. Preliminary draft of Emergency Declaration, Evacuation Order, Price Gouging Order.
- ☐ 57. Press Release and Media Briefings.
 - Issues: Preparedness, safe harbor, family emergency plan.
- ☐ 58. Compile / Distribute Situation Report (how often? Insert times) and Incident Action Plan (how often? Insert times).
 - Issues: notify all essential personnel, inventory resources, fuel vehicles, protect facilities and equipment, emergency purchases, recall off duty personnel.
- ☐ 59. Test communications equipment. (Which ones? List:)
- ☐ 60. Update Internet Website: Activation Page.

- ☐ 61. Activate E Team.
- ☐ 62. Allow Staff time-off to Prepare Home and Family.
- ☐ 63. Notifications to Regional EOC
- ☐ 64. Re-evaluate threat and situation.

C. WATCH: 36 TO 72 HOURS.

- ☐ 1. Continue or complete any of the above tasks, activities as needed.
- ☐ 2. All Departments/Divisions:
 - Activate Department Storm plans, SOPs.
 - Initiate and maintain storm emergency logs.
 - Document storm related costs: overtime, purchases, supplies expended.
 - Ensure computer data is backed-up and safely stored.
 - Provide for the security and protection of records and equipment.
 - Unplug all electric equipment not being used for storm response.
 - Secure facilities and non-emergency equipment.
 - Activate roll-down shutters; install shutters.
 - Inspect roof drains to ensure they are clear of debris.
 - Clean up outside areas. Secure or store outside furniture, objects.
 - Move equipment, files, and valuable materials from ground floor/flood prone areas; cover/secure with visquine, plastic bags.
 - If possible, rotate staffing to permit employees time to secure their homes and make arrangements for the safety of their families.
 - Complete required routine assignments as quickly as possible; prepare for post storm assignments as per CEMP and COOP.
 - Recall off-duty personnel.
 - Place personnel on stand-by.
 - As appropriate, cancel all days off and pending leaves; prepare duty rosters.
 - Consider canceling upcoming meetings.
 - Conduct employee identification card check; renew as needed.
 - As appropriate, top off fuel tanks and service all vehicles, portable and emergency generators, pumps, compressors and ventilators. Store extra fuel. Test backup generators.
 - Insure vehicles and equipments are serviced and ready.
 - Check all communication systems; bring to maximum effectiveness; ensure employee familiarization.
 - Issue protective gear to emergency personnel.
 - Essential employees pack a "Hurricane Kit": sleeping bag, change of clothes, nonperishable foods/snacks, drinks/bottled water, toiletries, prescription medicines, extra eyeglasses, flashlight, portable radio/batteries, etc.
 - Complete other "watch" tasks as per your Department Storm Plan.
 - Respond to requests from Emergency Management Coordinator (EMC)/EOC.
- ☐ 3. Correct any deficiencies found in City facilities, vehicles, equipment utilized for emergency activities.

- ☐ 4. Fuel essential vehicles.
- ☐ 5. Additional phones? Acquire.
- ☐ 6. Begin recording personnel time and equipment costs (all Departments/Divisions).
- ☐ 7. Designate areas for essential personnel, equipment, response units.
- ☐ 8. Arrange for parking, feeding, sleeping, and transportation for EOC workers.
- ☐ 9. Inventory resources.
- ☐ 10. Restrict entrance to EOC to essential personnel only.
- ☐ 11. Rumor Control Hot Line activated.
- ☐ 12. Issue public information “watch” statements.
 - Advise citizens to secure their property for severe weather.
 - Encourage citizens to acquire: food, water, ice.
 - Advise businesses to secure their property for severe weather.
 - Advise local grocers of potential threat.
 - Advise construction companies to secure all construction sites of materials or equipment against displacement by wind forces and to remove or secure portable toilets at job sites.
 - Advise motel/hotel business of potential threat (encourage them to notify their residents).
 - Advise nursing homes and ALFs to initiate emergency plans.
- ☐ 13. Monitor traffic conditions.
- ☐ 14. Implement emergency traffic control plan.
- ☐ 15. Portable toilets to shelter locations.
- ☐ 16. Sheltering ready? Coordinate with county.
- ☐ 17. Animal services are ready? Coordinate with county.
- ☐ 18. Emergency worker shelters at ready? Coordinate with county.
- ☐ 19. Briefings for Dept/Div heads (who brief their employees).
- ☐ 20. Advise critical facility operators to initiate preparedness activities according to their respective response plans.
- ☐ 21. Generators, fuel, spare parts at critical facilities.

D. WARNING: 48 TO 36 HOURS.

- ☐ 1. Continue or complete any of the above tasks, activities as needed.
- ☐ 2. Close or limit general government services.
- ☐ 3. Close or limit businesses.
- ☐ 4. Determine time to announce closure of:
 - public schools
 - private schools
 - county offices
 - city offices
 - state/federal offices
 - private businesses
- ☐ 5. Advise cancellation of public social events.
- ☐ 6. Issue public information statements, as necessary.
- ☐ 7. Relocate essential emergency equipment and vehicles to predetermined locations.
- ☐ 8. Release city employees to complete personal preparations.
- ☐ 9. Evaluate traffic situations; correct deficiencies.
- ☐ 10. Activate traffic control plan (coordinate with county).
 - Staff traffic control points.
 - Notify tow truck businesses of potential emergency and pre-determined wrecker locations.
- ☐ 11. Advise recommended evacuation of the following residents:
 - people with special needs
 - people without transportation
 - barrier islands
 - low lying areas
 - tourists
 - mobile homes
 - manufactured housing
 - recreational vehicles
 - campers
 - live aboard boaters.
- ☐ 12. Coordinate emergency transportation requirements (vehicles, drivers, verification of people with special needs).
- ☐ 13. Activate emergency transportation plan (coordinate with county).

- ☐ 14. Advise utilities, critical facilities to initiate response plans for protecting equipment and facilities.
- ☐ 15. Coordinate state of local emergency with county.
- ☐ 16. Activate emergency worker family shelter(s)
- ☐ 17. Activate the following, if not already operational:
 - phone bank
 - emergency alert system
 - weather channel
- ☐ 18. Confirm the following response activities are ready:
 - general shelters
 - special needs shelters
 - emergency transportation resources
 - traffic control
 - emergency worker family shelters

E. WARNING: 36 TO 24 HOURS.

- ☐ 1. Continue or complete any of the above tasks, activities as needed.
- ☐ 2. Issue public information statements, as necessary.
- ☐ 3. Monitor media statements; correct incorrect or misleading information.
- ☐ 4. Issue evacuation, sheltering orders.
- ☐ 5. Alert employees assigned to emergency duties.
- ☐ 6. Verify operational readiness.
- ☐ 7. Conference calls with county and satellite cities/ EOCs.
- ☐ 8. Make all liaison phone calls.
- ☐ 9. Consider cancellation of vacations, etc. as required.
- ☐ 10. Track resources.
- ☐ 11. Prepare City facilities.
- ☐ 12. Fuel vehicles.
- ☐ 13. Equipment set up.

- ☐ 14. Food coordination.
- ☐ 15. Test all communications equipment.
- ☐ 16. Resource needs.
- ☐ 17. Status of critical facilities.
- ☐ 18. Prepare preliminary draft of "State of Local Emergency" Declaration.
- ☐ 19. Activate EOC (Partial Activation as required).
- ☐ 20. Plan for EOC, departmental 24-hour staffing.
- ☐ 21. Issue evacuation order for areas vulnerable to life threatening conditions.
- ☐ 22. Activate special needs shelters: coordinate with county.
 - Transport to shelters.
- ☐ 23. Monitor public shelter conditions: coordinate with county.
- ☐ 24. Advise and coordinate shut down of public and private utility systems.
- ☐ 25. Observe traffic situations; correct deficiencies.

F. WARNING: 24 TO 12 HOURS.

- ☐ 1. Continue or complete any of the above tasks, activities as needed.
- ☐ 2. Monitor storm; Coordinate with county to assess threat
- ☐ 3. Full activation of EOC; begin 12 hour shifts.
- ☐ 4. Ensure Food arrival at EOC
- ☐ 5. Implement Refuge of Last Resort Plan upon Governor Direction (county)
- ☐ 6. Cease response activities (judgment call)
- ☐ 7. Brief Executive Policy Group: Issues: Shelters status; Refuge of Last Resort Implementation; Evacuation Status; Time to cancel evacuation; Resource needed; Municipal status; Healthcare facility status; Potential Curfews
- ☐ 8. EOC Briefing - full activation: Issues: Mutual Aid needs, preparation for arrival; Resource Tracking; Evacuation Status; Shelter status; Refuge of last resort status; 24 hour staffing; Cease response activities
- ☐ 9. Prepare EOC for Storm; Exterior doors, vehicles, generator

- ☐ 10. Conference Call with County and Municipalities: Issues: Status of Evacuation; Resource Needs; Shelter status; Traffic status.
- ☐ 11. Develop Incident Action Plan and Timing Schedule
- ☐ 12. Media Press Release / Media Briefing
- ☐ 13. Notify Homeless Population Service Providers of evacuation order
- ☐ 14. Release EAS Message
- ☐ 15. Close City Buildings
- ☐ 16. Stage City vehicles
- ☐ 17. Lock Down Draw Bridges
- ☐ 18. Regional Evacuation Coordination
- ☐ 19. Request staffing for building maintenance, phone support, and janitorial
- ☐ 20. Re-evaluate Threat
- ☐ 21. Update webpage
- ☐ 22. Continue Displays, SitReps, Press Releases, Website
- ☐ 23. Be aware always of what the County is doing and be prepared to support like activities ...i.e. Evacuations, bridge lock downs, airports, public safety facilities.
- ☐ 24. Begin planning for post-storm planning activities; conduct initial planning meeting; develop incident action plan:
 - search and rescue
 - emergency medical care
 - care of dead
 - security check points
 - return of evacuees
 - emergency ordinances
 - preliminary damage assessment
 - recovery center(s)
 - points of distribution; locations?
 - staging areas; locations?
 - procurement of supplies
 - public health monitoring
 - crisis counseling
 - assessment of community needs
 - emergency relief assistance

- restoration of critical lifelines
 - volunteers
 - donated goods
 - removal of debris
 - emergency worker stations
 - building moratoria
 - recovery task force
 - Joint Field Office (fed/state/county)
 - federal public assistance
 - federal individual assistance; disaster assistance centers
- ☐ 25. At the onset of sustained winds of 40 mph or greater:
- ☐ 26. Issue public information statements announcing cessation of evacuation.
- ☐ 27. Open “refuges of last resort”; issue public information statements.
- ☐ 28. Cease: traffic control; emergency transportation; other?
- ☐ 29. Relocate all emergency personnel to shelter.

G. LANDFALL: 0 TO 24 HOURS.

- ☐ 1. Continue or complete any of the above tasks, activities as needed.
- ☐ 2. Establish, maintain communications with:
- emergency public shelters
 - special needs shelters
 - emergency worker family shelters
 - emergency transportation providers
 - hospitals
 - nursing homes, ALFs
 - utilities
 - fire
 - police
 - public works
 - EMS
 - animal emergency care
- ☐ 3. Enact emergency resolutions, ordinances, suspensions of admin rules/procedures.
- ☐ 4. Brief Executive Policy Group: Damage assessment; Re-entry; Re-building Permits; Post Disaster Redevelopment, Curfews.
- ☐ 5. Assess public information and media capabilities.
- ☐ 6. Provide press releases and interviews.

- ☐ 7. Determine and prioritize emergency requirements; Establish Action Plan for next 24 hour period
- ☐ 8. Request relief assistance; determine: food, water, ice
- ☐ 9. Provide SitReps
- ☐ 10. Activate emergency purchase order system
- ☐ 11. Brief EOC on Response and Recovery Action Planning
- ☐ 12. Plan Post-storm Response Issues:
 - Mutual Aid Request for Search and Rescue
 - DMAT, DMORT
 - Reentry
 - Refuel vehicles
 - Vehicle maintenance
 - Generators, fuel, spare parts
 - Security Issues
 - Communications
- ☐ 13. Plan Post-storm Recovery Issues:
 - Damage Assessment Team
 - RIAT procedures
 - Infrastructure assessment
 - Distribution Sites
 - Comfort Stations
 - Debris Removal
 - Mutual aid workers/housing
 - Mass Care: medical, food, water, ice, shelter, hygiene products, crisis counseling.
 - Pets, animals
 - Temporary Housing
 - Donations - designated only
 - Building Moratoriums
 - Building permits
 - Extended morgue services
- ☐ 14. Identify and access locally available vendors and services
- ☐ 15. Review Resource and Financial Tracking requirements
- ☐ 16. Pre-identify potential staging areas for incoming mutual aid resources and position signs to direct delivery vehicles
- ☐ 17. Maintain Status Updates
- ☐ 18. Update Status Boards

- ☐ 19. Brief Executive Policy Group,
 - Response Issues: Mutual Aid Assistance; Emergency Service capabilities; Search and Rescue; Emergency Debris Removal
 - Recovery Issues: Impact Assessment of Infrastructure, Critical Facilities; Damage Assessment; RIAT; Distribution Sites; Comfort Stations; Health Issues
- ☐ 20. Establish Incident Action Plan for next 24 hour period
- ☐ 21. Conduct municipal conference call on response and recovery status, resource needs, etc.
- ☐ 22. Assess mass care needs for: medical, food (fixed and mobile), water, ice, shelter, hygiene products, crises counseling, etc.
- ☐ 23. RIAT staff assignments and impact assessment by EOC
- ☐ 24. Hosting RIAT: appoint city personnel as guides; arrange for transportation; provide maps of areas to be surveyed, provide lat/long locations of landing zones
- ☐ 25. Assess status of infrastructure and need for assistance: Communications; Transportation; Healthcare; Power; Water/Sewer
- ☐ 26. Assess status of critical facilities and need for assistance
- ☐ 27. Assess public information and media capabilities. Consider request for mobile radio transmitter, flyer distribution through mobile feeding stations, information bulletins and staging area, distribution sites, recovery center, comfort stations, community relations teams.
- ☐ 28. Provide Press release and interviews, Issues: Shelters open, comfort stations locations, medical assistance available, call 911 for emergencies only
- ☐ 29. Emergency debris removal - mutual aid assistance needs, emergency contracts
- ☐ 30. Determine needs for mutual aid: search/rescue; City Attorney enforcement; fire/rescue; public works, public health; EMS; emergency management; volunteers; donations (requests to county/state)
- ☐ 31. Limit air space to all but emergency traffic
- ☐ 32. Traffic control and security checkpoints - mutual aid assistance needs
- ☐ 33. Emergency curfew declaration
- ☐ 34. Ensure resource tracking
- ☐ 35. Assess need for staging area, distribution sites, recovery centers, comfort stations and coordinate: location, staffing, resources, security, public information, volunteers, etc.
- ☐ 36. Evaluate 24 hour staffing of EOC and RRT assistance needs

- ☐ 37. Coordinate Re-entry: issuance of passes to residences; access to business owners; ongoing security; barrier islands; press release; transportation options
- ☐ 38. Identify housing and feeding for incoming emergency workers
- ☐ 39. Relief of workers
- ☐ 40. Shelter status update, long term housing needs
- ☐ 41. Evaluate time to restore essential services: power, water, and sewer
- ☐ 42. Health Issues: Vaccinations; Disposal of Large Animals; Test restaurant food; Disposal of spoiled food; Potable water testing

H. POST LANDFALL: 24 TO 96 HOURS.

- ☐ 1. Continue or complete any of the above tasks, activities as needed.
- ☐ 2. Brief Executive Policy Group
 - Response Issues: Mutual Aid Assistance; Emergency Service capabilities Search and Rescue; Emergency Debris Removal; Mass Care Needs
 - Recovery Issues: Impact Assessment of Infrastructure; Assessment of Critical Facilities; Damage Assessment; Distribution Sites; Comfort Stations; Emergency building permits;
- ☐ 3. Appointment of local official to serve as applicant's agent
- ☐ 4. Establish Incident Action Plan for next 24 hour period
- ☐ 5. Issue public information announcements
- ☐ 6. Activate, maintain recovery information hotline
- ☐ 7. Identify location and resource needs for Recovery Center, comfort stations, distribution sites, and staging areas.
- ☐ 8. Identify location, resource and staffing needs for volunteer and donation collection site
- ☐ 9. Coordinate with State location of Disaster Recovery Center, and DFO
- ☐ 10. Distribute FEMA assistance information to employees and citizens
- ☐ 11. Coordinate debris removal requirements and contracts, collection sites, transfer stations, method of disposal, hazmat, waterways, etc.
- ☐ 12. Evaluate time to restore essential services: power, water, and sewer
- ☐ 13. Building Inspections: mutual aid need

- ☐ 14. Infrastructure Inspections: Roads, bridges, posts
- ☐ 15. Relief of field and EOC workers
- ☐ 16. Recovery resource needs: refrigeration trucks, vehicle maintenance (tires, etc.), generators, etc.
- ☐ 17. Continue damage assessment
- ☐ 18. Assess mass care needs and ensure needs are met: medical, food, water, ice, shelter, hygiene products, crises counseling, etc.
- ☐ 19. Assess status of state and federal disaster assistance: individual assistance, SBA assistance, public assistance, emergency payments, etc.
- ☐ 20. Activate Recovery Task Force:
 - appoint city disaster recovery coordinator
 - appoint city economic recovery coordinator
 - appoint hazard mitigation coordinator
 - review damage reports; identify mitigation opportunities
 - determine recovery functions needed
 - recommend emergency resolutions, ordinances
 - recommend changes to land development regulations
 - determine policies to guide community recovery
 - determine unmet needs
 - formulate committees to complete specific tasks
- ☐ 21. Begin FEMA public assistance program

Attachment C

COMPUTER TELEPHONE PROTECTION CHECKLIST

COMPUTER / TELEPHONE PROTECTION CHECKLIST

A. STORM PREPARATION NECESSARY SUPPLIES:

- ☐ Garbage bags and Plastic Sheeting.
- ☐ Tape.
- ☐ Scissors.
- ☐ Labels.
- ☐ Sharpie Marker or Equivalent.

B. SHUT DOWN OF PC'S AND RELATED EQUIPMENT.

1. If an office has windows:

- ☐ Remove batteries from portable equipment such as laptops.
- ☐ Label PC, telephone and/or related equipment with your full name. Do not use initials.
- ☐ Wrap PC, telephone, and related peripherals with plastic bags. Place PC, telephone and/or related equipment in a secure area away from windows.

2. If an office does not have windows:

- ☐ DO NOT relocate your PCs or related equipments including telephones.
- ☐ Unplug Dower source (power strip) from wall outlet.
- ☐ Remove batteries from laptops.
- ☐ Do not leave UPS/Power strips directly on the floor, place on top of hard drive/tower and wrap in plastic bags.
- ☐ Leave hard drives/towers on floor but if possible elevate.
- ☐ Do not disconnect any cabling from the back of the computer. Leave keyboard, mouse, monitor, etc. plugged into PC. Wrap PC, telephones, and related equipment in plastic bags.

C. STORM AFTERMATH

1. In the aftermath, if you suspect a PC or related equipment has sustained any type of damage, do not take part in cleaning or setting it up. Let MIS perform this function. They will address the following questions:

- ☐ Is the warranty in effect for this equipment?
 - ☐ Will the warranty be voided by attempting to reactivate the damaged device?
2. The MIS department appreciates your efforts and assistance in protecting all computers, telephones, and related equipment.

Attachment D
RECOVERY ACTION TEAM SOP

RECOVERY ACTION TEAM SOP

A. PURPOSE.

1. To provide a coordination mechanism to oversee the recovery and reconstruction process and to serve as an advisory committee to City officials responsible for recovery activities.
2. To establish uniform policies for effective coordination to accomplish City recovery tasks resulting from a natural or technological emergency or disaster.
3. To recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
4. To help identify mitigation opportunities and resources.

B. SCOPE.

Recovery actions following any emergency or disaster will be determined by the specific event. Federal, state, and county agencies may be involved depending on the hazard and scope of the situation. The City of Opa-locka will lead recovery activities within its jurisdiction.

C. POLICIES.

1. City Departments will support and act upon the recommendations of the RAT.
2. All individuals, department and agency representatives involved in recovery activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the Recovery Action Team.
3. City recovery activities will be coordinated with Miami-Dade County and the state/federal Disaster Field Office (DFO), if activated, as appropriate.

D. ORGANIZATION.

1. The Recovery Action Team should be established by City ordinance, with the goals and scope of authority clearly stated.
2. The composition of the Recovery Action Team will vary depending upon the nature of the disaster, size of the staff and available resources. The RAT will be comprised of three (3) or more of the following officials (as per draft Post Disaster Ordinance):
 - City Manager.
 - Emergency Management Coordinator (EMC).
 - IT Director
 - Police Chief
 - Director of Planning.
 - Director of Finance.

- Public Works Director
 - Building Official
3. Quorum. For all meetings of the Recovery Action Team those members present will constitute a quorum.
 4. Emergency Review Board.
 - a. An Emergency Review Board is established in major or catastrophic disasters to review disputes arising from the implementation of the City's recovery policies. The Emergency Review Board will consist of two (2) representatives of City Commission, two (2) department heads, two (2) citizens at large, and chaired by the City Manager. Decisions rendered by the Emergency Review Board are final.
 - b. The Emergency Review Board may refer and make recommendations to the appropriate City department for any requests for modifications that are beyond those authorized in the Post Disaster Ordinance.
 - c. For all meetings of the Emergency Review Board a quorum shall constitute five (5) members.

E. RESPONSIBILITIES.

1. Provide a vision of recovery for the City, and provide staff encouragement and support to ensure that the community recovers as quickly and completely as possible.
2. Receive input from citizens and client groups on their recovery needs and issues.
3. Identify recovery priorities and goals.
4. Advise the City Commission on a wide range of post-disaster recovery, reconstruction, and mitigation issues.
5. Provide a framework of legal, financial, and human resources for disaster recovery.

F. CONCEPT OF OPERATIONS.

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the City Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.
2. A Recovery Planning Unit is established in the City EOC to begin the first draft of a "Recovery Incident Action Plan (RIAP)" for use by the Recovery Action Team. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
3. As the emergency response phase stabilizes, Emergency Management /EOC begin the coordination of disaster recovery activities and recommend the activation of the Recovery Action Team as appropriate.
4. Activation of Recovery Action Team.
 - a. For post-disaster responsibilities, the Recovery Action Team will be activated and mobilized by a disaster declaration made by the City Manager under the procedures set forth in the Opa-locka Post Disaster Ordinance.

- b. Duration of Recovery Action Team. In the event of a disaster declaration, the Recovery Action Team will activate and mobilize for a minimum period of sixty (60) days. Unless the City Commission extends its tenure, the Post-Disaster Recovery Action Team's post-disaster function will deactivate after 60 days.
 - c. Repealing or Extending of the Recovery Action Team. The City Commission may, by resolution, extend or repeal the activation of the Recovery Action Team.
5. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Disaster Field Office (DFO), if and when it is established.
 - The activities of the RAT shall be coordinated with the DFO.

G. RECOVERY ACTION TEAM INITIAL ACTIVATION TASKS.

1. Receive and review damage reports and other analyses of post-disaster circumstances and to compare these circumstances with mitigation opportunities identified prior to the disaster in order to identify areas for post-disaster change and innovation. Where needed, the Recovery Action Team may review alternative mechanisms for achieving these changes and recommend the coordination of internal and external resources for achieving these ends.
2. Initiate recommendations for the enactment, repeal or extension of emergency ordinances and resolutions.
3. Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities and identify areas for post disaster development changes.
4. Review the nature of damages, identify and evaluate alternate program objectives for repairs and reconstruction, and formulate recommendations to guide community recovery.
5. Describe the organizational structure for recovery operations.
6. Formulate special committees and subcommittees as conditions may warrant.
7. Develop an organizational chart designating who is in charge of what and who reports to whom; designate the internal control structure.
8. Display the organizational chart in an obvious place for the team's reference as well as other people coming into the recovery office.
9. Use a white board for the organizational chart for easy revision; remember the recovery may take years.
10. List recovery activities assigned to each unit or section of the organizational structure.
11. Liaison with county, state and federal governments.
 - Individual Assistance.
 - Public Assistance.
 - Hazard Mitigation.

12. Liaison with voluntary agencies (VOLAGs).
13. Liaison with private sector (business and industry).
14. Meet with other recovery agencies to determine strategies.
15. As conditions may warrant, appoint an Historic Rehabilitation Coordinator responsible for: evaluating the extent and type of historic rehabilitation activities needed based upon assessments of damage; assisting the Chief Building Official and staff in related historic resource rehabilitation activities; providing information on historic resource rehabilitation and redevelopment in historic districts to interested parties to coordinate and maximize such efforts; and fulfill other duties assigned by the City Commission.
16. Review relevant recovery plans and documents:
 - Review the City Comprehensive Plan; associated maps or reports; zoning; subdivision building codes; and other land development regulations or ordinances.
 - Review the City Recovery Plan and schedule of RFs.
 - Review the City's Post Disaster Recovery Ordinance.
17. Consider establishing a relationship with a "mentoring community" that has experienced a similar hazard and completed a successful recovery effort.
 - Obtain copies of their recovery plans, after-action reports, etc.
 - Consider engaging a representative from that community in an advisory capacity.

H. DEVELOP A RECOVERY "INCIDENT ACTION PLAN."

1. Recovery Incident Action Plan (RIAP) Overview.
 - Developed by the Recovery Action Team.
 - Essential tool for the City in managing recovery operations.
 - If the City is to have a well planned and executed approach to resolving the recovery problems posed by the disaster, the City must remain focused and unified in its efforts.
 - The Recovery Incident Action Planning process is a key element to ensure that the entire City will be focused and acting as a unified, coordinated community.
 - If the City is going to move forward in a unified manner, there must be a clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual City departments, business and industry, community organizations and individual efforts are a part of the overall recovery effort.
2. The Recovery Incident Action Plan should:

- Outline the City recovery management structure and management process.
 - Describe the organizational networks and structures appropriate to recovery.
 - Formalize arrangements for the effective management of the recovery process.
 - Facilitate the recovery of affected individuals, businesses, infrastructure and City government as quickly and practicably as possible.
 - Involve all agencies with a role to play in the recovery process.
 - Ensure community participation in the recovery process.
 - Identify responsibilities and tasks of key agencies.
 - Describe appropriate resource arrangements.
 - Be as simple as possible.
3. Elements of the plan include:
- a. Recovery Action Team Composition.
 - b. Priority of efforts.
 - (1) Activities that reestablish services that meet the physical and safety needs of the community: to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents from harm, protection of possessions, health, and temporary housing.
 - (2) Reestablishing infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.
 - (3) Restoring the City's economic base.
 - (4) Improving the City's ability to withstand the effects of future major or catastrophic hurricane disasters.
 - Phasing/milestones for recovery tasks.
 - Support requirements.
 - Coordination requirements.
 - Methodologies.
 - Reporting requirements.

I. CONTINUING ACTIONS, LONG TERM.

- 1. Liaison with relevant county, state, federal and private recovery agencies.

2. Identify funding sources for mitigation and recovery projects, including state and federal assistance programs, private-sector funding, and public donations.
3. Keep media informed on recovery program and status.
4. Monitor staffing arrangements.
5. Review resources and services on an ongoing basis.
6. Determine longer-term recovery measures.
7. Continue to monitor agency activities and reduce/withdraw services when appropriate.
8. Develop a community recovery planning process.
 - Ensure active participation of members of the affected community.
 - Assess reports gathered through outreach program to assess community needs.
9. Recommend and implement an economic recovery program, focusing on local community needs.
10. Recommend zoning changes in damaged areas.
11. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
12. Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
13. Recommend strategies to keep unlicensed and unethical contractors out of the area.
14. Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
15. Participate in the preparation of a community redevelopment plan.
16. Help develop replacement-housing strategies.
17. Recommend restoration priorities.
18. Review emergency actions and recommend amendments to the City's:
 - a. Post-Disaster Ordinance;
 - b. Comprehensive Plan;
 - c. Comprehensive Emergency Management Plan;

- d. Emergency Operations Center's Standard Operating Procedures; and 5) relevant Administrative Policies.
19. Make recommendations for new ordinances, plans, codes, and /or standards to assist in recovery from future disasters.
20. Recommend any changes in the Comprehensive Plan, Land Use and Development Regulations, or any other ordinances, which it deems necessary or advisable to prevent recurring damage or mitigate hazards.

J. SCHEDULE OF RECOVERY FUNCTIONS (RFs) AND PURPOSE STATEMENTS.

RF # 1 Recovery & Redevelopment (The Vision)	To articulate the vision of redevelopment in both the anticipation and in the wake of a catastrophic natural disaster, and to use opportunities presented by disaster and lessons learned to improve the community.
RF # 2 Economic Restoration & Development (Restoration of Business Community)	To establish a partnership between the City and the City's business community to restore the City's economy following disaster.
RF # 3 Continuation of Government (COOP)	To ensure the continuing critical functions and services of the City government while responding to and recovering from disaster.
RF # 4 Reentry, Security	To promote and facilitate the timely reentry of essential response and recovery, government officials, property owners, business owners, media, etc.
RF # 5 Public Information; Community Relations	The Public Information function will provide recovery information to citizens, City employees, businesses and organizations concerning disaster recovery operations and progress in reaching recovery milestones.
RF # 6 Volunteers & Donations	To continue to coordinate during recovery offers of assistance by volunteer organizations, and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.
RF # 7 Unmet Needs	To provide a Finance ombudsman and to assist with disputes by directing citizens to the appropriate agency (ies) for resolution and to provide a means of identifying and resolving disaster recovery needs.
RF # 8 Debris Management	To effectively manage debris generated by natural and man-caused disasters.

RF # 9 Damage Assessment / Impact Analysis	To determine the disaster's impact on the City, determine recovery priorities, and identify resource needs for City disaster recovery.
RF # 10 Health (Long Term)	To identify threats to public health during the recovery period and to provide remedies.
RF # 11 Safety	To ensure that a safe and healthful working and living environment is maintained for City recovery personnel and others.
RF # 12 Repair & Restoration of Public Infrastructure, Services & Buildings	To return the public infrastructure and the City's services to pre-event levels or better.
RF # 13 Emergency Permits & Inspections	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster.
RF # 14 Rebuilding, Reconstruction, Repairs, Restoration	To provide for the physical rebuilding of the community, this necessarily includes the viability of commercial operations to support the residents.
RF #15 Temporary Housing	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing, and to allow and/or coordinate the placement of temporary housing (housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes).
RF # 16 Human Services	To identify individuals who are in need of various human services following a disaster and to meet those needs through coordination with public and private organizations.
RF # 17 Individual Assistance	To inform disaster victims about the federal individual assistance programs that are available and how to make application.
RF # 18 Environmental Concerns	To identify and implement projects or programs that restore, enhance, or protect natural resources and open space (flood plains, wetlands, and wildlife) from degradation to reduce impacts from natural disasters.
RF # 19 Mitigation	To prepare a post-disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and reduce

	the City's vulnerability to natural hazards.
RF # 20 Recovery Administration & Finance	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
RF # 21 Mutual Aid	To establish a Recovery Function (RF) to manage requests for mutual aid assistance for the City, or to assist another local government.
RF # 22 Community Association Coordination	To provide a means to coordinate Disaster Recovery Programs between the City, Planned Unit Developments and Community Associations.

Attachment E
**DEPARTMENT/DIVISION PROPERTY & EQUIPMENT
MITIGATION & RECOVERY PLAN**



Department/Division: _____

Building(s) Covered by this Plan: _____

Prepared By: _____

Facility Emergency Management Coordinator (EMC)

Revision Date: _____

Approved By: _____

Department/Division Head

Date

Table of Contents

- A.** Assignment of Responsibility.
- B.** Protection of Property and Equipment: Hurricane/High Wind Watch.
- C.** Protection of Property and Equipment: Hurricane Warning.
- D.** Post Hurricane.

Tab 1 Vehicle Assignments.

Tab 2 Administrative and Office Area Preparations.

Tab 3 Contact Information For Critical/Essential Operations.

Tab 4 Emergency Information Posting.

Tab 5 Building Damage Assessment Forms.

- Building Exterior Initial Damage Assessment
- Building Interior Initial Damage Assessment

A. ASSIGNMENT OF RESPONSIBILITY.

1. A Facility Emergency Management Coordinator (EMC) (FEC) and Alternate shall be designated for each departmental building/area.

Building/Area(s)	FEC/Alternate Name	Phone Number/Cell	Email

2. The emergency plan instructions and responsibilities will be reviewed with staff each June.
3. A copy of the plan is provided in the following location(s):
 - May be web location, physical location or both
4. If a hurricane watch is in effect on a Friday, Identify Person FEC or his/her designate may activate portions or the entire plan in consideration of the weekend.
5. The form found in Appendix IV is posted in conspicuous locations to alert building occupants of the identity of the FEC's and the location of the plan.

B. PROTECTION OF PROPERTY AND EQUIPMENT: HURRICANE/HIGH WIND WATCH.

1. Vehicles: Vehicles should be fully fueled following announcement of a hurricane watch/high wind watch for the Opa-locka area or when ordered by the Director of Fleet Maintenance which ever is sooner. Each primary user or user group is responsible for accomplishing this task. See Appendix I
2. Area Surrounding Buildings: A general survey should be conducted around each building and rooftop where accessible following announcement of a hurricane watch for Opa-locka. Loose items should be brought inside or secured to prevent loss or damage by wind.
 - Identify Person is responsible for securing the area around Building(s).
3. Computer and Data Systems: A full backup of the computer system should be conducted in the event a Hurricane Watch is issued. Backed up information should be stored in two separate locations.
 - Identify Person and Identify Person are responsible for coordinating computer related defensive actions deemed appropriate.
4. General Office Areas: The guidance found in Tab 2 should be made available/distributed to affected parties as appropriate.

C. PROTECTION OF PROPERTY AND EQUIPMENT: HURRICANE WARNING.

1. **Vehicles:** In the event a hurricane warning is issued all vehicles covered by this plan shall be parked in a secure location. The interior sections of parking garages or in lots away from trees are appropriate. Each primary user or user group is responsible for accomplishing this task. See Appendix I.
 - Our vehicles are parked Identify Area/Garage.
 - Vehicle keys should be labeled and kept Identify Area.
2. **General Office Preparation:** When a hurricane warning is issued individual offices and work areas should be checked and "storm readied" by the assigned employee in accordance with the guidance in Appendix II. Close and lock all windows. Turn off and unplug all electrical equipment. Computers and other electrical equipment should be moved away from windows. Disconnect computers from data lines. After completion if there are known absences in a group, other group members should storm ready the work area for those absent. Following completion of this duty those not assigned other tasks should leave City property in a manner as directed by official directive from the City Manager or his designee.

Note: In general, staff will be expected to leave City property once operations cease as a result of a City Manager directive. It is understood that specific operations must be maintained throughout the event. Plans should be developed to address the needs of these operations and support staff. Contact should be established with the City Emergency Operations Center and

3. **Critical/Essential Operations:** If staff must remain on-site to maintain critical/essential operations additional planning beyond the scope of this template is required for that portion of the activity.

D. POST HURRICANE.

1. As soon as it is safe to do so, Facility Emergency Management Coordinator (EMCs) or building assessment staff should return.
2. A damage survey using the forms located in Appendix V should be conducted. Depending on guidance from the City Manager or his designee at the time of the assessment, report the conditions of their buildings to the Emergency Operations Center, or the appropriate Department coordinator if there are several facilities within a particular department. It is important to document damage and include photographs to ensure ability to recover FEMA reimbursement. A notation of the location (such as a hand-written sign on a pad of paper) should be included in the photo to document location (building and room number).

Tab 1
VEHICLE ASSIGNMENTS

Vehicles Parked At: _____

Vehicle #	Responsible Person	Done	Key Location

Tab 2

ADMINISTRATIVE AND OFFICE AREA PREPARATION

A. GENERAL PREPARATIONS FOR HURRICANES.

1. Hurricanes are dangerous storms and can threaten the safety and operation of work areas. Plans should be developed well in advance to insure the protection of valuable equipment, and data. Once a hurricane watch is issued, these plans should be implemented in your areas in preparation for the hurricane. Here are some tips to help prepare for hurricanes.
 - When a hurricane watch is issued, make necessary preparations to secure equipment and materials. When a hurricane warning is issued, suspend normal operations in the individual work areas. Plan to **shut operations down within three hours of an initial hurricane warning**. Don't count on the availability of power or water after onset of event and for several days following.
 - Remove any equipment or supplies stored or mounted in outdoor or rooftop locations once a watch or warning is announced (based on ease of removal and set-up).
 - Check emergency phone numbers. Update emergency notification lists and post on office door or other designated area. You may consider temporarily posting an expanded list with all personnel phone, pager, and cellular phone numbers if the City is to be closed.
 - Let the Emergency Operation Center know if essential persons will need to remain in your building.

Remember, you must take responsibility to protect your own buildings or work areas. Plan ahead and implement your plan as soon as a hurricane watch is issued. The following checklist can help with assignment of responsibilities for preparation within work areas. Not all checklist items are appropriate for all areas.

B. ASSIGNMENTS FOR BUILDING AND/OR OFFICE AREAS.

Not all checklist items are appropriate for all areas. Modify as needed.

ASSIGNMENTS FOR BUILDING AND/OR OFFICE AREAS				
Area, Equipment, Tasks	Location(s)	STAFF RESPONSIBLE		Special Concerns/ Completed
		Primary	Alternate	
ACTION:				
Fuel and move city vehicles to a safe location.				
Unplug computers, printers and all other electrical equipment (except freezers and refrigerators).				
Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available.				
Protect valuable files in place or move to a safe location.				
Back-up computer files, make more than one copy and store in several different locations.				
Check emergency phone numbers. Update emergency notification lists. Add temporary contact information if staying at a different location.				
Cover and secure or seal vulnerable equipment with plastic.				
Remove all equipment and supplies stored or mounted in outdoor locations.				
Remove equipment and supplies from the floor in areas that may flood.				

C. ADMINISTRATIVE AREA PREPARATIONS FOR HURRICANES.

Hurricanes are dangerous storms and can threaten the safety and operation of administrative and support areas and therefore the overall functioning of the City. Plans should be developed well in advance of a hurricane to insure the protection of valuable equipment, records and data. Once a hurricane watch is issued, these plans should be implemented in your areas in preparation for the hurricane. Here are some tips to help prepare for hurricanes:

- Plan ahead. Plan what you will need to do at work and at home to prepare for the storm.
- Stay calm; listen to weather and emergency radios.
- Back up computer hard drives and software. Shut down computers and protect peripherals.
- Store software and data disks in a dry place at shoulder level like the top drawer of a filing cabinet.
- Valuable items in your office should be moved and secured away from windows.
- Lock windows and close blinds.
- Make sure vehicles have adequate fuel. Fill up those with 3/4 tank or less.
- Park vehicles in a safe location away from trees and in areas not prone to flooding.
- Unplug electrical equipment such as computers, printers, clocks, radios, etc...
- Cover large valuables with plastic for protection.
- If remaining in a building, stay inside, away from windows and near the center of the building.
- Leave for your home or designated safety area well before the hurricane hits.
- Use battery operated flashlights and lanterns. *Don't use any open flames for lighting.*

DON'T

- Don't panic!
- Don't call 911 or other emergency numbers for general or non-emergency information.
- Don't go outside during the storm.
- Don't work with electrical equipment during the storm.
- The following checklist can help with assignment of responsibilities for preparation within administrative and office areas. Not all checklist items are appropriate for all areas.

D. ASSIGNMENTS FOR SECURING ADMINISTRATIVE AND OFFICE AREAS.

ASSIGNMENTS FOR SECURING ADMINISTRATIVE AND OFFICE AREAS				
Area, Equipment	Location(s)	STAFF RESPONSIBLE		Special Concerns Completed
		Primary	Alternate	
ACTION:				
Fuel and move city vehicles to a safe location				
Back-up computer files, make more than one copy and store in several different locations.				
Cover and secure or encase and seal vulnerable equipment with plastic.				
Valuable files and papers should be moved or cabinets covered in plastic and secured.				
Unplug computers, printers and other electrical equipment (exception refrigerators and freezers).				
Move equipment and other valuables away from windows, off the floor, and to interior areas of the building. <i>(Tag moved equipment for easy identification and retrieval).</i>				
In areas subject to flooding: If necessary, relocate valuable equipment and other valuables to a higher floor. <i>(Tag moved equipment for easy identification and retrieval).</i>				
Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.				

Take personal possessions home.		All		
Close and lock office door when complete.				
Other				
Other				

Blank Intentionally

Tab 3

CONTACT INFORMATION FOR CRITICAL/ESSENTIAL OPERATIONS

Building # / Name	Contact Name	Phone Number(s) During Event	Required Activity

Fax to EOC only after hurricane/high wind warning is issued to ensure correct information is provided.

Blank Intentionally

Tab 4

EMERGENCY INFORMATION POSTING

2009 Natural Disaster/Hurricane Plan Information

The Facility Emergency Management Coordinator
(FEC) For This Facility Is:

Identify Person

Office Location:

Phone:

Email:

The Alternate Emergency Coordinator (FEC) For This
Facility Is:

Identify Person

Office Location

Campus Phone

Email

The Building Emergency Plan Is Available For Review
In The Following Location:

Identify Room and/or Web Address:

*Please complete and post this form (or an equivalent) in areas where notices are
generally posted within your area.*

Blank Intentionally

BUILDING NAME:	_____	BUILDING #	_____
STORM /EVENT:	_____	ASSESSMENT DATE:	_____
ASSESSMENT BY:	_____		

BUILDING AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscaping				
Walls				
Fences				
Gates				
Power				
Other				
Other Action Required/Comments:				

***Cause Code**

I = Impact **F** = Flood **W** = Wind **L** = Lightning **DR** = Wind Driven Rain/Leaks
WD = Water through Storm Related Bldg Damage/Failure

BUILDING INTERIOR INITIAL DAMAGE ASSESSMENT

BUILDING NAME: _____ **BUILDING #** _____

STORM /EVENT: _____ **ASSESSMENT DATE:** _____

ASSESSMENT BY: _____

ROOM # :				
ROOM ITEM	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Carpet				
Floor				
Walls				
Ceiling Tile				
Ceiling, Other				
Windows				
Built "Ins"				
Furnishings				
Light Fixtures				
HVAC				
Other Action Required/Comments:				

*Cause Code

I = Impact **F** = Flood **W** = Wind **L** = Lightning **DR** = Wind Driven Rain/Leaks
WD = Water through Storm Related Bldg Damage/Failure

Section II

DEPARTMENT/DIVISION TASKS

DEPARTMENT/DIVISION TASKS

City Mayor/ City Commission

City Manager's Office

Emergency Management

Police

Finance and Administration

Human Resources

Community Development

Code Enforcement

Building Department

City Clerk Office

City Attorney

Information Technology

Juvenile Justice

Parks and Recreation

Public Works

General *(For Use with Department/Divisions Not Referenced Individually)*

Appendix A

Acronyms and Abbreviations

AAR	After-Action Report
AFB	Air Force Base
AM	Area Manager
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response
Program	
AOC	Administrative Offices of the Courts
APHIS	Animal and Plant Health Inspection Services
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARG	Accident Response Group
ARS	Agriculture Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CAP	Civil Air Patrol; also Corrective Action Program
CATS	Consequence Assessment Tool Set
C/B	Chemical/Biological
CBIAC	Chemical and Biological Defense Information and Analysis
Center	
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHFS	Cabinet for Health and Family Services
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIRG	Critical Incident Response Group
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
COG	Continuity of Government; also Council of Governments
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
CRU	Crisis Response Unit

CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DECON	Decontamination
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMCR	Disaster Management Central Resource
DO	Duty Officer
DoD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPP	Domestic Preparedness Program
DRC	Disaster Recovery Center
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section
(FBI HQ)	
DWI	Disaster Welfare Inquiry System
EAS	Emergency Alert System
ECBC	Edgewood Chemical Biological Center (formerly SBCCOM)
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
EPPC	Environmental and Public Protection Cabinet
ERG	Emergency Response Guide
ERT	Emergency Response Team/Environmental Response Team
ERT-A	Emergency Response Team – Advance Element
ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit

FAD	Foreign Animal Disease
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FNF	Fixed Nuclear Facility
FNS	Food and Nutrition Service
FOC	Field Operations Center
FOG	Field Operating Guide
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FS	Forest Service
GAR	Governors Authorized Representative
GIS	Geographical Information Systems
HA	Hazard Analysis
HazMat	Hazardous Material(s)
HEPA	High-Efficiency Particulate Air
HMRU	Hazardous Materials Response Unit
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
IMT	Incident Management Team
IND	Improvised Nuclear Device
IST	Incident Support Team
IT	Information Technology
JCAHO	Joint Commission on Accreditation of Healthcare
Organizations	
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LNO	Liaison Officer
LO	Logistics Officer
MA	Mutual Aid
MAA	Mutual Aid Agreement
MHz	Megahertz
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement

MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NRC Commission	National Response Center or Nuclear Regulatory
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
NWS	National Weather Service
ODP	Office for Domestic Preparedness (DHS)
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration
PA	Public Assistance
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHS	Public Health Service
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PUC	Public Utilities Commission
RACES	Radio Amateur Civil Emergency Services
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act

RDD	Radiological Dispersion Device
REACT	Radio Emergency Assistance Communications Team
REAC/TS	Radiation Emergency Assistance Center – Training Site
RERP	Radiological Emergency Response Plan
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
RQ	Reportable Quantity
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team (also Rapid Response Team)
RSA	Revised Statutes Annotated
SA	Staging Area
SAC	Special Agent in Charge (FBI)
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986
(also	known as EPCRA)
SBCCOM	Soldier and Biological Chemical Command (U.S. Army) (now known as ECBC)
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SEB	State Emergency Board
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SIOC	Strategic Information and Operations Center (FBI HQ)
SITREP	Situation Report (Also SitRep)
SLG	State and Local Guide
SO	Safety Officer
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SP	State Police
SWP	State Warning Point
TPQ	Threshold Planning Quantity
UC	Unified command
UCS	Unified Command System
UHF	Ultra High Frequency
USDA	United States Department of Agriculture
US&R	Urban Search and Rescue
VA	Department of Veterans Affairs
VHF	Very High Frequency
VS	Veterinary Services
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team
WS	Wildlife Services

Appendix B **Terms and Definitions**

Aerosol – Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

After Action Review – An After Action Review (AAR) is a learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weaknesses. An AAR is performed as immediately after the event as possible by the personnel involved. An AAR should encourage input from participants that is focused on (1) what was planned, (2) what actually happened, (3) why it happened, and (4) what can be done in the future. It is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project.

Agency – A division of government with a specific function offering a particular kind of assistance.

Agency Representative – A person assigned by a primary, assisting, or cooperating government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Amateur Radio – A service of radio communications, performed by persons interested in the radio art solely for personal gain and without pecuniary interest. Operates in the public interest, convenience or necessity, therefore is available for use in emergency situations.

Area Command – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Biological Agents – Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Catastrophic Disaster – For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance – A Superfund Hazardous Substance listed in Table 302.4 of 40 CFR Part 302.4, which mandates facilities to comply with specific release notification requirements under CERCLA and Title III. (Reportable Quantity Chemicals).

Chain of Command – A series of command, control, executive, or management positions in hierarchical order of authority.

Chemical Agent – A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Chemical Transportation Emergency Center (CHEMTREC) – A chemical information center provided by the Federal Government as a source of first response advice in substance/chemical spills. CHEMTREC can usually put those on scene at an emergency in touch with the product shippers.

Chief – The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

Civil Air Patrol (CAP) – A civilian auxiliary of the United States Air Force. The CAP provides volunteer pilots, aircraft, communications and ground personnel for emergency use in search and rescue, messenger service, light transport flights, airborne communications, ground search and reconnaissance support.

Civil Disturbance – The degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

Civil Preparedness Guide (CPG) – A FEMA Publication which provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

Command Staff – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public

Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: Federal Response Plan [FRP] Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government (COG) – Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

Continuity of Operations (COOP) – Efforts in which individual departments and agencies ensure the continuance of essential functions/services during emergencies or disasters. COOP also includes activities involved with relocation to alternate facilities.

Continuity of Operations (COOP) Plan – A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

Critical Incident Stress Debriefing Team (CISD) – CISD is a counseling and educational group process designed specifically for emergency response workers to mitigate the impact of a critical incident on personnel and to

accelerate recovery in normal people experiencing normal reactions to totally abnormal events.

Cyber-terrorism – Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures, such as energy, transportation, or government operations in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

Dam Failure – Full or partial collapse of a dam constructed to hold back large volumes of water.

Damage Assessment (DA) – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

Decontamination – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

Disaster – An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a “natural disaster”, a localized event may present sufficient impact to a jurisdiction to be classified as a disaster.

Disaster Field Office (DFO) – The office established in or near the designated area to support Federal and State response operations.

Disaster Medical Assistance Team (DMAT) – Team from the Office of the Assistant Secretary for U.S. Health/Office of Emergency Preparedness - National Disaster Medical Assistance (OASH/OEP-NDMS), that assists in providing care for the ill and injured victims at the site of a disaster or emergency.

Disaster Mortuary Operational Response Team (DMORT) – Is a federalized team of private citizens associated with the National Foundation for Mortuary Care, that respond under ESF-8, Health and Medical Services through FEMA. The DMORT is responsible for maintaining temporary morgues, victim identification and processing, preparing, and disposing of remains. DMORT also provides technical assistance and personnel to recover, identify, and process deceased victims.

Disaster Recovery Center (DRC) – A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRCs are established when a Presidential Disaster Declaration is issued. Local, State, and Federal agencies will staff the DRC (i.e., social services, State public health, and the IRS).

Disaster Welfare Inquiry (DWI) System – System set up by the American Red Cross to collect, receive, and report information about the status of victims and assist the family with reunification within the disaster area.

Distribution Centers – Facilities operated by local governments, local churches, community-based organizations, and voluntary agencies for providing donated goods directly to disaster victims.

Division – The partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

Donations Coordination Center – An area designated for the coordination of goods, services and volunteers. The Donations Manager/Coordinator, the Volunteer Coordinator, State Donations/Volunteer Coordinator and representatives of participating volunteer agencies will operate from this center. In the event of a declared disaster, the FEMA Donations/Volunteer Coordinator may also operate from this center.

Donations Coordinator/Manager – The person designated by the Director of Emergency Management who will coordinate the donations effort. This person will oversee the phone bank, Donations Coordination Center and coordinate efforts of the reception and distribution center(s).

Duty Officer - Refers to the individual(s) who staff the 24 hour operations desk at the State Emergency Operations Center located at Boone National Guard Center in Frankfort, Kentucky. These individuals receive incident reports and contact the appropriate personnel to respond if necessary. The Duty Officer maintains a log of all calls received and assigns a specific number to each incident.

Emergency – An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Alert System (EAS) – A voluntary network of broadcast stations and Inter-connecting facilities, which have been authorized by the Federal Communications Commission (FCC) to disseminate information during an emergency, as provided by the Emergency Alert System plan. EAS is made

up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at National, State or local levels.

Emergency Management (EM) – A system of organized analysis, planning, decision-making, assignment, and coordination of available resources for the mitigation of preparedness for, response to or recovery from major community-wide emergencies. Refer to local and State emergency legislation.

Emergency Management Director/Coordinator – The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Medical Services (EMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Operations Center (EOC) – A protected site from which government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

Emergency Operations Plan (EOP) – An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

Emergency Public Information (EPI) – Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

Emergency Response Team (ERT) – FEMA group, composed of a headquarters element and a regional element that is deployed by the Director, FEMA, to the scene of an extraordinary situation to coordinate the overall Federal response.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

Environment – Water, air, and land, and the interrelationship, which exists among and between them and all living things.

Evacuation – Relocation of civilian population to safe areas when disaster, emergencies or threats thereof necessitate such action.

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Extremely Hazardous Substance (EHS) - 366 “acutely toxic” chemicals on the Environmental Protection Agency’s (EPA) list of extremely hazardous substances listed in the in 40 CFR 355 Appendix A. Since the requirement for this list is contained in Section 302 of the Emergency Protection and Community Right to Know Act (EPCRA), these chemicals are also known as 302 chemicals. The list and additional information about each chemical can be obtained by contacting the EPA. A copy of the list is provided in Appendix E-3 to this ESF.

Event – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Facility – As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Federal Coordinating Officer (FCO) – The senior Federal official appointed in accordance with P.L. 93-288, to coordinate the overall Federal response and recovery activities.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

Fixed Nuclear Facility (FNF) – Nuclear power plants, reactor fuel fabrication or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration.

Functional Areas of Responsibility – Numerous ESFs are tasked with the responsibility of providing a variety of essential services/functions during emergencies/ disasters in support of local response operations. Each of the ESFs should identify those areas of responsibility within their portion of the State/Local EOP. The ESFs should identify the services/functions provided (e.g., traffic control, disaster relief services), and the department/agency responsible for providing those services/ functions, and the primary tasks/activities associated with the particular service/function (e.g., coordinate the provision of temporary housing assistance). If an ESF/Functional Area or Group has developed a team structure to provide those services the team(s) should be identified. However, the composition and specific of the team(s) should be addressed in an SOP/SOG for each essential service/function identified. Any specialized teams (i.e., Search and Rescue teams, EOD, etc.) are to be addressed in the section of the ESF/Functional Area or Group component labeled Specialized Units/Teams.

General Staff – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governors Authorized Representative (GAR) – The representative (usually the Director of Emergency Management) of the Governor who coordinates the State response and recovery activities with those of the Federal Government.

Governor's Designated Representative - In terms of the Kentucky Radiation Health Branch, the individual(s) to whom conveyors of radioactive material across the Commonwealth that is required to be tracked by satellite or both tracked and escorted by the Radiation Health Team must report their presence in the Commonwealth. A contact list for this individual(s) is provided to the Duty Officer in the State Emergency Operations Center.

Group – Established to divide the incident management structure into functional areas of operation.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazardous Material (HazMat) – A substance or material, which may pose an unreasonable risk to safety, health or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature.

Hazardous Materials Incident - The unplanned release or potential release of a hazardous material to the environment.

Hazardous Waste – Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable or chemically reactive.

Incident – An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

Incident Action Plan – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post – The location where primary command functions are made.
May be the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical Staging area. As command function transfers, so does the Incident Command Post (ICP).

Incident Command Staff - Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations Section Chief, and Public Information Officer who report directly to the Incident Commander. Members of the Command Staff may have assistants.

Incident Command System (ICS) – A combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

Incident Management Team (IMT) – The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

Infrastructure Protection – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

Intelligence Officer – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities.

In-kind Donations – Donations of goods or materials, such as food, clothing, equipment, and building materials instead of money.

Job Aid (JA) – A document or checklist designed to provide the user with help in completing a specific task.

Joint Information Center (JIC) – A combined public information office that serves two or more levels of government or Federal, State, local agencies.

Joint Information System (JIS) – Integrates incident information and public affairs into cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.

Joint Operations Center (JOC) – A centralized operations center established by the FBI Field Office during terrorism-related incidents to provide a single point of direction, control, and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

Kentucky Emergency Operations Plan (State EOP) – The State plan designed to cover all natural and man-made emergencies and disasters that threaten the State.

Lead Agency – The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management, and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency Management Director/Coordinator – The local government official responsible for the emergency management program at the local level, county or municipal.

Local Emergency Planning Committee (LEPC) – A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

Local Government – A political subdivision of the State that is usually at the County or municipal levels.

Logistics - Providing resources and other services to support incident management.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

Major Disaster – As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives – A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mass Care – Efforts to provide shelter, feeding, water, first aid and distribution of relief supplies following a catastrophic or significant natural disaster or other event to disaster victims.

Memorandum of Agreement/Understanding (MOA/MOU) – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA/MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response

operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

Mitigation – Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

Mobilization – The rapid assembly, procurement, production or deployment of resources to meet the requirements of a disaster/emergency situation, including war.

Multi-Hazard – A functional approach to planning, which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

Multiagency Coordination Systems – Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

Multijurisdictional Incident – An incident requiring action from multiple agencies in which each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement – A formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.

National Contingency Plan (NCP) – Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

National Disaster Medical System (NDMS) – A nation-wide medical mutual aid network between the Federal and non-Federal sectors that include medical response, patient evacuation, and definitive medical care and mental health services.

National Emergency Operations Center (NEOC) – The EOC for DHS/FEMA, which provides a centralized point of direction and control for Federal response operations. (Formerly the National Interagency Emergency Operations Center (NIEOC)).

National Flood Insurance Program (NFIP) – A Federal program to provide flood insurance coverage in those communities, which enact and enforce floodplain management regulations.

National Hurricane Center (NHC) – A Federal tracking center that forecasts and plots the formation and movement of tropical storms. It also alerts appropriate areas of the danger.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Oceanic and Atmospheric Administration (NOAA) – A Federal agency within the U.S. Department of Commerce, which deals in ocean survey/exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the coastal hazards office of NOAA for storm surge modeling.

National Response Center (NRC) – Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required.

National Response Plan (NRP) – A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Team (NRT) – Organization of representatives from 14 Federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

National Security – Measures taken to protect the Nation from the direct or indirect acts of war, sabotage, or terrorism directed at the United States. These acts include but are not limited to, conventional and unconventional war, chemical, biological and nuclear war or terrorism.

National Warning System (NAWAS) – The Federal warning system, used to disseminate warnings of imminent natural disaster or enemy attack to a regional warning system, which passes to the State warning points for action.

National Weather Service (NWS) – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

Non-persistent Agent – An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Nuclear Regulatory Commission (NRC) – The Federal agency tasked with oversight and regulation for all domestic nuclear devices, plant processes and construction.

Operational Period – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

Operations Section – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Operations Section Chief (OSC) - Senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

Persistent Agent – An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Personal Protective Equipment (PPE) - Refers to the garments and devices worn by emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

Plume – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Preliminary Damage Assessment (PDA) – An assessment of damage taken immediately following a disaster or potential disaster. Emphasis is on high-level infrastructure such as roads and power production.

Preparedness – Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

Prevention – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency – An agency, organization or group designated as an ESF/Functional Area or Group primary agency serves as the executive agent under the ***State/Local EOP*** to accomplish the assigned ESF/Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have more than one agency designated in which cases they would be identified as “co-primary” agencies.

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry and private voluntary organizations.

Processes – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Promulgate – To promulgate, as it relates to the Local Emergency Operation Plan (EOP), is the act of the jurisdiction officially proclaiming, declaring and/or adopting, via local ordinance, Executive Order (EO), or etc., the ***State/Local EOP*** as the emergency operations plan for the jurisdiction.

Protective Action Zones (PAZs) - Work zones around a hazardous incident site determined by the Safety Officer and provided in the Site Safety Plan. The zones are established to reduce or to prevent the migration of contaminants and protect emergency responders from the hazards caused by the incident.

Public Health – A common function in multi-hazard planning, which focuses on general health and medical concerns, under emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Radiation – High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Radioactive - A substance giving off, or capable of giving off, radiant energy in the form of particles (alpha or beta radiation) or rays (gamma radiation) by the spontaneous disintegration of the nuclei of atoms.

Radiological - Any radioactive material dispersed in the air in the form of dust, fumes, mist, vapor or gas.

Radio system – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Reception Center – A donations management facility to receive specific, undesigned or unsolicited goods such as food, water, clothes, and building supplies.

Recovery – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Agencies, Organizations or Groups – *Other agencies, organizations, groups, and individuals, not assigned as primary or support to an ESF/Functional Area or Group may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services and resources. (Resources provide personnel and/or stuff (equipment, resources or supplies)).*

Response – Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

Revised Statutes Annotated (RSAs) – The specific form of State Law, codified and recorded for reference.

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics and Finance/Administration.

Shelter – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Site Safety Plan - Written plan formulated for each incident by the SO that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for employee protection in accordance with KY-OSH regulations 29 CFR 1910.120 (q) (2). The plan must be conspicuously posted at the Incident Command Post and appropriate locations within the response area.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Specific Activity - A measure of the amount of radioactivity per unit amount of substance. This is based on the number of disintegrations per minute (dpm) per unit amount where the amount can be expressed as grams or moles.

Staging Area (SA) – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Standard Operating Guide (SOG) – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOGs can be supported by one or more standard operation procedures (SOPs).

Standard Operating Procedures (SOP) – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOGs by detailing and specifying how assigned tasks are to be carried out.

State Coordinating Officer (SCO) – The representative of the Governor (usually the Director/Coordinator of Emergency Management) who coordinates the State response and recovery activities with those of the Federal Government. See GAR Governor's Authorized Representative.

State Emergency Response Commission (SERC) – Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing/overseeing Local Emergency Planning Committees (LEPC).

State Emergency Response Team (SERT) – A team of senior representatives of State agencies, State level volunteer organizations, and State level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director/Coordinator of EM serves as the SERT leader.

State Warning Point (SWP) – The State facility (NH State Police Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Subject Matter Experts (SMEs) – Other agencies, organizations, groups, and individuals, have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services.

Superfund – Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA) Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA. Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

Support Agency – An agency, organization or group that provides an essential function or service critical to the ESF/Functional Area or Group and has a requirement in the decision process for the conduct of the operation using its authorities and determines priorities in providing cognizant expertise, capabilities, and resources.

Task Force – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

Terrorism – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat – An indication of possible violence, harm or danger.

Title III (of SARA) – The "Emergency Planning and Community Right-to Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annotated, sec. 1101, et. seq.-1986). Trans-species Infection - An infection that can be passed between two or more animal species. This may include human hosts.

Toxicity – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Ultra high frequency (UHF) – Ranges from 300 MHz to 3000 MHz. For public safety use, defines the frequency sub bands of 450-512 MHz and 800-900 MHz. Also includes 960 MHz and 2 GHz microwave sub bands.

Undesignated/Unsolicited donation – Unsolicited/undesignated goods are those donations that arrive in the State but have not been requested by an agency.

Unified Command – A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Very high frequency (VHF) – Ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

Vital Records – Records or documents, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business or provide essential services.

Volunteer – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g. 16 U.S.C. 742f(c) and 29 CFR 553.101.

Vulnerability – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis – A determination of possible hazards that may cause harm. Should be a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

Warning Point – A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Weapons-Grade Material – Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapon of Mass Destruction – Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

Appendix C

**CITY MANAGER'S HURRICANE PREPAREDNESS and RESPONSE
REMINDER LIST**

SIX MONTHS PRIOR TO START OF HURRICANE SEASON

- DIRECTORS CHECK/VERIFY EMERGENCY TELEPHONE NUMBERS
- DETERMINE NUMBER OF GENERATORS NEEDED AND/OR OPERATIONAL
- VERIFY EMERGENCY CONTRACTS, SUPPLIES, DEBRIS REMOVAL VENDORS, GAS AND NEEDED VEHICLES
- STATUS OF OLEOC(STRUCTURAL AND EQUIPMENT NEEDED)
- UP DATE OF HURRICANE PLAN, DOCUMENTED STAFF TRAINING ON CURRENT PLAN
- ACCESS TO WATER VEHICLES, VIABLE ELEVATED REMOTE LOCATION FOR CITY VEHICLES
- CITIZEN'S HURRICANE INFORMATION FOR MAILOUTS
- DOCUMENTED INVENTORY OF CITY ASSETS, VIDEO AND PICTURED INVENTORY OF CITY BUILDINGS
- PROCURE EMERGENCY KITS AND SMALL EQUIPMENT FOR STAFF
- HOLD EMERGENCY PREPAREDNESS DRILL(TABLETOP W/ EXECUTIVE STAFF)
- ASSIGN DIRECTORS TO AN OLEOC POSITIONS ACCORDING TO NIMS/ICS TITLES
- ENSURE THAT PROPER COMMUNICATION EQUIPMENT IS AVAILABLE AND OPERATIONAL
- ARRANGE FOR RED CROSS AND FIRE / RESCUE TO HAVE REPS AT THE OLEOC

72 HOURS BEFORE LANDFALL

- INITIATE SETUP OF OLEOC
- HOLD MEETING WITH KEY STAFF
- CANCEL ALL LEAVES
- BRIEF POLICYMAKERS
- INSTRUCT ALL ESSENTIAL EMPLOYEES TO REPORT TO WORK
- VERIFY CODE RED SYSTEM
- MOBILIZE NEEDED FLEET, BEGIN TO SECURING ALL OTHERS
- CHECK EMERGENCY EQUIPMENT FOR PROPER OPERATION
- CHECK EMERGENCY SUPPLIES
 - MAINTAIN FUEL FOR ALL NEEDED VEHICLES

- INVENTORY AND CHECK ALL COMMUNICATION EQUIPMENT
- ENSURE THAT DIRECTORS REVIEW HURRICANE PROCEDURES WITH STAFF
- REMIND ALL CITY EOC STAFF TO BRING LAPTOPS TO THE OLEOC
- CHECK GENERATORS
- VERIFY EMERGENCY CONTRACTS, ENSURE PROPER STORAGE OF CITY SENSITIVE DOCUMENTS AND DATA
- ASSIGN SUVs TO APPROPRIATE LEVEL STAFF
- ENSURE THAT POST HURRICANE ASSESSMENT and RECOVERY TEAMS ARE IDENTIFIED AND AWARE OF THEIR DUTIES
- IDENTIFY ALL VOLUNTEERS FROM CITY
- TEST CODE RED
- ORDER FOOD AND WATER FOR OLEOC
- CHECK ALL GENERATORS
- REVIEW OLEOC DUTIES WITH KEY STAFF
- MAKE SURE DEBRIS CONTRACTS ARE IN PLACE
- SECURE SIGNED EXECUTIVE ORDERS, COMMUNICATE WITH ADJACENT MUNICIPALITIES
- SECURE DAMAGE REPAIR SUPPLIES FOR POST HURRICANE EFFORTS
- VERIFY STATUS OF PAYROLL CHECKS
- BEGIN CITY FACILITY HURRICANE PROTECTION PROCESS
- MAKE SURE THAT PUBLIC WORKS HAVE ENOUGH SANDBAGS
- ARRANGE FOR WATER AND ICE TO BE DELIVERED TO THE CITY FROM OUTSIDE OF CITY

48 HOURS BEFORE LANDFALL

- ALL LEAVES CANCELLED
- ALL ESSENTIAL PERSONNEL ON STANDBY
- PURCHASE ANY SUPPLIES NEEDED
- ENSURE THAT FUEL TANKS ARE FILLED AT PUBLIC WORK
- IDENTIFY AREA PODs
- VERIFY EMERGENCY VOLUNTEER LIST

24 HOURS BEFORE LANDFALL (AT OLEOC)

- FINALIZE OFFICE HURRICANE PREP PLANS
- COMMUNICATION WITH OTHER MUNICIPALITIES
- REVIEW POST HURRICANE PLAN
- ALL ESSENTIAL EMPLOYEES ARE TO REPORT TO THE DESIGNATED OLEOC
- CLOSE ALL CITY BUILDINGS
- SEND EMPLOYEES HOME
- GET BRIEFING FROM DEPARTMENT DIRECTORS ON THE STATUS OF THEIR DEPARTMENT PLANS

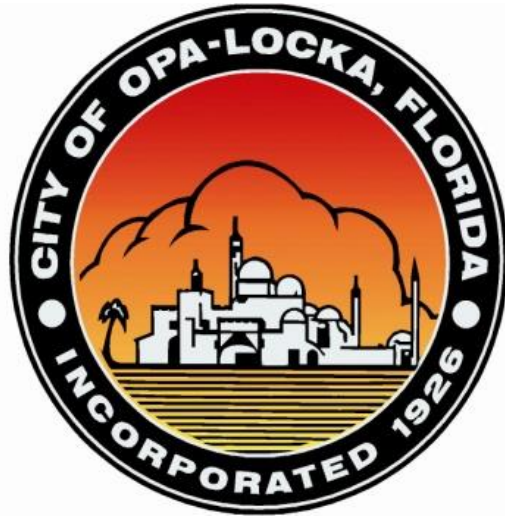
- MAINTAIN COMMUNICATION WITH COUNTY'S REGIONAL EOC
- GET A SECURITY CHECK OF THE CITY FROM PD

DURING THE LANFALL (AT OLEOC)

- CONTINUE TO MONITOR HURRICANE STRENGTH AND DIRECTION
- ALL PERSONNEL SHOULD REMAIN INSIDE

POST HURRICANE DUTIES

- ESTABLISH COMMUNICATIONS WITH OTHER STAFF MEMBERS
- CALL HOME
- ORGANIZE DAMAGE ASSESSMENT CREWS
- COMMUNICATE WITH MAYOR AND COMMISSIONERS
- GET DAMAGE BRIEFINGS, DETERMINE WHAT LEVEL OF ASSISTANCE IS NEEDED, IF ANY
- GET REPORTS FROM CLEAN UP AND TRAFFIC CREWS
- ESTABLISH COMMUNICATIONS WITH NGO LEADERS
- DETERMINE UTILITIES NEEDS, MAKE APROPIATE CONTACTS TO FACILITATE RESOLUTION
- GET REPORT FROM FIRE RESCUE CONCERNING INJURIES/FATALITIES
- GET BARRICADES AND TEMPORARY LIGHTS UP ASAP
- ENSURE ESCORTS FOR UTILITY CREWS TO PRE-DESIGNATED STAGING AREA
- GET STATUS OF ALL CITY EMPLOYEES AND FAMILIES
- MAKE ASSESSMENT IF OUTSIDE RESOURCES ARE NEEDED; OR IF YOU CAN RELEASE ANY RESOURCES TO OTHER LOCATIONS
- COMMUNICATE WITH MEDIA THROUGH PIO
- DETERMINE IF A CURFEW SHOULD BE RECOMMENDED OR NOT



Emergency Management Plan

Revised January 2021

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**Comprehensive Emergency
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Record of Changes

Version #	Date Approved	Summary of Amendments:	Revision(s) Made By:

Record of Changes - v

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Overview and Executive Summary

The City of Opa-locka is located in Miami-Dade County, Florida and is part of the greater Miami metropolitan area. As of 2019, the City has an estimated resident population of 15,887 people. The City is comprised of a mixture of residential, commercial, and industrial zones, and is home to a large general aviation airport, three parks, two lakes, a railroad station that is part of the Tri-Rail system.

Overall, the City is at risk from a variety of natural, technological, and societal or manmade hazards. The City of Opa-locka has experienced the effects of numerous tropical storms and hurricanes causing extensive damage throughout the community. This area of Florida is also vulnerable to tornados and other severe weather, such as: flooding, drought, and other natural hazards. Major transportation corridors through and near the jurisdiction also pose a risk of hazardous materials or mass casualty accidents.

The City of Opa-locka has the capability to respond to most emergencies and disasters through services provided by its Police and various City departments. Fire/Rescue services are provided by Miami-Dade County as part of an Interlocal Agreement. The City has established a Citywide emergency preparedness program to effectively prepare for, respond to, and recover from emergencies and disasters. This program includes established policies and protocols guiding preparedness, response, and recovery operations, as well as assigning responsibility for implementation of the program. Included in the City's preparedness program is the development and maintenance of a Comprehensive Emergency Management Plan (CEMP) to guide the City's operations at the time of a disaster. In addition, the City's program incorporates prescribed training, exercises, and educational efforts to ensure readiness to implement the emergency plan.

This document, the Comprehensive Emergency Management Plan (CEMP) identifies the City's emergency preparedness program and defines the City's operations at the time of a disaster, regardless of the cause of the event. The Plan also demonstrates the City's compliance with State and Federal requirements applicable to municipal emergency preparedness programming and planning in Florida.

At the time of a major emergency or disaster, the City will activate this plan and utilize the policies and operational concepts defined in this document to guide the emergency response functions by City employees, as well as City interaction with adjacent jurisdictions and higher levels of government. When indicated, the City Manager or designee will activate the CEMP and notify City personnel accordingly. The City will activate an emergency organizational structure, as defined herein, to function in the City's Emergency Operations Center (EOC). Once activated, the City EOC will manage and provide support to all emergency field operations being staffed by City personnel.

Commented [cc1]: CEMP will be groundwork for emergency preparedness program

During events or incidents that affect the jurisdiction of Opa-locka but are considered Miami-Dade County managed, the City will establish communications and coordination with the Miami-Dade County Emergency Management Division and/or the Miami-Dade County Emergency Operations Center if activated. To facilitate coordination and cooperation with Miami-Dade County, the City's EOC structure is based on a similar Emergency Support Function (ESF) concept utilized by the County.

Upon conclusion of the City's emergency operations to an event or incident, the City Manager or designee will instruct City personnel to deactivate the emergency plan and to transition, if indicated, into disaster recovery operations.

Commented [cc2]: Will need to review, once EOC operations section is defined

1 Introduction

The City of Opa-locka Comprehensive Emergency Management Plan (CEMP) is developed in accordance with Chapter 252, Florida Statutes, as amended (State Emergency Management Act) F.S. Chapter 252.38(2) and with the Federal requirements embodied in the National Incident Management System (NIMS). The CEMP is integrated into and coordinated with comprehensive emergency management plans and programs of the county, state and federal governments, as well as the Miami-Dade County Local Mitigation Strategy. The CEMP emphasizes action within the five phases of the Emergency Management Cycle: Prevention/Protection, Preparedness, Response, Recovery and Mitigation to address a wide variety of disasters and emergency events that could adversely affect the health, safety and/or general welfare of the citizens and communities.

1.1 Purpose

Opa-locka's CEMP defines and documents the City's operations that will be implemented to prepare for, respond to, and recover from major emergencies and disasters. The CEMP will be activated upon a decision by the City Manager or designee that an emergency or disaster is of such magnitude or concern that a coordinated and managed response by several City agencies will be necessary.

The CEMP also defines the following:

- The characteristics of the City and its population that may be relevant to emergency operations
- The scope of and responsibility for the City's emergency preparedness program which is developed and maintained during times of normalcy to ensure the jurisdiction remains prepared to respond to disasters
- The emergency response and disaster recovery operations to be implemented at the time of a disaster, as well as the City's facilities that will be used for this purpose
- The City's policies and protocols that will be applied to emergency response and disaster recovery operations within the jurisdiction
- The requirement that the City's agencies and personnel prepare more detailed implementing procedures, operational guides, action checklists and similar documents that will be needed to implement the CEMP, and will be consistent with the established policies and operational concepts.
- The frequency of and responsibility for training City personnel in the implementation of the plan and for planning and conducting exercises of plan implementation
- Actions to be implemented by the City to ensure continuing compliance with F.S. Chapter 252.38(2), Emergency Management Powers of Political Subdivisions and with the Federal requirements embodied in the National Incident Management System (NIMS)

1.2 Scope

The CEMP will be used by Opa-locka to prepare for, respond to, and recover from all types of major emergencies and disasters, regardless of their cause or location in or near the jurisdiction. When activated by the City Manager or designee, the CEMP is to be the primary guideline and controlling document to be used by City agencies and personnel for management of operations related to the event and its impacts. The CEMP may be activated upon warning that a disaster may occur and impact the City, or may be activated during or immediately after the occurrence of a disaster that has affected the City. In addition, the CEMP may be activated for purposes of coordinating the City's support operations provided to other nearby jurisdictions that have been severely impacted by a disaster and have requested the City's assistance.

Implementation of the CEMP will rely on all existing mutual aid agreements, contracts, and understandings entered into by the City or its agencies. The CEMP does not replace or alter these agreements, and such agreements and the CEMP are to be maintained by the City as mutually consistent and supportive.

The CEMP is intended to be consistent with the Comprehensive Emergency Management Plan of Miami-Dade County, including its annexes for Emergency Support Functions (ESFs), mitigation and disaster recovery, terrorism incident response, and multiple casualty incident response. The CEMP is also intended to be consistent with and supportive of the Comprehensive Emergency Management Plan of the State of Florida, as well as with the Federal government's National Response Plan. This consistency is necessary to facilitate coordination of response and recovery operations between the City of Opa-locka, adjacent municipalities, and higher levels of government.

1.3 Methodology

The CEMP was prepared through a cooperative, multi-organizational process directly involving the City's departments with responsibilities for implementation of the plan. Plan development and revision is an interactive process involving an orientation of all agencies, evaluation of the "lessons learned" following emergency situations, discussions regarding the capabilities of the City's agencies, and analysis of the City's preferred operational concepts. The development process also included reviewing and commenting by all stakeholders on the draft plan prior to its finalization.

1.4 Objectives

- Provide effective public safety measures to be utilized by personnel to assess emergencies and take appropriate actions to save lives, reduce injuries, prevent or minimize damage to public and private property, and protect the environment

- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, protect, mitigate, prepare for, respond to, and recover from emergencies and disasters
- Provide for a safe and coordinated response to disaster/emergency situations
- Identify lines of authority and coordination for the management of an emergency or disaster
- Assign responsibilities to agencies, organizations and individuals for carrying out specific actions during an emergency
- Identify the responsibilities of local, state, non-governmental, volunteer, private sector and federal agencies during emergencies or disasters
- Coordinate mutual aid resources
- Provide for interface and coordination between incident sites and the City's Emergency Operations Center (EOC), as well as other cities and the county EOCs

1.5 Assumptions

This section identifies those assumptions that have been found to be necessary to define the emergency operations to be conducted, the resources that will be available, and the expected outcome of actions to implement the plan. Should these assumptions not be valid at the point of initial CEMP implementation, then adjustments to the operational concepts would be necessary.

The City of Opa-locka is primarily responsible for emergency actions and will commit all available resources to protect lives, minimize injury to persons, and minimize damage to property and the environment. This will be accomplished in coordination with Miami-Dade County and identified mutual-aid agencies.

The City may have to implement emergency operations without assistance from other jurisdictions or levels of government for at least 72 hours (In some circumstances, this time frame could be greatly extended as in a pandemic event.)

- The facilities designated by the City for use during the activation of the CEMP will remain operational, or, if not, alternate facilities could be activated rapidly and emergency operations resumed

The City agencies and personnel assigned responsibility for emergency operations will be available on a timely basis; If indicated, City agencies will implement their continuity of operations plans to ensure staffing of the emergency responsibilities assigned under this plan.

- When available, assistance and support from adjacent jurisdictions and higher levels of government will be provided in a timely basis when requested by the City; If such assistance and resources are not available or will not be delivered, the City will be aware of this situation

- The City's personnel assigned responsibility for implementation of the emergency plan will be knowledgeable in their roles, and will have the proper training, credentials and past experience to safely and effectively complete their responsibilities
- Assigned emergency workers will mobilize upon notification to do so, and will initiate and complete necessary emergency operations to the best of their abilities, given the equipment and resources available at the time
- The CEMP and all supporting documents, e.g., standard operating guides, action checklists, personnel rosters, equipment inventories, etc., will be up to date and available to the personnel and emergency facilities where they are needed
- The public will cooperate in a timely and orderly manner with emergency instructions, public information, emergency ordinances and similar actions taken by the City and/or by higher levels of government in coordination with the City; Non-compliance with emergency instructions by the threatened public will not become a significant impediment to emergency operations
- Miami-Dade County, the State of Florida and the Federal government will implement their comprehensive emergency management plans effectively and on a timely basis, when necessary, to manage the consequences of disasters affecting the City
- Hospitals and licensed residential health care facilities located within the City's boundaries will prepare and maintain effective emergency plans, as required by state regulations, and these plans will be implemented on a timely basis during disasters with only minimum assistance and resources from the City

1.6 Policies and Protocols

This section of the City's CEMP defines the policies and protocols that will control implementation of the emergency response and disaster recovery operations.

1.6.1 Policies

The standing policies of the City of Opa-locka governing operations at the time of a disaster are the following:

- The City will maintain preparedness for response to emergencies and disasters
- The CEMP will be the controlling document for management of disaster situations, regardless of their cause.
- The City will endeavor to maintain continuity of government throughout any disaster situation and, if unable to do so, will, under a local state of emergency, request the next higher level of government to assume this role until continuity of government can be effectively resumed by the City
- Implementation of the CEMP will be conducted in accord with the operational concepts embodied by NIMS

- All emergency response operations in the field conducted by City response teams will be managed through ICS (Incident Command System), as defined in NIMS
- Assigned responsibilities for implementation of the CEMP and/or other supporting standard operating guides are an inherent component of the job description and duties of City employees; At the time of a disaster, all employees are required to call in to receive emergency assignments and/or to standby to be available to staff the City's Emergency Organization
- All City agencies will establish a line of succession for supervisory personnel and for all individuals assigned key roles for implementation of the CEMP
- The safety and health of emergency workers will be the highest priority and the City will adhere to all applicable local, state and federal regulations and requirements regarding worker safety
- The highest priority for emergency response operations will be to minimize the public health and safety threats and to minimize injury and loss of life of the endangered public. Prevention or mitigation of property damages will be secondary to this priority
- Emergency services and disaster relief programs will be provided without differentiation to the status or demographic characteristics of the individuals or neighborhoods affected
- The City will fully utilize its available resources prior to requesting additional resources and assistance from higher levels of government and/or adjacent jurisdictions
- The City is committed to cooperative and coordinated multi-jurisdictional emergency response and disaster recovery operations, and will endeavor to work with Miami-Dade County and adjacent jurisdictions for the duration of response and recovery operations
- The City will cooperate with and participate in functions and facilities established by Miami-Dade County, the State of Florida and/or the Federal government to coordinate emergency response and disaster recovery operations on a statewide or regional basis, when such functions and facilities are intended to include Opa-locka and the City has the personnel available to do so
- The policies temporarily established by the City during activation of the CEMP at the time of a disaster will be consistent with this policy framework

1.6.2 Protocols

The following protocols will be relied upon for coordination of the City's response and recovery operations, consistent with conditions at the time of the event:

- The Deputy Police Chief or designee will serve as the EOC Commander of the City's Emergency Organization. The City's EOC Commander will be positioned in the City EOC and will approve the Incident Action Plans (IAPs) formulated to guide the City's response operations

Commented [TK3]: Need to determine who fills this role.

- The EOC will provide coordination, oversight, and support to field operations conducted by the City; when resources become limited, the EOC will prioritize their allocation through the IAP
- The EOC will serve as the Multi-Agency Coordination Entity within the Multi-agency Coordination System for the City in accord with the principals of the NIMS
- Field operations will be under the supervision of the incident commander of the City agency with the primary responsibility for managing the field response; Field response teams will maintain ongoing communications with the City EOC and will implement operations in accord with the City's IAP
- Field operations by City agencies will be conducted in accord with established operational guides, including the use of contractors and mutual aid; Upon activation of the CEMP and the City EOC, all requests from field operations for additional resources and support will be made to and through the City EOC
- The City EOC will maintain communications with the Miami-Dade County EOC by all available means; The City will designate liaisons to the County EOC and the City's liaison will be continually updated regarding conditions in the City, the emergency operations being conducted, and the City's resource needs
- The City EOC will inform the Miami-Dade County EOC of all requests for additional resources from adjacent jurisdictions, and will route requests for resources from higher levels of government through the County EOC

In addition to these standing protocols, the City may formulate temporary protocols for coordination and management of operations whenever made necessary by the circumstances of the event and with the concurrence of the Incident Commander.

2 Situation

For the purposes of the CEMP, the “situation” involves two factors. The first is the characteristics of the community that could be influential to the needs of the population for services and support at the time of a disaster. The second is the identification of hazards that threaten the community.

2.1 Geographic Information

Opa-locka encompasses 4.3 square miles, located in northeast Miami-Dade County, and is situated approximately 8 miles from the Atlantic Coastline. The City is located near other cities of Hialeah, Miami Gardens, and North Miami in Miami-Dade County. The mean elevation for the City is 9 feet above sea level. The area south of State Road 9 (Magnolia Park) and then south of the Atlantic Canal (Nile Gardens) are prone to flooding. As such, evacuation of residents from those areas – especially near the NW 127 Street Canal – would be likely in any storm that has a great deal of rain.

Commented [TK4]: Map of boundaries.

2.2 Climate

The average daily high temperatures for the area vary from about 90 degrees in summer to approximately 78 degrees in winter. The average daily low temperatures range from about 75 degrees in the summer to 60 degrees in the winter. The City receives the most rain in summer, with annual average rainfall of about 63 inches. Natural hazards known to threaten the area include hurricanes, tornados, lightning, severe storms, flooding, and drought.

2.3 Transportation

The City is traversed by NW 27th Avenue, NW 135th Street, and Florida State Road 924. These roadways represent a potential source for hazard that could necessitate implementation of this CEMP for a transportation-based hazardous materials incident or a multiple casualty incident.

Commented [TK5]: City map with major corridors.

Commented [TK6R5]: Combine with boundaries map.

Commented [TK7R5]: Any other roadways of significance that we should note?

The City’s northeastern edge borders the Miami-Opa Locka Executive Airport. The Tri-Rail commuter rail service by the South Florida Regional Transportation Authority runs through the City with one connecting station. As of December 31, 2020, Tri-Rail assists with the transportation needs of approximately 15,000 passengers on a daily basis.

2.4 Socioeconomic Profile

The City’s estimated 2019 population is 15,887; with approximately 5,916 households. From April 2010 to July 2019, the population grew approximately 4.6%.

During a five-year estimate spanning from 2015 to 2019, median family income was estimated at \$21,523, and the essential employers were the health care & social assistance, retail, and administrative/support/waste management services.

2.5 Governance

The City of Opa-locka was incorporated in 1926 and operates under a commission/city manager form of government. The city commission consists of the Mayor and four commissioners, who are responsible for enacting ordinances, resolutions and regulations governing the city; as well as appointing members of various advisory boards, the City Manager, City Attorney, and City Clerk.

As Chief Administrative Officer, the City Manager is responsible for the enforcement of laws and ordinances, and the appointment and supervision of the City's department heads.

2.6 Critical Facilities

Within the jurisdiction, there is two elementary schools, Dr. Robert B. Ingram/Opa-locka Elementary and Nathan B. Young Elementary. Additionally, one middle school and one high school serve the City outside of its jurisdiction, North Dade Middle School and Hialeah/Miami Lakes Senior High. The City is also the site of an Amazon Mega Warehouse and Fulfillment center. In addition, there are special facilities within the jurisdiction that could require additional attention during disaster situations, and these include the following:

- Sewage lift stations
- Wastewater treatment plant utilizing gaseous chlorine and other chemicals
- Parks that attracts large numbers of people at special events
- Public Safety facilities
- Evacuation Centers as designated by Miami-Dade County

2.7 Hazard Identification

Identifying hazards is the first step in any effort to reduce community risk. All parts of the City of Opa-locka are vulnerable to these hazards, and often will have little or no warning before being impacted. The City is an active participant in Miami-Dade County's Local Mitigation Strategy, which is a Countywide, multi-jurisdictional effort to reduce the vulnerabilities of the communities of the County to future hazards of all types. The LMS is active before and after disaster events. Before disasters, Opa-locka participates in technical analyses identifying potential hazards threatening the jurisdiction, defining vulnerabilities to those hazards, and formulating mitigation initiatives to eliminate or reduce those vulnerabilities. The mitigation initiatives are included in the City's portion of the countywide mitigation plan, and are scheduled for implementation when the resources to do so become available.

Commented [TK8]: Critical Facilities Map

Commented [cc9R8]: Hospital, PD, FR Station?, Shelters

The following chart depicts the probability risk by location of all of the natural hazards. The estimate of risk is based on the judgment of local planners and the LMS Working Group regarding the likely frequency of occurrence of the hazard event based on the location of the jurisdiction to the hazard potentially occurring. Sea Level Rise probabilities were determined by potential future risk as identified in the map in the Sea Level Rise section. The rankings are Low (L), Medium (M) and High (H).

Table 1: Hazards Identified by the Miami-Dade County 2020 Local Mitigation Strategy

Hazard	Risk Rating
<i>Drought</i>	Medium
<i>Erosion</i>	Low
<i>Flooding</i>	High
<i>Hurricane/Tropical Storm</i>	High
<i>Saltwater Intrusion</i>	Low
<i>Sea Level Rise</i>	Medium
<i>Severe Storm</i>	High
<i>Tornado</i>	High
<i>Wildfire</i>	Low
<i>Winter Storm</i>	Medium

The following non-natural hazards are included in the 2015 Miami-Dade County THIRA. These are county-wide vulnerability ratings that are not specific to the jurisdiction.

Table 2: Technological Hazards Identified by the Miami-Dade County 2015 THIRA

Hazard	Vulnerability
<i>Coastal Oil Spill</i>	Medium
<i>Electric Utility Failure</i>	High
<i>Hazardous Materials Release</i>	Medium
<i>Nuclear Power Plant Release</i>	Low
<i>Structural Fire</i>	Medium
<i>Transportation Incident (i.e. Highway and/or Rail Incident)</i>	Medium
<i>Water/Wastewater Incident</i>	Medium

Table 3: Human-Caused Hazards Identified by the Miami-Dade County 2015 THIRA

Hazard	Vulnerability
<i>Active Shooter</i>	Medium
<i>Civil Disturbance/Civil Unrest</i>	Medium
<i>Electromagnetic Pulse</i>	Low
<i>Food Borne Illness Incident</i>	Medium

Hazard	Vulnerability
<i>Mass Migration</i>	Medium
<i>Terrorism – Biological (Cat. A, B, C)</i>	Low
<i>Terrorism – Chemical</i>	Low
<i>Terrorism – Cyber</i>	Medium
<i>Terrorism – Explosive</i>	Medium
<i>Terrorism – Radiological</i>	Low
<i>Terrorism – Small Arms</i>	Medium

3 Emergency Management Actions and Concepts

The City is responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters. This concept of operations is based on adherence to the operational concepts, principals, and terminology of NIMS and ICS, as well as conformance with the requirements of F.S. Chapter 252.38 for coordination of the City's emergency operations with Miami-Dade County and the State of Florida. As applicable, the concept of operations is intended to be consistent with that utilized by the State of Florida CEMP and the National Response Plan (NRP).

3.1 Phases of Emergency Management

The City of Opa-locka Comprehensive Emergency Management Plan is one of the key documents that describe the programs, policies and responsibilities for activities conducted under the different "phases" of emergency management. Each phase of emergency management is closely interrelated to the other and spans 5 separate but contiguous phases: Prevention/Protection, Mitigation, Preparedness, Response, and Recovery.



Figure 1: 5 Phases of Emergency Mgmt.

3.1.1 Prevention/Protection

The Prevention and Protection missions are closely aligned and integrated. Prevention consists of actions that reduce risk from human-caused incidents, primarily terrorism. Prevention planning can also help mitigate secondary or opportunistic incidents that may occur after the primary incident. Incorporating prevention methods into the comprehensive planning process also helps identify information or intelligence requirements that support the overall planning process.

Protection activities, on the other hand, reduces or eliminates a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources (CIKR) is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection planning safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters, or other emergencies. It includes actions or measures taken to cover or shield assets from exposure, injury, or destruction. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

The following activities span the Prevention and Protection phase:

- **Intelligence and Information Sharing:** Providing timely, accurate, and actionable information concerning threats; Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate
- **Interdiction and Disruption:** Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards; These threats and hazards include people, materials, or activities that pose a threat to the City
- **Screening, Search, and Detection:** Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures
- **Access Control and Identity:** Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems
- **Physical Protective Measures:** Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors
- **Cybersecurity:** Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation
- **Risk Management for Protection Programs and Activities:** Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments

3.1.2 Preparedness

This is the phase when the City and its agencies and organizations develop and maintain their readiness or preparedness to manage the potential impacts of emergencies and disasters. This phase is actually continuous in time, and is interrupted occasionally for emergency response and disaster recovery activities. The emergency preparedness phase merges with the emergency response phase as preparations are made for known or anticipated emergency events.

3.1.2.1 The City's Emergency Preparedness Program

Pursuant to NIMS, the City of Opa-locka's Emergency Preparedness Team has been established to ensure the jurisdiction maintains its preparedness to implement the CEMP and to work towards enhancing and improving the capabilities to respond to disaster situations. The Emergency Preparedness Team consists of the City leadership and the City's Department Directors as follows:

- City Manager
- City Clerk
- Assistant City Manager
- City Attorney
- Police Chief or Designee
- Information Technology Director

Commented [TK10]: Does the City have this?

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Commented [TK12]: Who does/would make up this team?

- Parks and Recreation Director
- Public Works Director
- Building Director
- Capital Projects Director
- Community Development Director
- Finance Department Director
- Human Resources Director

Opa-locka maintains an ongoing emergency preparedness program that consists of the following elements:

- This organization meets on a routine basis and is responsible for the necessary intra-jurisdictional coordination of government actions to ensure the following:
 - The CEMP and all supporting documentation are maintained as current, and other actions needed to ensure readiness of the City for CEMP implementation are taken
 - City personnel are trained in their roles for implementation of the CEMP and all assigned personnel have the appropriate credentials and/or experience to effectively and safely implement those assignments
 - Implementation of the CEMP is exercised on the schedule and in the manner specified herein; All exercises are evaluated to identify improvements needed
 - Ongoing evaluation of the adequacy of the City's personnel, equipment, facility and supplies to implement the CEMP and to assure a level of capabilities commensurate with the risk exposure of the jurisdiction
 - Development and implementation of a "preparedness improvement plan" designed to address shortfalls in the City's emergency preparedness resources and capabilities
- The City is represented in inter-jurisdictional emergency preparedness planning and programming activities conducted by Miami-Dade County. These activities are designed to enhance coordination and cooperation among local jurisdictions and higher levels of government during response and recovery operations for major disasters. This representation includes City participation in Miami-Dade County's local hazard mitigation planning process and completion of efforts by the City to minimize the vulnerability to future disasters. The City is also represented at the Miami-Dade County EOC when Miami-Dade EOC is operating at Level 1.
- Designation of the Special Services Commander as the City's Emergency Management Coordinator to manage the day-to-day implementation of the City's emergency preparedness program and to support the City's Emergency Preparedness Team in fulfilling its responsibilities.

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- Participation in the Florida statewide mutual aid agreement and other specific mutual aid agreements with other jurisdictions and/or organizations so that supplemental personnel and resources can be available to the City more rapidly when needed; Development of pre-event contracts with local businesses to provide needed supplemental services
- Efforts to classify City personnel and equipment resources, and to certify their suitability for their intended emergency use, in accord with Federal guidance issued pursuant to the NIMS (National Incident Management System)
- Ensuring that all aspects of the City's emergency preparedness program remains consistent with applicable local, state and Federal requirements
- Implementing a public information and preparedness awareness program through the City's website, community-based education efforts, coordination with the private sector, and similar actions
- The City also works with Miami-Dade County in informing the public about the Special Needs Program aimed to provide individuals requiring medically enhanced sheltering or need transportation assistance during an evacuation.
- The Opa-locka Emergency Preparedness Team meets periodically during times of normalcy to address these responsibilities

3.1.3 Mitigation

Mitigation comprises of actions to avoid or minimize the community's vulnerability to the adverse physical, economic and operational impacts of disasters. Mitigation is prevalent in each of the other four phases of emergency management, and can create opportunities and needs for actions that can achieve hazard mitigation objectives. By adopting the LMS, the City addresses mitigation measures in relation to the hazard risk and vulnerability assessments. Mitigation activities can include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures to harden existing buildings
- Public information and community relations
- Comprehensive land-use planning
- Risk and Disaster Resilience Assessment so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience
- Community Resilience to enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents
- Long-term Vulnerability Reduction; Build and sustain resilient systems, communities, and critical infrastructure and key resources lifeline

- Threats and Hazards Identification; Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes

3.1.4 Response

Response embodies the actions taken in the immediate aftermath of an incident to save and sustain lives, meet basic human needs, and reduce the loss of property and the effect on critical infrastructure and the environment. Following an incident, response operations reduce the physical, psychological, social, and economic effects of an incident. Response planning provides rapid and disciplined incident assessment to ensure a quickly scalable, adaptable, and flexible response. It incorporates national response doctrine as presented in the NRF, which defines basic roles and responsibilities for incident response across all levels of government and the private sector. During response the City will follow basic NIMS/ICS concepts, procedures and structures to guide operations. Response activities can include:

- Establishment of Incident/Unified Command and associated staff, sections and branches (Command staff, operations, planning, logistics, finance/admin)
- Protective actions – Evacuation, sheltering, shelter in place, lockdown, etc.
- Incident assessment and objectives
- Development and implementation of strategies and tactics to achieve incident objectives
- Incident stabilization
- Warnings, notifications and communications
- Development of an Incident Action Plan (IAP)
- Resource management

3.1.5 Recovery

Recovery encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities within the City. Recovery planning builds stakeholder partnerships that lead to community restoration and future sustainability and resiliency. As the emergency response operations are completed, activities needed to repair the damages that occurred from the event are initiated. The disaster recovery phase can be very brief, when the event has had little physical or economic impact on the community, to as long as months and years, when the damage has been extensive. The disaster recovery phase merges with the emergency preparedness phase as the community returns to normalcy and can focus on preparing for the next emergency or disaster. Disaster recovery activities include such actions as:

- Collecting and disposing of debris resulting from the event
- Restoration of interrupted utility services
- Repairing damages to the infrastructure
- Reestablishment of transportation routes
- Provision of food and shelter to displaced persons
- Implementing assistance programs to help the victims of the event return to normalcy

3.2 National Incident Management System (NIMS)

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.

3.2.1 NIMS Guiding Principals

Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

- **Flexibility:** NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- **Standardization:** Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.
- **Unity of Effort:** Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

3.2.2 Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources. In some cases, the identification and ordering process is compressed, such as when an Incident Commander identifies the specific resources necessary for a given task and orders those resources directly. However, in larger, more complex incidents, the Incident Commander relies on the resource management process and personnel in the ICS and EOC organizations to identify and meet resource needs.

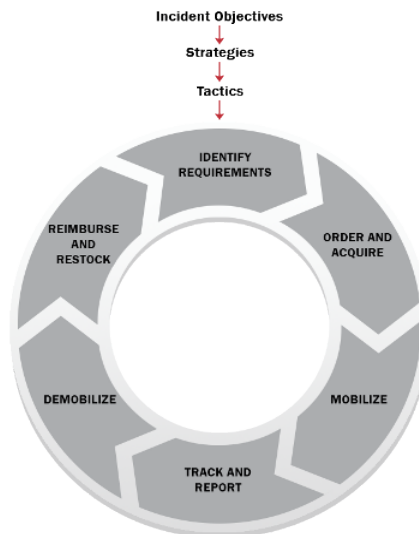


Figure 2: NIMS Resource Mgmt.

3.2.3 Command and Coordination

The Command and Coordination component of NIMS describes the systems, principles, and structures that provide a standard, national framework for incident management. Regardless of the size, complexity, or scope of the incident, effective command and coordination—using flexible and standard processes and systems—helps save lives and stabilize the situation. Incident command and coordination consist of four areas of responsibility:

1. Tactical activities to apply resources on scene
2. Incident support, typically conducted at EOCs, through operational and strategic coordination, resource acquisition and information gathering, analysis, and sharing
3. Policy guidance and senior-level decision making
4. Outreach and communication with the media and public to keep them informed about the incident

3.2.4 NIMS Management Characteristics

The following characteristics are the foundation of incident command and coordination under NIMS and contribute to the strength and efficiency of the overall system:

- Common Terminology
- Management by Objectives
- Manageable Span of Control
- Comprehensive Resource Management
- Establishment and Transfer of Command
- Chain of Command and Unity of Command
- Dispatch/Deployment
- Modular Organization
- Incident Action Planning
- Incident Facilities and Locations
- Integrated Communications
- Unified Command
- Accountability
- Information and Intelligence Mgmt.

For additional details regarding NIMS guidance, please refer the National Incident Management System 3rd Edition.

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3.2.5 Incident Command Structure (ICS)

ICS is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities, and communications. Using ICS for every incident helps hone and maintain skills needed to coordinate efforts effectively. ICS is used by all levels of government as well as by many NGOs and private sector organizations. ICS applies across disciplines and enables incident managers from different organizations to work together seamlessly. This system includes five major functional areas, staffed as needed, for a given incident: Command, Operations, Planning, Logistics, and Finance/Administration.

Command Staff

The Incident Commander or Unified Command assigns Command Staff as needed to support the command function. The Command Staff typically includes a Public Information Officer (PIO), a Safety Officer, and a Liaison Officer who report directly to the Incident Commander or Unified Command and have assistants as necessary. The Incident Commander or Unified Command may appoint additional advisors as needed. The positions are discussed fully within 5.3 Organization and Staffing section.

General Staff

The General Staff consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. These individuals are responsible for the functional aspects of the incident command structure. The Incident Commander or Unified Command activates these section chiefs as needed. These functions default to the Incident Commander or Unified Command until a section chief is assigned. The section chiefs may have one or more deputies as necessary. The positions are discussed fully within 5.3 Organization and Staffing section.

3.2.5.1 Incident Commander/Unified Command

A single Incident Commander or Unified Command conducts the command function on an incident. Command and General Staff support the incident command to meet the incident's needs. When an incident occurs within a single jurisdiction and without jurisdictional or functional agency overlap, the appropriate authority designates a single Incident Commander who has overall incident management responsibility. The use of Unified Command enables jurisdictions and those with authority or functional responsibility for the incident to jointly manage and direct incident activities

3.2.6 Communication and Information Management

Incident personnel rely on flexible communications and information systems to obtain and provide accurate, timely, and relevant information. Establishing and maintaining situational awareness and ensuring accessibility and voice and data interoperability are the principal goals of the Communications and Information Management component. Properly planned, established, and applied communications facilitate information dissemination among command and support elements and cooperating jurisdictions and organizations.

The following principles of communications and information management support incident managers in maintaining a constant flow of information during an incident. The key principles are

- **Interoperability:** Interoperable communications systems enable personnel and organizations to communicate within and across jurisdictions and organizations via voice, data, and video systems in real time
- **Reliability, Scalability, and Portability:** Communications and information systems should be reliable and scalable to function in any type of incident. This means they should be suitable for use within a single jurisdiction or agency, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement
- **Resilience and Redundancy:** Resilience and redundancy in communications help to ensure the uninterrupted flow of information. Resilience is the ability of systems to withstand and continue to perform after damage or loss of infrastructure. Redundancy is achieved through the duplication of services. It enables the continuity of communication when primary communications capabilities suffer damage through diverse alternative methods
- **Security:** Some information communicated from, among, and to incident personnel is sensitive. Additionally, EOC and incident personnel may have access to critical assets, such as industrial control systems, that could cause widespread impacts if compromised. Incident personnel should work with IT and security experts to incorporate data, network, and systems protection best practices into incident communications and data sharing

3.2.7 Standard On-Scene Operations

As described previously, on-scene response to emergencies follows the concepts of NIMS and ICS. The person in charge at the incident is the on-scene Incident Commander (IC) who is responsible for ensuring each agency on scene can carry out its responsibilities.

The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual.

When more than one agency is involved at an incident scene, the agency having jurisdiction (where the incident is located) and other responding agencies shall work together to coordinate each agency's objectives via the establishment of Unified Command.

Whether using a single Incident Commander or a Unified Command, the command function:

- Establish an incident command post and direct the on-scene response
- Isolate the scene
- Assess the situation and identify hazards
- Make initial notifications of larger emergency events (non-routine) via the Emergency Dispatch Communications, or chain-of-command
- Warn the population in the area of the incident; provide emergency instructions
- Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident
- Implementing traffic control arrangements in and around the incident scene
- Develop objectives (tasks to be done)
- Ensure appropriate safety and personnel protective measures
- Develop an action plan and priorities
- Determine the need to activate the County emergency operations center (EOC) to support field operations
- In coordination with the EOC contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan
- Coordinate, as appropriate, with other first responder agencies
- Request additional resources from the EOC

3.2.8 Emergency Operations Center

Jurisdictions and organizations across the Nation use EOCs as important elements in their emergency management programs. EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.

A jurisdiction or organization may also activate EOC staff to support prevention and protection activities and to find resources to backfill those that the jurisdiction or organization has already deployed.

Primary functions of staff in EOCs, whether virtual or physical, include:

- Collecting, analyzing, and sharing information
- Supporting resource needs and requests, including allocation and tracking
- Coordinating plans and determining current and future needs
- In some cases, providing coordination and policy direction

3.2.8.1 City of Opa-locka EOC

The City EOC will be activated at the Sherbondy Village Community Center located at 215 Perviz Ave, Opa locka, FL 33054. The City EOC will be responsible for coordination of emergency operations within the jurisdiction, communications and communications support, resource dispatch and tracking, as well as information collection, analysis, and dissemination. The City EOC will be the point of contact and coordination with Miami-Dade County and adjacent jurisdictions. The City of Opa-locka also serves under the Miami-Dade County EOC Municipal Branch as a Satellite EOC to the Hialeah Divisional EOC. The goal is to coordinate information and collaborate with each other to ensure all response and recovery matters are addressed and resolved during an incident or disaster. For further information regarding the City of Opa-locka's Satellite EOC responsibilities, reference [section 5.7 Miami-Dade County Satellite Municipalities or the Miami-Dade County Municipal Branch Operations Guide.](#)

3.2.8.2 Miami-Dade County EOC

Miami-Dade County's EOC serves as the central point of coordination and communication, by State Law and County ordinance, for all disasters that affect Miami-Dade County. The EOC will provide resource coordination and support to the on-scene Incident Command and jurisdictions as requested or necessary based on needs of community members. The Miami-Dade County EOC structure is based on Emergency Support Functions (ESFs) of the National Response Framework. The EOC management team is responsible for ensuring ESFs and Municipalities have the necessary equipment, communication and information to provide appropriate services.

The Miami-Dade EOC's response and recovery operations are carried out through a specific organizational structure that includes Logistics, Admin/Finance, Operations and Planning. The EOC Municipal Branch falls under the command and control of the EOC Operations Section Chief (OSC). As such, the EOC Municipal Branch Director is responsible for ensuring that the OSC is kept apprised of all matters related to the EOC Municipal Branch by coordinating with municipalities and universities/colleges within the branch.

Miami-Dade County is composed of 34 municipalities and an unincorporated portion. In an effort to maintain a manageable span of control in the Miami-Dade EOC Municipal Branch during an incident or disaster, Miami-Dade OEM developed the Divisional EOC system. This system includes seven divisions to group municipalities within the county. The seven Divisional municipalities have been identified as follows:

- City of Coral Gables
- City of Hialeah
- City of Homestead
- City of Miami
- City of Miami Beach
- City of North Miami
- City of North Miami Beach

The remaining of the municipalities, universities/colleges, the Miccosukee Tribe of Indians and HARB, known as Satellites, are assigned to one of the seven Divisionals, primarily based upon their geographic location.

3.2.8.3 State of Florida EOC

In cooperation with the National Response Framework and Florida Statute 252, if local resources are exceeded, the Florida Division of Emergency Management will activate the State Emergency Operations Center (SEOC) and will provide additional expertise, resources, and support. When Florida's resources are exceeded, the State EOC may request additional resource support and coordination assistance from other States through the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

The State sends a SERT liaison, usually the FDEM Area Coordinator, to Miami-Dade County in order to provide a personal communication link with the SEOC. The SERT liaison offers his/her technical assistance and is responsible for relaying resource requests from Miami-Dade County to the SEOC.

Responsibilities of the State of Florida include:

- Receive, evaluate, and issue information on emergency operations
- Coordinate the activities of all state agencies
- Coordinate the receipt, allocation, and delivery of resources supplied by the state or federal government or other states
- Coordinate emergency operations mutual aid with other states
- Receive, process and transmit requests for mutual aid or state/federal assistance

3.2.9 Emergency Support Functions (ESFs)

Once the City EOC is activated, the proper response structure is implemented based off of the ICS structure (reference Section 5 - EOC). Emergency Support Functions (ESFs) are then established within the associated branch. ESFs represent groupings of types of assistance activities that the City is likely to need in times of emergency or disaster. During emergencies, the City Manager or designee, determines which ESFs are activated to meet the disaster response needs.

- This plan is based upon the concept that the ESFs for the various City departments and organizations involved in emergency operations will generally parallel their normal day-to-day functions.
- A City department is designated as the “primary” or “support” for an ESF.
- Upon activation of the County EOC, the activated ESF primary agencies will designate representatives in the EOC to coordinate their ESF(s).
- The primary department for the ESF will be responsible for obtaining all information relating to ESF activities and requirements needed by the emergency and disaster response.
- Support agencies are assigned based on resources or capabilities in a given functional area.

ESF #1 (Transportation), #4 (Firefighting), #6 (Mass Care), #8 (Health and Medical), #9 (Search and Rescue), #10 (Hazardous Materials), #13 (Military Support), and #17 (Animal Protection and Agriculture) are performed by Miami-Dade County. The City Manager will designate a Liaison Officer too coordinate these functions with the Miami-Dade County EOC. Emergency Support Functions under the City EOC structure are shown below.

- ESF #2 Communications
- ESF #3 Public Works and Engineering
- ESF #5 Planning
- ESF #7 Resource Support
- ESF #11 Food and Water
- ESF #12 Utilities
- ESF #14 Public Information
- ESF #15 Volunteers and Donations
- ESF #16 Law Enforcement
- ESF #18 Business and Industry

Commented [TK17]: Will the ESF structure be followed within the EOC?

3.3 Mutual-Aid

Mutual-aid agreements are both verbal and written, and can involve all types of local government agencies and organizations, such as emergency services, public works and human resources. Such agreements can also be with private sector organizations or individuals that have special skills or resources that may be needed at the time of a disaster, such as with communications companies, heavy construction firms, physicians, engineers, etc. In the City of Opa-locka, there are several mutual aid agreements in place that would be available for activation at the time of a disaster.

The Florida Emergency Management Act (F. S. 252.40), provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance. A statewide mutual aid system, operating within the framework of the Florida Mutual Aid Act, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, counties, regions and state with the intent to provide requesting agencies with adequate resources. Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. The Florida Mutual Aid Plan is the official procedure in response to emergencies, disasters, civil disturbances, and unusual occurrences.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, medical and public works. The adoption of NIMS does not alter existing mutual aid systems. These systems work through local government, county, regional and state levels consistent with NIMS.

Mutual aid may also be obtained from other states through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

Statewide Mutual-Aid Agreements

- Florida State Emergency Management Act
- Florida Statewide Mutual Aid Agreement
- Florida Mutual Aid Plan
- Florida Fire-Chief's Statewide Emergency Response Plan (SERP)
- Florida Department of Law Enforcement (FDLE) Mutual Aid Agreement
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides federal support to state and local disaster activities

City of Opa-locka Mutual-Aid Agreements

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4 Concept of Operations

This section defines the concept of operations that will guide actions by the City of Opa-locka prior to, during, and after significant disaster events. The Concept of Operations incorporates the following:

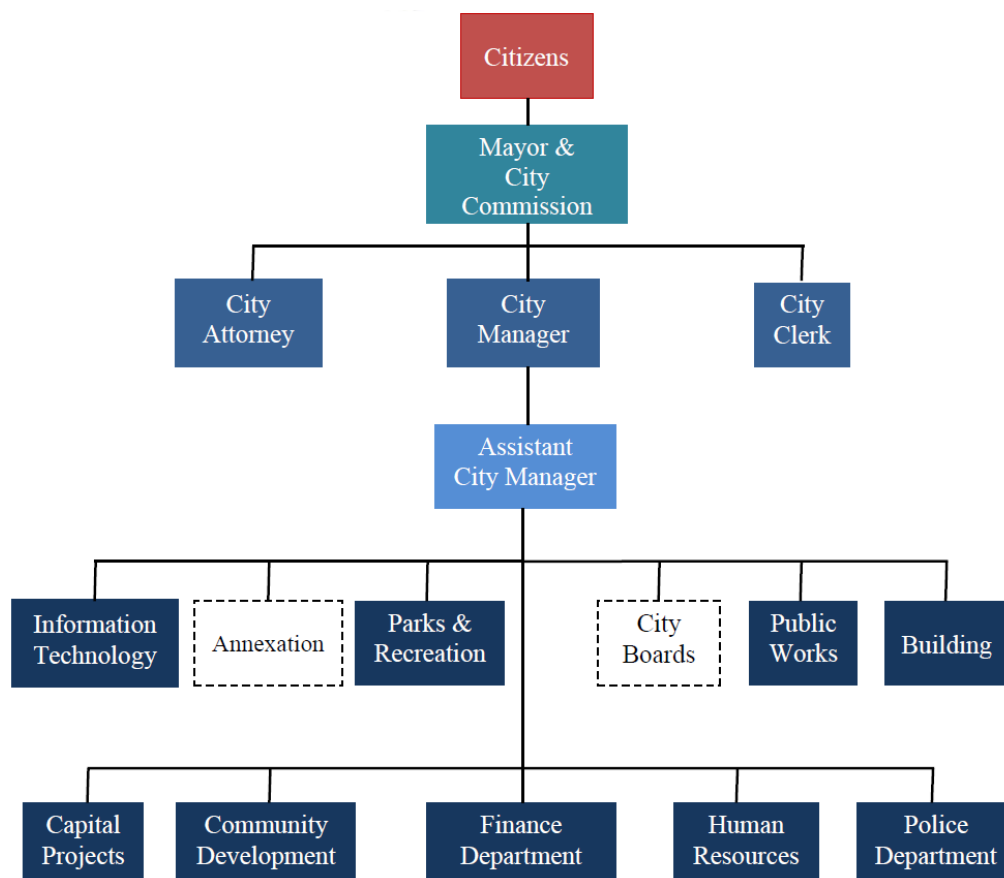
- General Organization and Direction
- Standard Emergency Services
- Classification of Disasters and Levels of Activation
- Emergency Proclamations
- Emergency Recognition and CEMP Activation
- Emergency Facilities
- Roles and Responsibilities

4.1 General Organization and Direction

The City of Opa-locka operates under a Commission/City Manager form of government. The city commission consists of the Mayor and four commissioners, who are responsible for enacting ordinances, resolutions and regulations governing the city; as well as appointing members of various advisory boards, the City Manager, City Attorney, and City Clerk.

The City Manager serves as the chief administrative officer of the City. The City Manager is responsible to the Commission for the administration of all City affairs and for carrying out the enforcement of laws and ordinances, and the appointment and supervision of the City's department heads. The City Manager is supported by an Assistant City Manager, City Attorney and a City Clerk. This leadership oversees the entire City of Opa-locka Organizational Structure.

Figure 3: City of Opa-locka Organizational Chart



4.2 Standard Emergency Services

This section summarizes the scope of the emergency service activities the City normally provides. When these capabilities could be exceeded, it will be necessary to request assistance and support from adjacent jurisdictions under mutual aid agreements and/or from Miami-Dade County, state, and/or Federal agencies.

4.2.1 Emergency Services Provided

Opa-locka has a police department that is available to respond to emergencies during times of normalcy. Miami-Dade County Fire/Rescue provides fire protection and emergency medical service to the City under Interlocal Agreement. Both Departments are dispatched by Miami-Dade County Communications Center. Both the Opa-locka Police and Miami-Dade County Fire Departments utilize the Incident Command System (ICS) in all emergency response operations. The two Departments have the necessary personnel and equipment to address the general range of emergency situations encountered in the jurisdiction. The Police Department relies on the Miami-Dade County Sheriff's Office to provide mutual aid, including specialty law enforcement teams. The Fire Department has first response and mutual aid support available from adjacent jurisdictions.

Both the Opa-locka Police and Miami-Dade County Fire Departments have the resources and skills to effectively initiate a response to the disasters most likely to occur in Opa-locka. Each Department is properly staffed and equipped to independently sustain search, rescue, and lifesaving, as well as law enforcement, traffic management and preservation of civil order if mutual aid organizations were not available for the initial 72-hour period. Emergency response and disaster recovery operations beyond these noted would likely require additional, outside support. The City's Public Works Department has resources and equipment available to the Police and Fire Departments, if needed.

The City's Public Works Department has responsibility for the jurisdiction's roadways, building maintenance, fleet maintenance, water, sewer, and storm water. The department also manages debris removal. Public Works personnel and equipment resources are adequate to effectively maintain normal operations of these systems and to conduct normally expected repairs.

The City's Parks and Recreation Department develops and maintains Opa-locka's many recreational facilities and property. Park facilities are also available to use as staging areas and point of distribution of supplies.

The City's Building Department has responsibilities for issuing building permits and inspections, code enforcement, land development regulations, and long-range planning. These capabilities would be needed following a disaster that caused structural damage in the community.

Commented [TK19]: Is this accurate?

Commented [TK20]: Is this accurate?

Commented [TK21]: Can Public Works support Debris Management?

Commented [TK22]: Can these be used for staging areas and PODs?

Commented [TK23]: Is this accurate?

4.2.2 Coordination of Emergency Operations

The City of Opa-locka coordinates emergency operations within the jurisdiction, with neighboring jurisdictions, and with Miami-Dade County through the City's primary Emergency Operations Center (EOC), located at the Sherbondy Village Community Center, 215 Perviz Ave, Opa locka, FL 33054. This facility is a secure building and is available 24 hours per day, seven days per week. If the primary EOC were not available, The Alternate City EOC will be determined by the City Manager.

In addition to the City's EOC, the Police Department staff operates Field Operations Centers (FOCs), from which field operations can be directed. These FOCs maintain continuous communication and coordination with the departments' representatives in the City's EOC.

Commented [TK24]: Does this happen? Otherwise, remove.

4.2.3 Coordination of Emergency Operations with the Private Sector

The City of Opa-locka coordinates emergency operations with key elements of the private sector through the jurisdiction's staff positioned at the City's EOC. Principally, emergency coordination with the private sector is with Florida Power and Light (FP&L), the company responsible for electric power service to the community.

Commented [TK25]: Is this correct?

Opa-locka has many commercial, retail, business, and industrial establishments and, following disaster events, many private sector enterprises contact the City for up-to-date information and to request assistance when needed. During emergencies, coordination of the assistance provided to the private sector within Opa-locka is through the jurisdiction's EOC.

4.3 Classification of Events

The City will utilize the same method as Miami-Dade County to classify disasters and levels of emergency response team, as follows:

Table 4: Classification of Events

	Incident	Minor Incident	Major Incident	Catastrophic Disaster
	A condition of significant peril to the safe-ty of persons or property that typically comprises the following attributes:	A condition of extreme peril to the safety of persons or property that typically comprises the following attributes:	An exceptional threat to persons or property that typically comprises of the following attributes:	An extraordinary threat to persons or property that typically comprises of the following attributes:
Event	• Usually an isolated event with an ordinary threat to life and property; • Usually involving a limited or small population; • Usually unpredictable • Usually demands immediate action to protect life, preserve public health or essential services or protect property; • Has a defined geographical area.	• Usually an isolated event with a significant threat to life and property; • Usually involving a limited population; • Usually unpredictable; • Usually demands immediate action to protect life, preserve public health or essential services or protect property; • Has a defined geographical area.	• Single or multiple event (can have other separate incidents associated with it); • Exceptional threat to life and property; • Generally wide-spread population and geographic area is affected.	• Single or multiple event (can have many other separate incidents associated with it); • Because of the severity of the event, some or all, local resources are unavailable or overwhelmed; • The fulfillment of the community's essential functions is prevented; • Extraordinary threat to life and property; • Widespread population and geographic area are affected.

	Incident	Minor Incident	Major Incident	Catastrophic Disaster
Response	- Usually only one to a few local agencies involved; - Typically, does not exceed the capabilities of the agency(ies) involved; - Mutual aid is typically not applied; - A local emergency is not declared; - The EOC may be activated to a Level II; - Primary com-mand decisions are made at the scene incident command post(s); - Strategy, tactics, and resource assignments are determined on the scene; - Usually a fairly short duration measured in hours.	- Usually only a few local agencies involved; - Typically, does not exceed the capabilities of the agencies involved; - Mutual aid may or may not be applied; - A local emergency is not declared; - The EOC may be activated to a Level II; - Primary command decisions are made at the scene incident com-mand post(s) or EOC; - Strategy, tactics, and resource assignments are determined on the scene; - Usually a fairly short duration measured in hours to days.	- Resource demand may be beyond local capabilities of the responding organizations or jurisdiction – significant mutual aid and support may be needed; - Many agencies and jurisdictions are involved – multiple layers of government; - The EOC is activated to at least a Level I to provide centralized overall command and coordination of jurisdictional assets, department, and incident support functions, and initial recovery coordination; - Will last a substantial period of time (days to weeks) and local government will proclaim a “local disaster.”	- Resource demand greatly exceeds the local capabilities of the responding organizations or jurisdiction – extensive mutual aid and support are needed; - Many agencies and jurisdictions are involved – multiple layers of government; - The EOC is activated to a Level I to provide centralized overall command and coordination of jurisdictional assets, department, and incident support functions, and initial recovery coordination; - Will last a substantial period of time (weeks to months) and governmental agencies will make disaster declarations.
Recovery	- Limited to short-term recovery efforts (i.e., restoration of vital services and facilities); - Usually one to a few local agencies involved.	- Limited to short-term recovery efforts (i.e., restoration of vital services and facilities); - Usually only a few local agencies involved.	- Involves both short-term and long-term recovery efforts; - Generally, all local agencies involved; - May require assistance from state agencies; - May require assistance from federal agencies.	- Involves both short-term and long-term recovery efforts; - All local agencies involved; - Requires assistance from state agencies; - Requires assistance from federal agencies, including immediate military involvement.

4.4 Emergency Proclamations

4.4.1 Local State of Emergency Declaration Process

Local and State governments share the responsibility for protecting their citizens from disasters, and for helping them to recover when a disaster strikes. In some cases, a disaster is beyond the capacity of the local government to respond. In these instances, they may request additional resources through the county and state to help them respond to an emergency event.

Pursuant with the City of Opa-locka Code of Ordinances, Chapter 8 – Civil Defense, Article I – In General, Sec 8.5 – Declaration of disaster or state of emergency, the following pertains to a Local State of Emergency:

- The mayor may declare a disaster or state of emergency pursuant to Florida Statute Section 870.42 as a result of any man-made or natural disaster within the city

4.4.2 County Emergency Declaration Process

The Mayor or the Chairperson of the Board of County Commissioners in the absence of the Mayor may declare a Local State of Emergency for a period of up to thirty (30) days for any or all areas of Miami-Dade County in response to the imminent threat of, or an occurring emergency or disaster. The Mayor or the Chairperson of the Board of County Commissioners in the absence of the Mayor must present to the Board an affidavit stating the reasons for the Declaration.

In the event of an emergency or disaster, the impacted counties will coordinate the emergency response effort within their political jurisdictions (County and municipalities). If necessary, a county will activate the Statewide Mutual Aid Agreement (SMAA) for the exchange of emergency mutual aid assistance with neighboring counties and among municipalities within the county. When the event is beyond the capacity of the local government, the county emergency management agency will request state assistance through the SERT, to be coordinated by the SERT Chief.

4.4.3 State Emergency Declaration Process

If the emergency or disaster has the potential to exceed the capabilities of counties or state agencies, the Governor, by executive order or proclamation, will declare a state of emergency for those impacted areas or areas in which the emergency or disaster is anticipated as defined in Section 252.36, Florida Statutes. Depending upon the type of emergency or disaster, a state of emergency will direct the execution of certain components of the CEMP and is a condition for requesting interstate mutual aid through the Emergency Management Assistance Compact (EMAC). These executive orders, proclamations, and rules have the force and effect of law in congruence with Section 252.36, Florida Statutes.

4.4.4 Presidential Emergency or Major Declaration

Pursuant to Title 44, Code of Federal Regulations, the Governor may request that the President of the United States issue an emergency or a major disaster declaration.

The basis for the Governor's request for an emergency declaration must be based upon a finding that the situation:

- Is of such severity and magnitude that effective response is beyond the capability of the state and the affected local government(s); and
- Requires supplementary federal emergency assistance to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster

The basis for the Governor's request for a major disaster declaration must be based upon a finding that:

- The situation is of such severity and magnitude that effective response is beyond the capability of the state and affected local government(s); and
- Federal assistance under the Stafford Act is necessary to supplement the efforts and available resources of the state, local governments, disaster relief organizations, and compensation by insurance for disaster-related losses

4.5 Event Recognition and CEMP Activation

The City would be informed of an emergency event that may require activation of the CEMP in a variety of ways. The City's emergency services agencies could be the first to recognize a significant event, and notify the Police Chief, as well as the Miami-Dade County warning point. The City, through the City Manager and/or Police Chief could also receive notification of an emergency event through the County warning point or the Miami-Dade County Emergency Management Division. In all cases, when the Police Chief, or senior officer on duty, receives notification of an emergency situation of a larger scope or greater complexity than those normally occurring within the jurisdiction, the City Manager or designee will be notified. The City Manager or designee, upon notification, will determine if the CEMP and City EOC should be activated, and if so, will notify Department Directors of the decision.

In the absence or incapacity of the City Manager, the Police Chief will be the first alternate, and the Deputy Police Chief the second alternate, to direct activation of the CEMP and the activation of the City's EOC.

Commented [TK26]: Would this be accurate?

4.6 Emergency Facilities

The City has identified the specific emergency facilities that will be activated at the time of a disaster. These are described in this section.

Commented [TK27]: Are there any Emergency Facilities that we should note?

4.6.1 City Emergency Operations Center

The City EOC will be activated at the Sherbondy Village Community Center located at 215 Perviz Ave, Opa locka, FL 33054. The facility has adequate space, furnishings, restrooms, and kitchen to support the City's Emergency Organization for an extended period. The facility also has a standby electric generator that fully supports facility operations. The facility has multiple landline telephones, radio communication capabilities and the City personnel will bring addition communications equipment to the facility to support operations.

Commented [TK28]: Update as needed

In summary, the City EOC will be responsible for coordination of emergency operations within the jurisdiction, communications and communications support, resource dispatch and tracking, as well as information collection, analysis, and dissemination. The City EOC will be the point of contact and coordination with Miami-Dade County and adjacent jurisdictions. The staff of the EOC will prepare and approve IAPs (Incident Action Plans) in accord with ICS principles on an appropriate periodic basis, e.g., every 12 hours depending on emergency conditions, for the duration of the event. Each IAP will be approved for implementation by the City's EOC Commander and will be utilized to guide City and associated emergency operations for the applicable work period. Resource prioritization and allocation will be made by the City's Emergency Organization in a manner consistent with the IAP whenever applicable.

The EOC will process incoming information regarding disaster conditions and the impact of the event and the status of emergency operations. The EOC will utilize such information to prepare and transmit "situation reports" (SITREPS) to the Miami-Dade County EOC in the format and timeframe requested. This information will serve as the basis for development and approval of the City's IAPs. The Alternate City EOC location will be determined by the City Manager.

Commented [TK29]: Is this accurate?

4.6.2 Evacuation Centers

Evacuation Centers provide a refuge of last resort for those individuals who need to evacuate and are unable to make their own evacuation and sheltering arrangements outside of evacuation zones. Miami-Dade County opens and operates a variety of Evacuation Centers at pre-identified locations for a variety of evacuation circumstances. It is important to note that the City of Opa-locka may be asked to provide Evacuation Center support to those ECs opened within the jurisdiction.

Types of Evacuation Centers includes:

- General Population Evacuation Shelters
- Pet-Friendly Evacuation Centers
- Medical Evacuation Centers

- Medical Management Facilities
- Post-Disaster Shelters

4.6.3 Employee Family Sheltering

Departments within Opa-locka may need to provide sheltering for emergency workers and their families. They would be responsible for the identification, inspection, and provision of shelter space for its employees. Each identified shelter location shall meet ARC 4496 criterion and be ADA accessible. However, the registration process remains the same. Those wishing to use a City employee facility will be required to register and sign a basic hold harmless agreement.

Employee family sheltering is available at [] when that facility is opened as directed by the Miami-Dade County EOC.

4.6.4 Logistical Staging Areas

Miami-Dade County may open, staff, and operate County Staging Areas (CSAs) and/or Logistical Staging Areas (LSAs) near impacted areas to supplement resource deficiencies from counties, municipalities and response agencies, in responding to, and recovering from an emergency event. The County may ask the City of Opa-locka to assist with CSA/LSA operations within the jurisdiction.

4.6.5 Point of Distribution

Miami-Dade County may open, staff, and operate a POD (Point of Distribution) which serves as a point for distribution of relief supplies, e.g., food, water, ice, and tarps, to disaster victims. The POD will serve the needs of Opa-locka and immediately surrounding jurisdictions and neighborhoods. The County may ask the City of Opa-locka to assist with POD operations within the jurisdiction.

4.7 CEMP Roles and Responsibilities by Position or Department

4.7.1 Normal Staffing

To the maximum extent possible, the personnel assigned to the City's Emergency Organizational structure have been given positions and/or have responsibilities that parallel those they hold under the jurisdiction's normal organizational structure. This has been done to make the transition to the Emergency Organization more rapid and effective. The organizational structure used by City during times of normalcy is the following:

- Individuals whose position in the Emergency Organization does not closely parallel their normal assignments have been provided appropriate training and have necessary procedures to facilitate the activation of the Emergency Organization.
- Under normal conditions, the City's Special Services Commander serves as the Emergency Management Coordinator to manage implementation of the City's overall emergency preparedness planning and programming.

Commented [TK30]: Miami Language

Commented [TK31]: Does the City have employee family sheltering locations?

Commented [TK32]: Does the City coordinate with the County for Staging Areas?

Commented [TK33]: Does the City coordinate with the County for PODs?

Commented [TK34]: Get correct title

4.7.2 City Commission & Mayor**Commented [TK35]:** Review and Update as needed.

The City Commission is responsible for the following actions under the CEMP:

- Provide direction and leadership to City government, as well as the public, businesses and institutions of the City, to ensure the jurisdiction reduces its vulnerabilities to disasters and maintains readiness to respond effectively to disasters when they occur
- Review and approve the City's CEMP upon request from the City Manager
- Participate as member of the City's Policy Group during an EOC activation
- Provide support to ESF #14 "Community Information" when requested
- Support implementation of the CEMP when needed through actions including but not limited to:
 - Providing assistance and support to the City Manager during implementation of the CEMP
 - Maintain knowledge of current conditions regarding the event and the elements of the approved IAP
 - Serve as Community Liaisons to promote an effective exchange of information with members of the community, the City's State legislators, and the City's Congressional delegation; These operations would be coordinated through the City's Public Information Officer
 - Promulgate a local state of emergency, upon the request of the City Manager
 - Promulgate temporary emergency ordinances, upon the request of the City Manager

4.7.3 City Manager**Commented [TK36]:** Review and update as needed

The City Manager has the following responsibilities under the CEMP:

- Serve as the chairperson of the City's Emergency Preparedness Team, ensuring the group develops and implements the programs described herein to maintain readiness for disaster and to evaluate and enhance the jurisdiction's capabilities to respond
- Ensure the City participates in the inter-jurisdictional emergency preparedness planning and programming efforts of Miami-Dade County and the State of Florida
- Ensure that all City employees with responsibilities for CEMP implementation complete any training necessary pursuant to the NIMS
- Ensure that the City conducts training for and exercises of the implementation of the CEMP on the frequency stipulated herein
- Direct the activation of the CEMP and the City's EOC whenever indicated
- Direct the transition to short and long-term recovery operations when indicated
- Develop, implement and monitor the City's planning and programming to ensure continued compliance with applicable state and Federal regulations and standards

- Ensure that any detailed standard operating guides, action checklists, inventories and other documents necessary to fulfill the City Manager's Office responsibilities in the implementation of the CEMP are prepared and maintained as current
- Maintain the preparedness of the City Manager's staff to provide staff and effective support to the activation of the CEMP and the operations of the City EOC
- Provide a list of "essential" employees to the Finance & Public Works Directors prior to hurricane season. The essential employees of the Office of the City Manager are the City Manager and any designated Assistant to the City Manager
- Ensure that after each exercise and implementation of the CEMP and activation of the City EOC, a detailed evaluation is prepared to identify problem areas and the necessary corrective actions; Prepare and implement a preparedness improvement plan to complete corrective actions
- Organize special Commission meetings and maintain any special ordinances/resolutions the City Commission may enact during an emergency
- Serve as the EOC Commander or assign a designee during activations
- Provide policy guidance as EOC Commander to the Emergency Management Team
- Establish a shift rotation for these positions if 24-hour per day EOC operations are anticipated; Provide additional department staff to assist with EOC operations, if requested
- Ensure the readiness of the City EOC for activation
- Provide policy guidance to EOC Commander and Emergency Management Team
- As indicated, designate and staff a Branch Chief for ESF #15 "Volunteers and Donations"
- As indicated, designate and staff the Planning Section Chief position
- As indicated, designate and staff a Branch Chief for ESF #5 "Planning"
- As indicated, designate and staff a Branch Chief for ESF #11 "Food and Water"
- As indicated, designate and staff the purchasing position under the finance section

4.7.4 Assistant City Manager

The Assistant to the City Manager has the following responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Provide support staff, to ensure communications, coordination and cooperation with businesses located in the city are maintained
- Provide support staff, to ensure city communications and computer functions are maintained
- Participate as member of the City's Policy Group during an EOC activation

Commented [TK37]: Review and edit as needed

4.7.5 City Clerk

The City Clerk has the following responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- Provide timely support for the development and processing of a local state of emergency and temporary emergency ordinances when necessary
- Notifies businesses that work with the city of emergency city closure
- Provide support to the staffing of ESF #11 "Food and Water" when requested
- Provides for the securing of City records
- Provide public notices for special Commission meetings and maintain any special ordinances/resolutions the City Commission may enact during an emergency.
- Ensures emergency management topics are placed on the City Commission agenda
- Participate as member of the City's Policy Group during an EOC activation

Commented [TK38]: Depends on what response structure route is chosen.

4.7.6 City Attorney

The City Attorney has the following responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Advise the City's Emergency Preparedness Team regarding applicable state and Federal rules and regulations
- Prepares Emergency Proclamations, emergency ordinances, resolutions, and executive orders
- Prepares city ordinances pertaining to emergency management
- Reviews emergency proclamations, agreements, contracts, and disaster-related documents
- Advises Emergency Management and EOC Management during EOC operations
- Provides legal advice, assistance as required to City Departments
- Reviews and advises City officials on possible legal issues arising from emergency operations
- Advises City officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers

Commented [TK39]: Review and update as needed.

- Remain available to advise the City's Emergency Organization, if needed, during implementation of the CEMP regarding imposition of a local state of emergency and temporary emergency ordinances
- When necessary, assist the City with advice and consultation regarding disaster recovery issues and requirements
- Participate as member of the City's Policy Group during an EOC activation

4.7.7 All City Department Directors**Commented [TK40]:** Review and update as needed.

The director of each City Department has the following responsibilities under the CEMP:

- Ensure the following actions are completed during times of normalcy to maintain readiness of each department to respond
 - All department staff have the necessary and required training pursuant to NIMS and that the department participates in training and exercises of the CEMP
 - Records of department personnel capabilities, certifications, training and similar, are maintained as current, and that such records are accessible to EOC personnel to assist in the assignment of personnel to emergency operations
 - A line of succession is defined for all key positions within the City's Emergency Organization to be staffed by the department
 - A contact list of all department personnel, by position, is maintained as current, with home/cellular telephone number and home street addresses to facilitate personnel recall for emergency duty
 - Necessary mutual aid agreements with other jurisdictions and Miami-Dade County for emergency assistance are developed and maintained as current
 - The department participates in the efforts of the Emergency Preparedness Team to maintain and improve the City's capabilities to respond to disasters, as well as to reduce the City's vulnerability to disasters' impacts
 - Detailed standard operating guides, action checklists, inventories, and other documents, as well as pre-event contracts and agreements with the private sector, that are necessary to fulfill the departments' responsibilities in the implementation of the CEMP are prepared and maintained as current
 - Work with the Human Resources Division to establish and implement a departmental "family preparedness program" to encourage employees assigned responsibility to implement the CEMP will have pre-event arrangements for the care of their property and families
 - Pursuant to the National Mutual Aid and Resource Management Initiative of NIMS, departmental personnel are classified in accord with the national requirements and are certified as capable to implement their intended roles; Equipment to be used during disasters is classified similarly and certified as adequate for its intended uses.

- Define the emergency response and disaster recovery capabilities of the agency in accord with the Core Capabilities List, issued by the US Department of Homeland Security, to enable other jurisdictions and levels of government to more quickly and accurately recognize the City's capabilities to manage specific response and recovery operations
- During implementation of the CEMP and activation of the City EOC, each Department Director will ensure that:
 - All positions in the City's Emergency Organization, including primary and support responsibilities for the City's ESFs that are assigned to the department are staffed with qualified individuals
 - Department staff cooperate in the coordination of emergency operations and the timely provision of information regarding those operations
 - Departmental emergency operations are in accord with the approved IAP
 - Comprehensive and accurate documentation of the department's operations are prepared
 - Field personnel implement ICS for all operations
 - Pre-event contracts and mutual aid agreements for supplemental services are implemented; new contracts or agreements are developed if needed.
- Following a disaster necessitating implementation of the CEMP, each department director will
 - Verify, distribute and archive documentation regarding the Department's emergency operations, as instructed by the City Manager
 - Take actions to repair, replace or restore equipment and supplies used during emergency operations to maintain readiness for another event
 - Participate in a post-disaster evaluation of the City's response and assist with the preparation and implementation of the preparedness improvement plan to address problem areas
 - Ensure that critical incident stress debriefing services are available for all departmental personnel involved in emergency operations

4.7.8 Police Chief

Commented [TK41]: Review and update as needed.

The Police Chief has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- As indicated, designate and staff the Public Information Officer (PIO) position within the EOC
- As indicated, designate and staff the Safety Officer position within the EOC

- As indicated, designate and staff a Branch Chief for ESF #16 "Law Enforcement"
- As indicated, designate and staff Damage Assessment under ESF #5 "Planning" in coordination with Public Works and Building Departments
- As indicated, designate and staff a Branch Chief for ESF #7 "Resource and Logistics"
- As indicated, designate and staff a Branch Chief for ESF #14 "Community Information"
- Provide security services at the City EOC and any other emergency facility activated within the City, including Evacuation Centers activated by Miami-Dade County
- Designate and staff the City's Point of Distribution (POD), if activated in partnership with the County; Maintain a list of civic groups, with 24-hour contact information, to provide volunteer personnel for operation of the POD
- Ensure oversight and coordination of field operations in traffic management, security, and law enforcement and that they are conducted in accord with the approved IAP
- Ensuring the readiness of the City EOC for activation
- Direct field personnel in the completion of a rapid assessment of the impact of the event
- Ensure coordination of the Police Department's operations during the event, when indicated, with similar operations of adjacent jurisdictions, Miami-Dade County, the State of Florida and Federal law enforcement agencies
- Participate as member of the City's Policy Group during an EOC activation

4.7.9 Director of Public Works

Commented [TK42]: Review and update as needed.

The Director of Public Works has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- Maintain and/or restore utility services to the City EOC and any other emergency facility activated within the City, as indicated
- Prioritize and direct restoration of water and wastewater services to critical community facilities
- Coordinate with the Police Department and the Operations Section regarding restoration of traffic signals and signage; Provide for temporary traffic signals or signage as indicated
- Designate and staff the Operations Section Chief Position and Logistics Section Chief in the City EOC, as indicated
- As indicated, designate and staff a Branch Chief for ESF #3 "Public Works"

- As indicated, designate and staff Damage Assessment under ESF #5 “Planning” in coordination with Police and Building Departments
- As indicated, provide support to the Branch Chief for ESF #7 “Resource and Logistics”
- As indicated, designate and staff the FEMA Liaison position under the finance section
- Ensure oversight and coordination of field operations in utility protection and restoration, debris removal, and heavy equipment support to fire and police operations, and that public works operations are conducted in accord with the approved IAP
- Direct field personnel in the completion of a rapid assessment of the impact of the event
- Maintain and implement, as needed, contracts with private hauling companies for emergency debris removal and disposal
- Ensure coordination of the Public Works Department’s operations during the event, when indicated, with similar operations of adjacent jurisdictions and Miami-Dade County
- Serve as Opa-locka’s point of contact regarding municipal NIPP participation
- Provides personnel and equipment as requested by the EOC
- Participate as member of the City’s Policy Group during an EOC activation

4.7.10 Director of Human Resources

Commented [TK43]: Review and update as needed.

The Director of Human Resources has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- Provide support staff for the functioning of the City EOC and the City’s Emergency Organization, as requested by the EOC Commander
- Assist with documentation of the event and the City’s response
- Establishes and staff’s personnel recruiting center for temporary labor after the emergency
 - Assists City departments by soliciting the appropriate human resources (temporary city hires or volunteers) to meet the needs identified by those departments.
 - Assists City departments to accomplish their mission during an emergency by maintaining a roster of available city employees in non-essential positions who can be assigned to perform tasks required in other departments

- Maintains a list of employees and volunteers (in conjunction with Education & Community Services) to assist in disaster recovery efforts
- Provides coordination for employees working the disaster, and for those who return following the event
- Provides information and assistance to city managers and supervisors regarding the City's personnel policies during emergencies
- Provides for employee psychological and other support through the development and maintenance of a City's Employee Assistance Program, or other programs that may be required
- Coordinates efforts with Communications & Special Events and the EOC to provide shelter and mass care for City employees and their families
- Distributes information to employees regarding federal, local, private, and non-profit assistance programs
- Provides personnel and equipment as requested by the EOC
- Participate as member of the City's Policy Group during an EOC activation

4.7.11 Director of Finance**Commented [TK44]:** Review and update as needed.

The Director of Finance has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- Staff the Section Chief position for the Finance/Administration Section of the City's Emergency Organization, upon request of the EOC Commander
- Designate and Staff Payroll and Accounting positions, as indicated
- As indicated, provide support to the Branch Chief for ESF #7 "Resource and Logistics"
- As indicated, provide support to the FEMA Liaison
- Ensure accurate and complete documentation of expenditures and personnel time for the City's disaster-related operations
- Establishes emergency purchasing procedures and coordinate emergency procurements
- Establishes and maintains a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements. Works with Emergency Management to ensure the County, State, and Federal departments receive proper documentation.
- Assists City Departments with impending emergency purchasing procedures and maintaining records

- Make arrangements with vendors to establish emergency credit, allowing for emergency purchases
- Provides personnel and equipment as requested by the EOC
- Participate as member of the City's Policy Group during an EOC activation

4.7.12 Director of the Information Technology Department**Commented [TK45]:** Review and update as needed.

The Director of the Information Services has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- As indicated, designate and staff a Branch Chief for ESF #2 "Information Technology"
- As indicated, provide support to the Public Information Officer and ESF #14 "Community Information"
- Provide support staff, to ensure city communications and computer functions are maintained
- Provides telecommunications and computer support during and after an emergency/disaster
- Provides for security and protection of current and historical computer records and equipment
 - Confirms access to off-site computer and backup files to run critical applications, if necessary
- Advises all City Departments of actions to be taken to secure computer equipment
- Assures priority restoration of communication functions and systems
- Identifies facilities and resources available for use (800 MHz, VHF Radios, Cell Phones, etc.)
- Establishes and assists in technical issues with communications from EOC with operational units and field incident commanders
- Provides personnel and equipment as requested by the EOC
- Participate as member of the City's Policy Group during an EOC activation

4.7.13 Director of Parks and Recreation**Commented [TK46]:** Review and update as needed.

The Director of Parks & Recreation has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP

- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- As indicated, provide support to the Branch Chief for ESF #7 “Resource and Logistics”
- Responsible for the security and protection of City parks and recreational facilities
 - Coordinates with vendors to remove structures in parks that could go airborne
 - Coordinates with Streets, Public Works, and Construction & Maintenance as needed to secure facilities and parks
- Maintains facilities, vehicle, and equipment list
 - Make vans and generators available as needed for emergencies
 - Stores equipment and vehicles in a safe place
- Assists with the utilization of parks and recreational facilities as staging areas and supply storage
 - Assists with transportation, sorting, temporary storage, and distribution of donations and resources during emergency situations under the direction of the EOC
 - Supports the distribution of food, water, and other disaster goods and service
- Supports damage assessment activities and building inspection support
- Provides temporary repair of damaged facilities and works with Construction and Maintenance for larger repairs
- Provides personnel and equipment as requested by the EOC
- Participate as member of the City’s Policy Group during an EOC activation

4.7.14 Director of Planning and Community Development**Commented [TK47]:** Review and update as needed.

The Director of Planning and Community Development has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- As indicated, designate and staff a Branch Chief for ESF #18 “Business and Industry”
- Provide support staff, to ensure development of the IAP
- Participate as member of the City’s Policy Group during an EOC activation

4.7.15 Director of Building**Commented [TK48]:** Review and update as needed.

The Director of Planning and Community Development has the following additional, specific responsibilities under the CEMP:

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- As indicated, provide support to Damage Assessment under ESF #5 “Planning”
- As indicated, provide support ESF #18 “Building and Industry”
- Develops system and forms for tabulating damage assessment
- Conducts damage assessment of public and private property to determine the extent of the damage. Activates and deploys damage assessment teams
 - Utilize Initial Damage Assessment to prioritize Damage Assessment for the entire City
 - Provide preliminary status reports for Miami-Dade County EOC required by state and federal governments to determine eligibility for a Presidential Disaster Declaration
 - Receives, records and consolidates all damage reports
 - Determines the geographical and monetary extent of damage to public and private property
 - Makes available building plans and records for determination of public and business damages
 - Supports Search and Rescue activities when conducting damage assessments
- Monitors environmental impacts to City resulting from the disaster
- During the recovery phase, provides land use and policy planning services
- Survey construction sites for control of debris hazards
- Determines unsafe facilities
- Conducts inspections and enforces building safety regulations and laws
- Coordinates emergency repair process and related building codes and standard procedures
- Develops and administer emergency code and licensing standard
- Maintains pre-disaster maps, photos, and other documents
- Provides guidance for post-disaster mitigation and re-development opportunities and provides building plans and records for determination of public and business damages
- Provides personnel and equipment as requested by the EOC
- Participate as member of the City’s Policy Group during an EOC activation

4.7.16 Code Enforcement

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- Uphold and enforce codes and standards established by the City of Opa-Locka elected officials to protect the public health, safety, and welfare of all residents and visitors in the City
- Participate as member of the City's Policy Group during an EOC activation

4.7.17 Water and Sewer Department

- Complete such training as required by NIMS and participate in the exercises of the CEMP
- Serve on the Emergency Preparedness Team to ensure proper implementation of the Emergency Preparedness Program
- Supply a list of employees, their phone numbers and status (essential or non-essential) to the City Manager
- As indicated, designate and staff a Branch Chief for ESF #12 "Utilities"
- Responsible for the continued operations and restoration of operations of the water and sewer facilities
 - Assesses damage to, repairs, and restores public utilities
- Provides specialized equipment to support emergency operations
 - Provides EOC with updated comprehensive lists of city equipment
 - Stages and places vehicles and equipment resources in effective positions throughout the community as determined by the EOC Manager
 - Provides assistance to local providers in locating and acquiring equipment necessary to restore water/wastewater systems
- Stays in contact with County, State, and privately-owned utilities to monitor recovery activities
 - Ensures necessary backup power generators are operational for water and sewer facilities
 - Stores equipment and vehicles in a safe place
 - Secures essential water/sewer facilities
- Participate as member of the City's Policy Group during an EOC activation

5 Emergency Operations Center (EOC)

The City EOC is responsible for coordination of emergency operations within the jurisdiction, communications and communications support, resource dispatch and tracking, as well as information collection, analysis, and dissemination. The City EOC is the point of contact and coordination with Miami-Dade County and adjacent jurisdictions.

- The City's primary Emergency Operations Center (EOC) is at Sherbondy Village Community Center located at 215 Perviz Ave, Opa locka, FL 33054.
- The Alternate City EOC will be determined by the City Manager.

Commented [TK49]: Is this accurate?

The EOC is a secure building and is available 24 hours per day, seven days per week. The facility has adequate space, furnishings, restrooms, and kitchen to support the City's Emergency Organization for an extended period. The facility also has a standby electric generator that fully supports facility operations. The facility has multiple landline telephones, radio communication capabilities and the City personnel will bring additional communications equipment to the facility to support operations.

The staff of the EOC will prepare and approve IAPs (Incident Action Plans) in accord with ICS principles on an appropriate periodic basis, e.g., every 12-hours depending on emergency conditions, for the duration of the event. Each IAP will be approved for implementation by the City's EOC Commander and will be utilized to guide City and associated emergency operations for the applicable work period. Resource prioritization and allocation will be made by the City's Emergency Organization in a manner consistent with the IAP whenever applicable.

The EOC will process incoming information regarding disaster conditions and the impact of the event and the status of emergency operations. The EOC will utilize such information to prepare and transmit "situation reports" (SITREPS) to the Miami-Dade County EOC in the format and timeframe requested. This information will serve as the basis for development and approval of the City's IAPs.

5.1 Communications

Dispatch services for the Opa-locka Police and Fire Departments are provided by Miami-Dade County.

Once activated, the City's EOC will be the single location for direction and coordination of all plans and protocols for maintenance and restoration of communications with emergency response and disaster recovery agencies and facilities, as well as with the public. Dispatch of emergency responders will rely on normally utilized means, with direct communications between field operations and the City EOC established as soon as practicable.

Notification is provided through mass notification systems, radios, email, or phone lists. Telephone lists are available if the radios are not functioning. Upon notification of any significant incident, the City Managers Office personnel will make the appropriate notifications using all methods identified as necessary.

Commented [TK50]: Is this accurate?
Email?

Commented [TK51]: Is this accurate?

Coordination with commercial communications providers will also be the responsibility of the Logistics Section, through City ESF #2. This group will consult with communications providers, when needed and with Miami-Dade County ESF #2, to direct priority restoration of normal capability to critical facilities with communication outages. Requests for priorities for restoration of normal communications capabilities will be consistent with the IAP approved by the EOC Commander.

The CEMP recognizes that communications systems and facilities normally utilized to transmit information to the public could be significantly damaged or disrupted due to the impacts of a disaster. The City's Public Information Officer and the City ESF #14 will be responsible for working with the print and broadcast media representatives, as well as Miami-Dade County ESF #14, to retain or restore the capability to provide public information and emergency instruction the City residents, businesses, and institutions after a major disaster.

5.1.1 Available Communications Systems

To support emergency response, Opa-locka has a full complement of available communications systems available, including:

- Landline telephone (Voice over IP)
- Facsimile
- Internet access and email
- Police mobile data terminal
- Cellular telephones
- Digital 800 MHz multi-channel radios
- VHF radios
- Amateur radio (ARES/RACES radio operators)

While these provide redundancy for use during emergencies, experience has indicated that communications systems serving the City can be disrupted for significant periods. Of the available communications systems, the countywide digital 800 MHz radio and amateur radio have been shown as the most reliable. The digital 800 MHz system interconnects all municipalities, Miami-Dade County agencies, and a number of state and Federal agencies. Therefore, within Miami-Dade County, there is a high level of communications systems interoperability, provided the communications networks themselves remain functional.

5.2 Activation Process and Levels of Activation

Timing of the City EOC activation depends on the nature of the incident. The level of activation is based on established triggers linked to the hazard and communication with the EOC Commander. The purpose of activating the EOC as a result of an incident is to centralize response and recovery communications, plans and operational activities in order to maximize the efficiency, quality and quantity of resources.

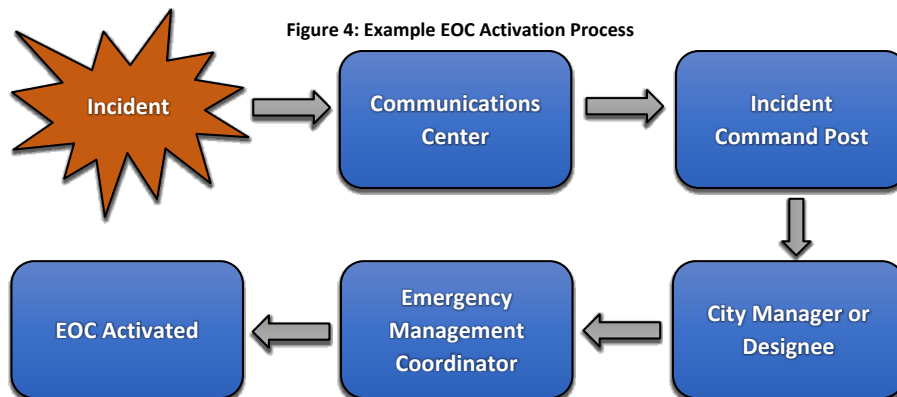
5.2.1 EOC Activation Process:

The City Manager or designee will determine the need to activate the Emergency Operations Center to a corresponding level (levels of activation are found in section 5.2.2) and notify the owners/operators of the building accordingly. In the absence of the City Manager, the Assistant City Manager would direct activation of the EOC, if indicated. In the absence of both the City Manager and Assistant City Manager, the City's Police Chief would direct activation of the City EOC, if indicated.

Example EOC Activation Process

Once an incident has occurred, the communications center will contact the necessary response personnel/agencies. The field Incident Command Post will be established and connect with the communications center and the City Manager or designee. The Incident Commander, City Manager or designee, would determine when to activate the City EOC, to what level and contact the Emergency Management Coordinator for implementation.

Commented [TK52]: Review and Edit as needed.



5.2.2 Levels of Activation

The City EOC operates with the same activation levels of the Miami-Dade EOC, which includes one of three levels of readiness in order to carry out its mission. The expected or actual severity of the incident is paramount in determining the level of activation. As a guide, the City's EOC levels of activation are specified as follows:

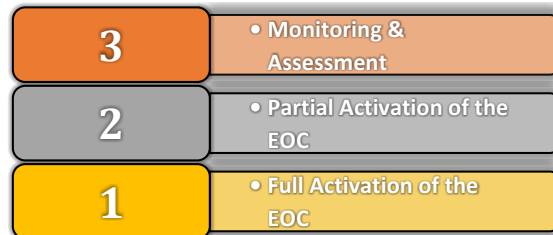


Figure 5: Levels of Activation

5.2.2.1 Level 3: Monitoring and Assessment

Day-to-day monitoring of the community and hazard events that typically occur; this monitoring is done to ensure readiness on the part of the City's Emergency Organization to activate the City EOC and/or specific components of the City's Emergency Organization, if indicated.

- Monitoring and assessment phase where a specific threat, unusual incident, or situation is actively monitored by Emergency Management
- Internal process and involves very little, if any, inter-agency coordination
- Threat or occurrence warrants observation, verification of appropriate action and follow-up
- These incidents can be resolved in a brief period of time with very limited resources
- Does not require significant alterations of day-to-day operations/management

5.2.2.2 Level 2: Partial Activation

Represents a partial activation of the City' EOC with concurrent activation of selected components of the City's Emergency Organization to provide assistance and resources.

- Limited Agency Activation
- Appropriate Emergency Management Staff, EOC Command and General Staff are activated to the EOC
- Leads of agencies involved in the incident response are activated and report to the EOC
- Staff initiate preparation due to a significant threat of an incident (impact to operations/life safety) or to coordinate response due to the occurrence of a minor incident that may potentially significantly impact operations
- Other EOC Response Staff will be alerted of the incident and are on standby via text message and/or phone call
- EOC disseminate information and coordinates preparation and response actions with internal and external agencies

Commented [TK53]: How are they notified? We want to define this method and be consistent in the document

5.2.2.3 Level 1: Full Activation

Represents the full activation of the City's EOC and, in most cases, the activation of all components of the City's Emergency Organization.

- EOC is activated on a potential 12/24-hour shift cycle
- All EOC Response Staff are required to report to the EOC and check-in
- Full ICS structure (Command, Command Staff, Planning, Logistics, Operations, and Finance) implemented
- Response, relief, and recovery operations are expected to last for an extended period

5.2.2.4 Deactivation/Demobilization

The deactivation/demobilization process includes all necessary efforts to restore the EOC facilities and equipment back to pre-existing normal conditions, collect all documentation and restock any necessary supplies

5.2.3 Personnel Notification and Mobilization

Upon a decision to activate the CEMP and the City EOC, the City Manager or designee will direct the notification and mobilization of the EOC staff. The City Manager, or designee, acting as the EOC Commander, would notify assigned personnel regarding either Level 2 or Level 1 activation of the EOC staff, and request mobilization to the EOC. Once the EOC is declared activated, the EOC staff will ensure that all departments are notified, and that all emergency operations are subsequently coordinated and managed through the EOC. As soon as possible following activation of the City EOC, the Miami-Dade County EOC, if activated, will be notified accordingly. If the City EOC is activated for an event that did not require activation of the County EOC, the City will notify the County Warning Point and/or the Miami-Dade Emergency Management Division of the situation.

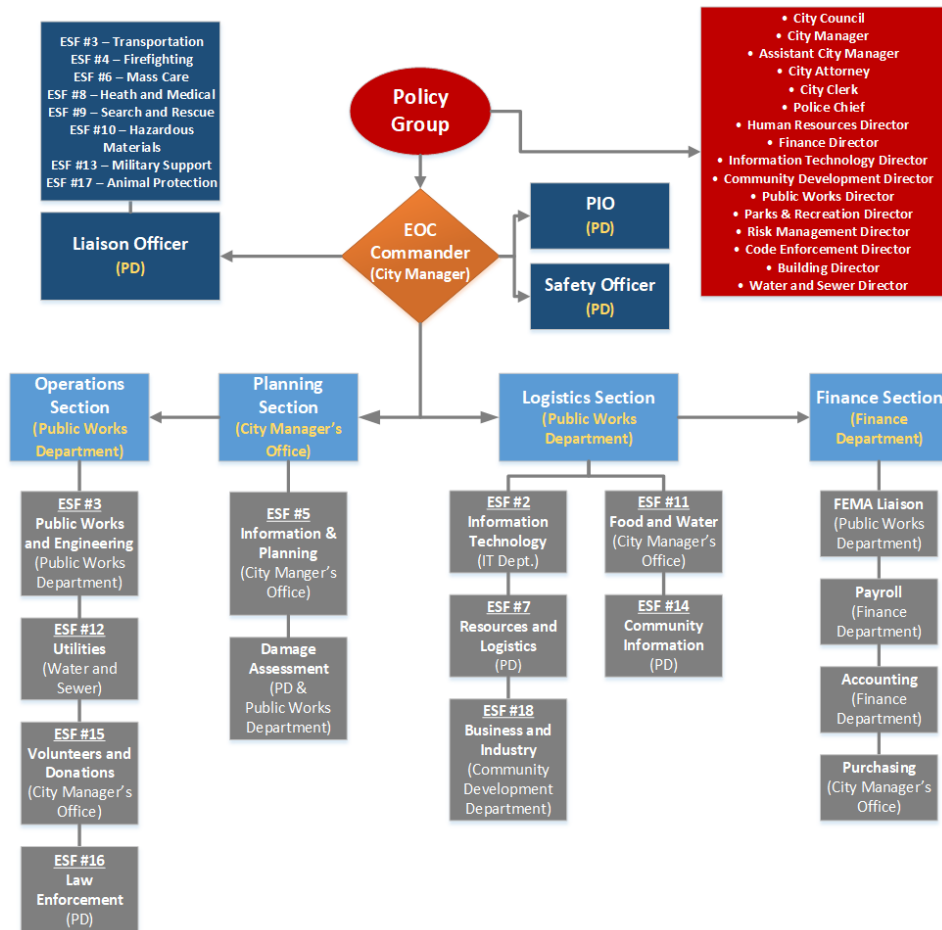
5.3 Organization and Staffing

The City's EOC organizational structure is configured to sustain operations and support the response and recovery efforts of the incident. This organization is called to duty during times of emergency when normal operations are not sufficient to meet the immediate or overwhelming needs that occur. The essential functions this structure supports during immediate emergency response include life safety and protection of property and assets, resumption and continuation of City business, restoration of all operations to normal, and recovery of expenses and losses.

At the time of a disaster, staffing of the organizational components will be at the direction of the EOC Commander, in a manner consistent with ICS concepts. The EOC Commander may adjust the organizational structure and staffing of each organizational component to enhance the City's ability to effectively address the unique requirements of a disaster situation. The City Manager or designee may choose to activate only selected components of the organization (Level 2 Activation), or the entire organization (Level 1 Activation).

Commented [TK54]: City Manager? Just need to be consistent on who is directing operation and making notifications.

Commented [TK55]: Placeholder inserted for discussion



5.3.2 Policy Group

Commented [TK56]: Who else is on the Policy Group?

5.3.3 Command Staff

The command staff is composed of the EOC Commander, supported by the Public Information, Safety, and Liaison Officers. The staffing assignments and general roles of command staff position are the following:

5.3.3.1 EOC Commander

This position is staffed by the City Manager or designee and the position will be activated upon a decision to activate the City's CEMP and EOC, regardless of the level of activation. In the absence of the City Manager or designee, the Assistant City Manager or Police Chief would serve as the EOC Commander. In the absence of both the City Manager and the Police Chief, the Deputy Police Chief will serve as the EOC Commander. The EOC Commander is responsible for the functioning of Opa-locka's Emergency Organization. The position provides leadership, coordination, and management of all emergency operations being implemented by the City, in both the field and in the City's EOC. The position also serves as the City's authorized policy maker. This position is also responsible for ensuring coordination of all City emergency operations with those of adjacent jurisdictions and higher levels of government. The EOC Commander provides direct oversight and coordination of all City operations conducted at the City EOC, including final approval of each IAP and instructing the City's Emergency Organization on the IAP implementation.

5.3.3.2 Public Information Officer

This position supports the EOC Commander through management and coordination of all City activities related to public information, emergency instruction, and media management. This position is staffed by the Police Department. Information Technology will serve as a support to this position. The position will be activated by the EOC Commander when warranted by the need for emergency instruction and public information within the City, and/or on request or by requirement for participation in a joint information system (JIS) established by Miami-Dade County, the State of Florida and/or the responding Federal agencies. At Level 1 activation, staffing the position is expected, while at Level 2 activation, activation of the position will be based on the situation and need for public information activities. Once the position is activated, all public information and media management activities by the City will be managed and coordinated by the position. Other components of the City's Emergency Organization will conduct any public information activities through this position. If indicated, the position may function from a Joint

Commented [TK57]: Need to further discuss these positions, organization and assignment

Commented [TK58]: Who would this be?

Commented [TK59]: Need to confirm

Commented [TK60]: Determine who staffs the PIO position.

Information Center (JIC), if established by Miami-Dade County to ensure inter-jurisdictional coordination and consistency of public information.

5.3.3.3 Safety Officer

This position supports the EOC Commander by monitoring environmental conditions, response operations, and all other available information to ensure protection of the health and safety of the City's emergency management personnel, City residents, and other individuals with emergency management functions within the City. The position will be staffed by the City's Police Department or designee, and will be staffed at both Level 2 and Level 1 activation. The position will gather information from field operations by the City, from Miami-Dade County, or any other available source regarding known or potential health and safety threats, and will advise the EOC Commander on the appropriate actions by the City. When indicated, the Safety Officer will recommend the withdrawal or sheltering of the City's emergency personnel for their protection, and will advise the EOC Commander on health and public safety concerns.

Commented [TK61]: Determine who staffs the Safety position.

5.3.3.4 Liaison Officer

This position supports the EOC Commander by ensuring effective communication and information exchange with facilities, organizations, and key individuals outside of the City's Emergency Organization and EOC. This position will be staffed by the Special Services Commander of the City's Police Department. Staffing of this position would be expected at Level 1 activation, as well as anytime when both the City's and Miami-Dade County EOC's were activated. This position would ensure that the City deploys and supports one or more individuals as liaisons to the Divisional EOC and that these individual have adequate communications with the City EOC, and that information exchange between the City EOC and the liaisons is timely and accurate. If other emergency facilities are activated by higher levels of government, and close coordination between such facilities and the City EOC is necessary, this position will ensure that the City also deploys and supports liaisons to these facilities. This position will also be the City's liaison to the County's ESF 4, 6, 8, 9, 10, and 17 functions that are performed in the City by Miami-Dade County.

Commented [TK62]: Update Title

If indicated by the scope of response operations and contingent on the availability of personnel, the EOC Commander may direct any of the command positions to include additional personnel to assist and support operations.

5.3.4 General Staff

The General Staff of the City's Emergency Organization is made up of four sections, in accord with NIMS concepts: Operations, Planning, Logistics, and Finance/Administration. Each of these will have branches established upon a determination by the Section Chief that the situation warrants additional staffing. The staffing of the Emergency Organization includes provisions for establishing ESF branches within the Sections.

Commented [TK63]: Need to further discuss these positions, organization and assignment.

Commented [TK64]: Need to determine use of ESF's. Still want to stay consistent with the County.

The ESF correspond to those used by Miami-Dade County, and may be activated when needed. Each ESF branch shall be staffed in the City EOC for direction of field operations. The City would not anticipate staffing of ESF #4 "Firefighting," ESF #6 "Mass Care," ESF #8 "Health and Medical," ESF #9 "Search and Rescue," ESF #10 "Hazardous Materials" and ESF #17, "Animal Care", as these will be provided by the Miami-Dade County Department of Public Safety and are contacted via the City's Liaison Officers stationed at the Miami-Dade County EOC.

To guide operations of each of the ESF branches, if activated, annexes for the City ESFs are attached to this basic plan.

5.3.4.1 Operations Section

Pursuant to NIMS, the Operations Section is responsible to the EOC Commander for the direct management of all incident-related operational activities. The Operations Section would be staffed at both Level 2 and Level 1 activation, and the Operations Section Chief position will be staffed by the City's Public Works Department. The Operations Section Chief will establish tactical objectives for each operational period, with other members of the Emergency Organization, and provide the necessary guidance and coordination to field units to ensure that the strategic objectives of the approved IAP for the operational period are addressed. The Operations Section will coordinate and support all City field operations. For the large or complex events at Level 1 activation requiring extensive field operations, and with the concurrence of the EOC Commander, the Operations Section Chief shall establish ESF branches, corresponding to those used by Miami-Dade County, as follows:

- ESF #3, "Public Works and Engineering." This branch would be staffed by the Public Works Department.
- ESF #12, "Utilities." This branch would be staffed by the Water and Sewer Department.
- ESF #15, "Volunteers and Donations." This branch would be staffed by the City Manager's Office.
- ESF #16, "Law Enforcement." This branch would be staffed by the Police Department.

5.3.4.2 Planning Section

Pursuant to NIMS, the Planning Section is responsible to the EOC Commander and collects, evaluates, and disseminates incident situation information to the Emergency Organization, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the IAP. The Planning Section Chief will be staffed at both Level 2 and Level 1 activations of the EOC by the City Manager's Office. The Planning Section will gather and process information relevant to the disaster, its impact, and the status of emergency response and disaster recovery operations.

Commented [TK65]: Confirm

The Planning Section is also responsible for preparing “situation reports” (SITREPs) for transmittal to the City’s Emergency Organization and to the Miami-Dade County EOC in the format and on the frequency requested. In addition, the Planning Section utilizes available information to prepare an IAP, in consultation and cooperation with the Operations Section Chief, on a schedule established by the EOC Commander. This schedule will be commensurate with the intensity of emergency response operations.

The plan is then reviewed, modified and approved by the EOC Commander. The Planning Section ensures distribution to all county and municipal response organizations. Further, the Planning Section will be responsible for overall documentation of the City’s operational response to the incident. Within the Planning Section, two ESF branches shall be established and staffed, as indicated by the situation, as follows:

- ESF #5, “Information and Planning”, this branch would be activated and staffed by the City Manager’s Office when the level of planning and documentation of the event becomes significant.
 - ESF #5 will also be established when a Damage Assessment function is required by the Police and Public Works Department. Additionally, the Building Department will serve in a support role.

5.3.4.3 Logistics Section

Pursuant to NIMS, the Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications, and information technology support, and emergency responder medical services, including inoculations, as required. The Logistics Section will be staffed by the City’ Public Works Department, and will be responsible for supporting other City agencies with the operational support services and resource procurement and management. The Logistics Section would, if indicated, direct the activation, and staffing of the following ESFs:

- ESF #2, “Information Technology.” This branch would be responsible for providing and maintaining all communications equipment necessary for emergency operations. The ESF would be staffed by the Information Technology Department.
- ESF #7, “Resources and Logistics.” This branch would be staffed by the Police Department with the support of the Public Works, Park and Recreation and Finance Departments.
- ESF #11, “Food and Water.” This branch would be responsible for coordinating food and beverages for the City’s workers. It would be staffed by the City Manager’s Office with support from the City Clerk.

Commented [TK66]: Determine who staffs this position

Commented [TK67]: Confirm

- ESF #14, "Community Information." This ESF would be responsible for staffing the City's citizen information phone line, public relations and distributing information to the community via the City website, social media, and public relations. It would be staffed by the Police Department with assistance from the Information Technology Department and the City Commission, as needed.
- ESF #18, "Business and Industry." This branch would be staffed by Community Development.

Commented [TK68]: Determine who staffs/supports this position

Commented [TK69]: Determine who staffs this position

5.3.4.4 Finance/Administration Section

Pursuant to NIMS, the Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services. The section will be established when directed by the EOC Commander for major or complex events at Level 1 activation if additional finance and administrative support and coordination are necessary.

When established, the Finance/Administration Section Chief will be staffed by the City's Finance Department. The Finance/Administration Section will provide resource procurement for other City operations, as well as ensure the effective tracking of expenditures and personnel time spent in response activities, in accord with accepted state and Federal guidelines for reimbursement. The Finance/Administration Section will also provide administrative and other support services to the City EOC to maintain its operations.

The Section will incorporate four branches, when indicated and staffed with the following:

- FEMA Liaison will be staffed by the Public Works Department.
- Payroll, with responsibility for ensuring continuity of payroll operations by the City and for tracking of personnel time. This position will be staffed by the Finance Section.
- Accounting, with responsibility for tracking of the City's expenditures. This position will be staffed by the Finance Department.
- Purchasing, with the responsibility for assisting other groups in the City's Emergency Organization with purchase of goods and materials. This position will be staffed by the City Manager's Office.
- ESF #7, "Resource Support", This ESF branch would be activated when indicated by the size or complexity of the need for procuring and/or contracting for goods and services necessary to sustain the City's emergency operations. This ESF would be supported by the City's Finance Department.

Commented [TK70]: Confirm

5.3.5 EOC Roles and Responsibilities Matrix

Table 5: EOC Roles and Responsibilities Matrix

Function - ESF		City Commission	City Manager	Assistant City Manager	City Clerk	City Attorney	Police Department	Human Resources	Finance	Information Technology	Comm. Development	Public Works	Parks and Recreation	Code Enforcement	Building	Water and Sewer	Other	Miami-Dade County
Policy Group	Policy Direction	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Command Staff	EOC Commander		P															
	Public information						P			S								
	Liaison Officer to Hialeah & MD EOC						P											
	Safety Officer						P											
Operations Section	Operations Section Chief											P						
	3 - Public Works											P						
	12 - Utilities															P		
	15 - Volunteers and Donations		P *															
	16 - Law Enforcement						P											
Planning Section	Planning Section Chief		P *															
	5 - Planning		P *															
	Damage Assessment						P					P			S			
Logistics Section	Logistics Section Chief											P						
	2 - Information Technology									P								
	7 - Resource and Logistics						P					S	S					
	11 - Food and Water		P *		S													
	14 - Community Information	S					P			S								
	18 - Business and Industry										P				S			
Finance Section	Finance Section Chief								P									
	FEMA Liaison								S			P						
	Payroll								P									
	Accounting								P									
	Purchasing		P *															
Liaison ESF's	1 - Transportation																	P
	4 - Firefighting																	P
	6 - Mass Care																	P
	8 - Health and Medical																	P
	9 - Search and Rescue																	P
	10 - Hazardous Materials																	P
	13 - Military Support																	P
	17 - Animal Protection																	P
P = Primary Responsibilities																		
S = Support Responsibilities																		
* = Designation within this Department (Reference Section 5.3)																		

5.4 EOC Operational Procedures

The City EOC operates to support and coordinate the needs of any incident that arises within the community. The EOC operates under NIMS to direct and manage all EOC requirements over the entire scope and phase of any incident. As an incident expands in size or increases in complexity, centralized operational coordination is needed and provided by the EOC. To ensure effective EOC operations, personnel should focus on several key factors such as facility, equipment, personnel and procedures. Clearly defined decision making and lines of authority are essential to ensure careful and cohesive response actions are initiated and managed effectively.

The City EOC operates and is staffed continuously during all critical phases of any major incident requiring it to activate. The EOC Commander directs overall EOC functions, while the Section Chiefs manage each EOC section with a general knowledge of the varied functions within their section.

During the operational phase, all sections of the EOC (EOC Management/Command, Operations, Planning, Logistics, and Finance) have active roles in the overall functions and procedures in the EOC and completion of EOC objectives. The EOC should operate using a “management by objective” approach, which establishes objectives to be achieved during a given time frame or “operational period.” Objectives may have one or more strategies for achieving desired outcomes, and more than one EOC role may contribute to the completion of said objective. The EOC concentrates on establishing priorities upon which objectives may be based.

5.4.1 Initial Actions

Upon EOC activation, the EOC Commander will generally direct the following initial actions, consistent with known conditions:

- Complete activation of the City EOC as well as notification and mobilization of the Emergency Organization
- Determine the need to activate ESF and other Branches; Make notifications and mobilizations as indicated
- Declare the EOC activated and notify field personnel, the City Commission, and Miami-Dade County accordingly
- Ensure the adequacy of documentation available in the EOC for subsequent use, e.g., personnel rosters, procedures and checklists, equipment inventories, etc.
- Test the functionality of the EOC’s communications equipment; Take corrective action as indicated
- Determine the need for activation of the Logistical Staging Area(s)
- Ensure adequate security is established for the City’s EOC, as well as the and Logistical Staging Area, if activated
- Begin documentation and display in the City EOC of operational actions, impact assessment information, and similar current information

Commented [TK71]: Update with EOC seating chart when positions are confirmed.

Commented [TK72]: Opportunities to add more context for EOC operations, expectation and specific procedures. Example: Check-in procedures, SitReps, ICS forms, communications, etc.

-
- Establish communications with field units, Miami-Dade County and adjacent jurisdictions, as indicated
 - Make a determination regarding the immediate potential health and safety impacts to emergency workers and the public from the event; Advise field personnel and initiate other actions accordingly (See also section below on public health and safety)
 - Instruct the Operations and Planning Sections to gather and process initially available information from field personnel
 - Complete an initial, rapid assessment of the impacts of the event; Utilize information for the preparation of the initial IAP
 - Prepare and approve the initial IAP; Define a schedule for the next IAP
 - Notify ESF branches and field personnel of the initial IAP and allocate resources to field operations accordingly
 - Activated ESF branches would implement initial actions as defined in the corresponding ESF annex and the initial IAP
 - Determine if a City state of emergency should be declared; Take actions accordingly
 - Implement and/or develop procedures for tracking the availability and use of the City's resources for emergency response
 - Establish and implement, as indicated, plans for closure of City offices, recall of City personnel; Notify City personnel and announce to the media; Advise the Miami-Dade County EOC, if activated, or the Miami-Dade County Emergency Management Division
 - Receive information on personnel and equipment resource needs from field operations; Activate pre-event contracts and mutual aid agreements as indicated; Activate and staff the City's Logistical Staging Area(s), as indicated
 - Prepare a SITREP and transmit to Miami-Dade County EOC or Emergency Management Division
 - If indicated by the type of event, establish contact with other facilities, e.g., Florida Hospital Opa-locka, or organizations, e.g., Duke Energy, anticipated to be important to supporting the City's response operations; Establish methods for continuing communication and coordination
 - Deploy City liaison personnel to the Miami-Dade County EOC, if activated
 - Initiate public information activities appropriate to the magnitude and characteristics of the event, e.g., a media release regarding Opa-locka's initial response actions; If indicated, determine methods of coordination of public information with Miami-Dade County and/or adjacent jurisdictions
 - If indicated by the characteristics of the event, designate a second shift for the City's Emergency Organization and define a shift schedule

5.4.2 Public Health and Safety Actions

As a part of the initial emergency response actions, it may be necessary to instruct the threatened public to take suitable actions to protect their health or safety. Such actions would be highly dependent on the hazard agent and the method of its effect on humans. Some of the protective actions that may be necessary could include, but not be limited to:

- Evacuation of all or selected portions of the public from areas at risk
- Sheltering-in-place of the public within areas at risk
- Implementing evacuation or sheltering-in-place for facilities and institutions within the endangered area
- Requesting facilities or institutions within the area at risk to implement their emergency plans for evacuation
- Taking expedient actions to protect exposed skin or breathing
- Placing prohibitions on the use of drinking water from the public utility systems at risk
- Rescuing and extricating individuals from within risk areas
- Avoiding or limiting time spent in known or suspected contaminated areas
- Avoiding consumption of fruits or vegetables exposed to contaminants
- Emergency destruction or condemnation of crops and livestock exposed to contaminants
- Seeking immediate medical treatment or inoculation for exposure to hazard agents
- Warning of any other imminent threats to health and safety

The City EOC Safety Officer will advise the EOC Commander of the need for actions by the City to protect public health and safety within the jurisdiction. The following will be considered:

- Imminent and severe danger to public health and safety
 - The EOC Commander will instruct the Operations Section to initiate immediate and appropriate actions to protect public health and safety, such as directing field units to broadcast via siren and loud speaker specific instructions for the public to evacuate or shelter-in-place, or to take a similar immediate protective action
 - The EOC staff would directly notify by telephone, institutions and major facilities within the threatened area
 - Immediately notify Miami-Dade County EOC or the Emergency Management Division and request assistance for activation of the Emergency Alerting System and/or public telephone warning of the affected area
- Potentially significant danger to the threatened public
 - Consult the Miami-Dade County EOC and/or the Miami-Dade County Emergency Management Division regarding the situation and the anticipated need for public protective action; Coordinate decision-making and public notification operations accordingly

- Implement local public warning and instructions as indicated
- Directly notify major facilities and institutions within the affected area of the potential dangers

If evacuating significant numbers of the public were the indicated protective action, the City would request assistance from Miami-Dade County for implementation, including evacuation transportation of individuals without vehicles and sheltering of evacuees.

If evacuation of other jurisdictions has been directed by Miami-Dade County, the Operations Section would, in consultation with Miami-Dade County EOC, determine the use of Interstate-4 and State Road 436 for evacuation traffic and would implement, as indicated, traffic management actions to expedite the flow of evacuation traffic through the City.

5.4.3 Continuing Response Actions

The EOC staff will continue to provide direction and support to field operations as needed for the duration of the response and near-term recovery phase. Flexibility is intended in the continuing response operations, with adjustments being made on a continuous basis to respond to the resource needs, the intensity of operations, the availability of state and Federal resources, and similar factors. Continuing operations remain under the leadership and oversight of the EOC Commander, with actions implemented by the appropriate component of the Emergency Organization.

Continuing response actions by the City EOC are likely to include the following:

- The EOC Commander would direct implementation of the EOC shift schedule established, if necessary
- The EOC Commander would continue to direct operations of the City's Emergency Organization through approval of IAPs, policy making and coordination of the actions of the EOC staff
- The EOC Commander would, if indicated, direct expansion or modification of the City's EOC Emergency Organization through new or continued activation of ESF and other branches
- The EOC Commander, with the support of the Liaison Officer, would maintain communication and coordination with the leadership of the Miami-Dade County EOC and, as indicated, the leadership of EOCs of surrounding jurisdictions
- Based on incoming information and/or upon request of the Miami-Dade County EOC, the EOC Commander would evaluate and implement, if indicated, actions to promulgate temporary emergency ordinances, e.g., curfews, prohibition on liquor sales, etc.; The Operations Section would implement necessary enforcement actions, while the Public Information Officer would ensure public awareness of such temporary ordinances
- The Planning and Operations Sections would continue to gather and process information regarding disaster conditions and the needs of disaster victims

- The Logistics Section would continue to support operations of the City's Emergency Organization through procurement, delivery, monitoring and retrieval of additional personnel and resources
- Activated City ESFs would continue operations in accord with the corresponding ESF annex and the approved IAP, and consistent with the requirements of the situation
- On the schedule directed by the EOC Commander, the Planning Section and/or ESF #5 would prepare an updated IAP for approval and would distribute the approved plan
- The Planning Section and/or ESF #5 would continue to prepare SITREPS for the City and provide them to the City EOC staff and to the Miami-Dade County EOC if activated, or to the Miami-Dade County Emergency Management Division
- The Operations Section would continue to direct and coordinate field operations, in a manner consistent with the approved IAP
- If an evacuation of some or the entire City occurred, the Operations Section through ESF #16 would take action to maintain security for and within the evacuated area.
- If a shelter-in-place instruction was given for public protection, the Operations Section through ESF #16 will secure the perimeter of the affected area to prevent unauthorized or inadvertent public entry. If necessary, additional law enforcement personnel for this operation would be requested from mutual aid sources or from Miami-Dade County.
- If indicated, the Operations Section would coordinate with the City's ESF #3 and #12 to ensure that:
 - Priority roadways were opened for movement of emergency vehicles, evacuation traffic and similar vital transportation needs
 - Water pressure was available or restored for fire suppression
 - Generators were secured and installed for critical facilities and other vital functions
 - As requested by field staff, additional resources and materials will be obtained by the Operations Section and/or Logistics Section, through the County EOC, if activated, mutual aid agreements with other jurisdictions, pre-event contracts with private sector, or similar actions; If resources become limited, the Operations Section Chief would prioritize the allocation of resources in a manner consistent with the approved IAP
 - The Logistics Section and the Operations Section would track and document the availability of City's personnel, equipment, and supplies for deployment through continuing coordination with the City's Logistical Staging Area(s) staff

- The Safety Officer would continue to assess and advise on conditions that may pose a threat to the health and safety of the City's emergency responders and/or the general public; The Safety Officer would also obtain additional information from Miami-Dade County Emergency Management Division and/or the County Health Department, through County ESF #8, if activated, regarding hazardous conditions and the appropriate actions
- The Liaison Officer would continue to maintain information exchange and coordinate operations with Miami-Dade County EOC, if activated, as well as, adjacent jurisdictions and/or other organizations or important City facilities
- The Public Information Officer would continue to issue media releases regarding the City's situation and operations, including emergency instructions for the public, e.g., boil water advisories; As necessary, the Public Information Officer would coordinate public information and emergency instructions with the JIS operated by Miami-Dade County, the State of Florida and/or Federal agencies.
- The Public Information Officer and ESF #14 would establish and staff the Opa-locka Citizens Information Center
- The Finance/Administration Section would document the City's personnel time and the expenses incurred for response operations, as well as establish accountability measures for reimbursement from the Federal Emergency Management Agency, whenever applicable.

5.4.4 Short-term Recovery Operations

As the immediate emergency response operations near completion, the EOC Commander would initiate the transition of the City's Emergency Organization to short-term recovery operations. These actions will vary depending on disaster conditions, but are likely to include all or some of the following:

- The EOC Commander, through the Liaison Officer, would establish from the Miami-Dade County EOC, the anticipated plans for County, State or Federal short-term recovery operations and define the City's role in such operations; The City's EOC staff would be advised accordingly
- The Planning Section would, through ESF #5, develop for approval and distribution, an IAP for the short-term recovery operations to be conducted by the City, including operations for coordination of recovery operations with Miami-Dade County, the State of Florida and Federal agencies, if indicated
- The Operations Section, through ESF #16 advised by the Safety Officer if indicated, would direct and coordinate operations for public security, health and safety, as well as the restoration and maintenance of civil order; If the Florida National Guard has been activated to Opa-locka, City ESF #13 would assume responsibility for coordination of City and Guard operations.

- As indicated, the Operations Section, through ESF #8, would coordinate with Miami-Dade County, the State of Florida and/or Federal agencies for any post-impact public health and safety operations to be conducted by them within the City
- If evacuation or sheltering-in-place a portions of the City, the Safety Officer would advise the EOC Commander, if and when, such directives could be lifted. When directed by the EOC Commander, the Public Information Officer would issue public announcements accordingly, while the Operations Section would direct actions to open the affected area(s), to manage evacuation re-entry traffic and/or to instruct individual's sheltered-in-place to exit and ventilate structures.
- If a major evacuation of other jurisdictions within Miami-Dade County occurred, the Operations Section, through the Liaison Officer, would obtain information regarding the plans and timing for evacuation reentry; as indicated, action would be taken to provide traffic management support for evacuation reentry traffic on Interstate-4 and State Road 436. The Liaison Officer would also determine if other aspects of a countywide evacuation reentry plan required actions by Opa-locka, and if so, would advise the EOC Commander accordingly.
- If the event resulted in property damage, the Planning Section, through ESF #19, would initiate the detailed damage assessment process and provide coordination and resource support until finalized; Final damage assessment information would be forwarded to the City's Planning Section, as well as the Miami-Dade County EOC and/or the Emergency Management Division; If indicated, the Operations Section, through ESF #16, would direct actions to provide security to damaged or affected areas and to coordinate with the City's Growth Management Department to condemn and secure unsafe structures
- The Operations Section, through the City's ESF #3, would coordinate the completion of the debris removal process from public roadways and property; ESF #3 would also schedule and coordinate debris removal and disposal by private companies and ensure required documentation is maintained
- The Operations Section would coordinate any County or State operations for debris removal within the City and/or with implementation of a countywide debris management plan, if available
- The Operations Section, through City ESF #12, would coordinate the City's role in and support to the restoration of water and sewer services, traffic management functions, and restoration of electric power and telephone service
- The Operations Section, through ESF #16, would monitor the functioning of volunteers in the jurisdiction to ensure the services provided are safe and effective, and for the overall benefit of the City's disaster victims; If necessary, the Operations Section would direct corrective actions, in cooperation with Miami-Dade County ESF #15
- On request of the Miami-Dade County EOC, the Operations Section, through ESF #6, would activate and staff the Point of Distribution in the City

- The Public Information Officer, through ESF #14 and the Opa-locka Citizens Information Center, would obtain and distribute information regarding assistance available to the City's disaster victims, including
 - The location, driving directions, materials available and hours of operation for the Point of Distribution for food, water, ice, tarps, and similar urgently needed materials
 - Contact information and telephone numbers for City, County, State or Volunteer agencies providing other types of assistance to disaster victims
 - The locations and driving directions for the nearest Disaster Recovery Center, if established by the State of Florida or the Federal government
 - State or Federal disaster assistance programs anticipated to be implemented and for which City agencies, City businesses, and/or its citizenry would be eligible
 - The Planning Section would finalize documentation regarding the response and recovery operations, including the City's assessed damages, operations conducted, communications logs, resource utilization information, personnel time, City expenditures, and similar documents. (If a Finance/Administration Section were established by the EOC Commander, the personnel time and City expenditures during response would be finalized by this group.)

5.4.5 Deactivation of Emergency Facilities

As short-term recovery actions are completed, the EOC Commander would direct the City's EOC staff to initiate deactivation of the EOC, as well as other City emergency facilities, if activated. The deactivation process would be adjusted to address the circumstances of the event and previous EOC staffing and operations. Deactivation could be staged as necessary, including de-escalation from Level 1 to Level 2 activation. This would be followed by complete deactivation of all ESFs, when appropriate, and return to Level 3 operations. Prior to completion of the deactivation process, the EOC Commander, with the cooperation of each Section Chief, will ensure the following actions occur:

- Defining the procedure and schedule for gathering, processing and archiving all documentation regarding the City's response and short-term recovery operations, including damage assessment information, operational logs, personnel time, and City expenditures
- Identifying the need for replacement, return, or repair of equipment and supplies utilized during the activation period, with assignment of responsibility to ensure that such actions take place
- Providing and encouraging access to critical incident stress debriefing services for all Emergency Organization staff members

- Ensuring notification of the Miami-Dade County EOC and/or Emergency Management Division, as well as, key facilities or organizations of the schedule for deactivation of the City EOC
- Returning the emergency facilities to their original, pre-activation condition
- The City Manager or designee, if indicated by the extent of the impacts within the City, will direct City personnel to implement long-term recovery and redevelopment actions

Within two weeks of the date of deactivation of the Emergency Organization, each Section Chief, the Safety Officer, the Liaison Officer and the Public Information Officer will complete and submit to the City's Emergency Management Coordinator, an "after action" report. Individual reports should summarize which emergency and recovery operations were successful and which were not, defining "lessons learned" from the event, and detailing recommendations for improvement.

Within four weeks of receipt of the Section Chief's reports, the Emergency Management Coordinator will prepare a consolidated after-action report and submit a draft to the EOC Commander and the Section Chiefs. This will be followed by a meeting to review and finalize the after-action report.

After finalization, the Emergency Management Coordinator, with the assistance of the City's Emergency Preparedness Team, will incorporate, as appropriate, action items from the final after-action report into the City's Emergency Preparedness Improvement Plan.

5.4.6 Long-term Recovery and Redevelopment

Long-term recovery operations for the City will vary with the characteristics of the event, the extent of the damage and the sectors of the community damaged, and the availability of state and/or Federal disaster relief programs. For the City, these operations would be managed and coordinated from the normally utilized offices of City personnel, or, if required by the scope of the needed operations, from a facility specifically designated for the City's long-term recovery and redevelopment efforts.

Long-term recovery operations for events which did not receive a gubernatorial or presidential disaster declaration would be supported only by funding and resources made available locally, e.g., from Miami-Dade County, the City, or volunteered donations. Under this circumstance, long-term recovery operations would be anticipated to be limited, and coordination by City personnel could include actions such as the following:

- Identification of the individuals, facilities, or sectors of the community impacted by the event and definition of their unmet needs
- Continuing solicitation and management of donated goods, services and funds to address the defined unmet needs
- Assisting disaster victims to access normally available social services programs to address unmet needs

- As feasible, facilitating interaction between owners and operators of damaged property, including local government entities, and insurance adjusters
- Ensuring that appropriate mitigation opportunities are identified and acted upon during the recovery process

If the event warranted a gubernatorial or presidential declaration of disaster, it can be anticipated that a range of disaster relief programs to support long-term recovery would be available. These programs could include but not be limited to:

- Programs available pursuant to the Stafford Act, including Public and Individual Assistance, as well as the Hazard Mitigation Grant Program
- Programs available through other Federal sources, such as Small Business Loans, programs of the Department of Housing and Urban Development, the Department of Agriculture and similar
- Special state or congressional appropriations specifically for recovery from the disaster

In the event long-term recovery operations are to be implemented by Opa-locka, the City Manager or designee will designate a staff member to serve as the City's long-term recovery coordinator. In the role, the coordinator would be responsible for actions including, but not necessarily limited to, the following:

- Serving as the City's liaison to the above-noted State and Federal programs
- Coordinating City agency participation in the Federal Public Assistance and Hazard Mitigation Program, and providing technical assistance in completing the necessary applications and certification forms
- Implementing or supporting efforts in public information and community relations to advertise the availability of and requirements for participation in state and Federal relief programs
- Identifying unmet needs to County, State and Federal agencies and actively pursuing funding to address these needs
- Facilitating interaction between County, state and Federal officials and the City's disaster victims
- Serving as the City's representative for implementation of Miami-Dade County's long-term recovery and redevelopment program
- Coordinating the development and approval of the City's own long-term recovery and redevelopment plan
- Advising the City Manager on the need for City approvals for actions such as:
 - Imposing a temporary building moratorium to allow for planning of the long-term recovery process
 - Seeking financial support for development and implementation of the long-term recovery plan

- Securing additional local agency staff for increased functions such as issuance, inspection, and enforcement of building permits
- Establishing mechanisms to seek and utilize community input to the development and implementation of the long-term recovery plan
- Cooperating with inter-jurisdictional coordination of long-term recovery and redevelopment efforts to avoid conflicting or inconsistent efforts
- Promoting redevelopment of less vulnerable structures by requiring incorporation of mitigation techniques into the land planning and reconstruction components of the long-term recovery plan
- Addressing the economic and social implications of the recovery and redevelopment process, striving to create redevelopment patterns that will have increased value for the economic vitality of the community and the quality of life of its citizens.

5.5 Coordination with Other Jurisdictions and Higher Levels of Government

This section defines the methods that Opa-locka will use to coordination with other jurisdictions and higher levels of government during major disasters when the City EOC has been activated and staffed. Following City EOC activation, all inter-jurisdictional coordination efforts would be through the City EOC.

If a disaster were limited in its impacts to the City and adjacent jurisdictions, coordination with other jurisdictions would be anticipated to involve primarily activation of mutual aid agreements and sharing of resources, along with exchange of situation reports. Coordination would be through the other jurisdictions' EOCs, if activated, or directly with the corresponding local agencies if not. Coordination under these conditions would be a shared responsibility between the City's Liaison Officer for general coordination, or the Operations Section Chief for activation of specific mutual aid agreements and/or mobilization of resources.

If a disaster affects a large area, affecting several or all of the jurisdictions in Miami-Dade County, it is expected that the County would activate its EOC. Upon activation of the County EOC, inter-jurisdictional coordination would be maintained in two general ways:

1. Directly with nearby jurisdictions' EOCs and emergency services agencies for the activation of existing mutual aid agreements and sharing of resources
2. Through the Miami-Dade County EOC for accessing additional resources not available through mutual aid agreements and for requesting assistance from higher levels of government, pursuant to F.S. Chapter 252.38

As noted above, responsibility for the direct coordination with other municipal EOCs for activation of mutual aid agreements and sharing of resources will be through the City's Liaison Officer and/or the Operations Section Chief.

For major disasters, coordination with the County EOC will normally occur in two ways.

1. Through the City's Liaison Officer, the City will staff a liaison position in the County EOC and will route requests for assistance and resource support from other jurisdictions and the County, as well as from state and Federal agencies, through this position
2. The EOC Commander or designee will participate directly in the County EOC's inter-jurisdictional coordination actions, such as conference telephone calls, policy meetings, and similar

For the largest and most complex disasters, it is anticipated that the County ESFs will be fully activated and may be coordinating specific operations directly with the impacted municipalities. Under such conditions, most or all of the City's ESF Branches would be activated and may become the point of contact for the County ESFs, if desired by the County.

5.6 Public Information

The City recognizes the importance of accurate and consistent public information at the time of a disaster. Therefore, the City's emergency operations include specific actions before, during, and after disasters to provide public information and emergency instructions to the public, businesses, and institutions within the jurisdiction.

Prior to disasters, during times of normalcy, the City will operate an ongoing public information program, in cooperation with the Miami-Dade County Emergency Management Division and the State of Florida. The City will post or link to emergency preparedness information on its website and will provide brochures and similar materials in public buildings. The Public Information Officer will be responsible for answering individual inquiries from the community regarding emergency preparedness.

Immediately prior to a disaster for which there is advance notice, e.g., a hurricane, a more proactive public information operation will be implemented by the City. Consistent with the type of event, the Assistant to the City Manager or designee will implement actions such as the following, in coordination with Miami-Dade County if indicated, to ensure the awareness of the situation:

- Issuing media releases regarding the event and planned City operations
- Contacting major facilities within the City
- Updating the City's website with links to current information

During and immediately following a disaster, the Assistant to the City Manager or designee, acting as the City's Public Information Officer, will provide continuing public information regarding the City's situation and emergency operations, in coordination with and/or through the Miami-Dade County's JIS and/or through a JIC, if activated. Actions during this period will prioritize operations considered the development and/or distribution of emergency information related to public health and safety. The City's Public Information Officer will also be responsible for management of public inquiries originating from within the City, and, as indicated, transferring such inquiries to the appropriate member of the City's Emergency Organization.

Following disaster events, the City's Public Information Officer will continue to ensure that needed public information is provided, in coordination with Miami-Dade County as indicated, regarding the event and the impact on the City, as well as descriptions of available programs for disaster victims and contact information. The Public Information Officer will also support and coordinate community outreach programs implemented in the City by county, state, and/or Federal personnel in the aftermath of federally declared disasters.

5.7 Miami-Dade County Satellite Municipalities

The main function of the EOC Municipal Branch is to coordinate information and collaborate with each other to ensure all response and recovery matters are addressed and resolved during an incident or disaster. The Municipal Branch consists of all municipalities classified either as a Divisional or Satellite EOC.

Once an EOC activation (Level II or Level I) has been ordered, representatives from the Divisional's must report to the Miami-Dade EOC. Each Divisional municipality is allowed one representative at the Miami-Dade EOC, per shift. This representative represents the interests of his/her Divisional and Satellite municipalities during any activation. Divisional municipalities may activate their EOCs before or in conjunction with Miami-Dade County, depending on how the event affects their municipalities. If the Divisional EOC is activated, Divisional's must advise Satellites about activation and offer them a seat at the Divisional EOC, if requested. As the incident develops, municipalities coordinate activities to meet the objectives specified in the IAP and relay all updates/important information from the Miami-Dade EOC and vice versa.

The City of Opa-locka serves as a Satellite EOC to the Hialeah Divisional EOC. Below is a list of roles and responsibilities for Satellite Municipalities during an EOC activation.

- Provide liaison for the municipality seat at the Divisional EOC, if required
- Serve as support agency for ESF 2, ESF 3, ESF 4, ESF 6, ESF 8, ESF 9, ESF 12 (Energy), ESF 14 and ESF 16, as applicable and depending on incident location (Table 1)
- Provide timely situation reports, via WebEOC, to the Divisional EOC regarding the Satellite EOC's response activities and essential elements of information
- Provide the Divisional EOC with appropriate updates
- Prioritize and find solutions to the problems by identifying and locating resources
- Network and collaborate with other agencies via chain of command
- Be familiar with WebEOC and the operations procedures of the EOC Municipal Branch
- Update the EOC Municipal Branch Board, via WebEOC, as deemed necessary

6 Administration and Logistics

This section defines the administrative and logistical actions that will be taken by the City to maintain the emergency preparedness program and the CEMP.

6.1 Plan Updating and Maintenance

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The City's Emergency Preparedness Team, under the direction of the City Manager and working through the City Commission, will be responsible for ensuring that the plan is reviewed and updated at least once annually, or after each major exercise or actual implementation of the plan, whichever is more frequent. All City departments will be responsible for participating in the plan review and updating. Every 4 years the CEMP shall undergo a major update and review followed by City Commission approval and adoption.

The annual review shall be conducted between March 1st and May 1st to ensure the plan is adjusted to changes that occur over time within the jurisdiction, such as the following:

- Changes in the risk profile of the jurisdiction
- Modification/growth of City's governmental organization, administration and capabilities for emergency response and disaster recovery
- Changes to facilities and locations that are designated as City emergency facilities
- Changes in state or Federal rules, regulations and standards applicable to municipal emergency preparedness

The City Manager or designee has the authority to modify the document as needed, as long as it does not change the scope of the document. Minor changes to the plan may be made via the "Record of Changes" page and distributed to plan holders.

Major changes that significantly alter operational concepts, assignment of responsibilities, or the location/type of designated emergency facilities will result in distribution of an entire copy, as modified.

6.2 Plan Distribution and Approval

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At a minimum, the City's Emergency Management Coordinator will ensure that a copy of the initial and subsequent updates of the City's CEMP will be provided to the following:

- Members of the City Commission
- The City Manager
- The Assistant City Manager
- The City Clerk
- All City Department Heads
- City EOC

The CEMP shall be made available to the following upon request:

- The Miami-Dade County Office of Emergency Management
- The Miami-Dade County Sheriff's Office
- The Florida Division of Emergency Management
- Any law enforcement agency in the State

Each City department head is responsible for further distribution of copies of the CEMP to specific departmental personnel, as indicated.

6.2.1 Plan Approval

The Emergency Preparedness Team shall review any minor or major changes submitted and approve either during a scheduled meeting, or through e-mail (if the situation warrants). Once approved, the updated plan will be distributed to the identified plan holders.

The CEMP will be formally adopted by the City Commission following each major change of the plan or at least every four years, whichever is more frequent.

6.3 Training

The training programs given in Opa-locka that are related to the CEMP and its implementation will address the following general program categories:

1. Training in the specific operating guides and protocols utilized by City agencies regarding their routine emergency services functions, e.g., law enforcement and public works
2. Implementation of any or all of these guides and protocols will also be necessary during activation of the City's CEMP
3. Training required by Local, State, or Federal rules and regulations. This category includes required profession-specific training, such as firefighter or law enforcement officer training, as well as training applicable to all categories of emergency personnel, e.g., training in NIMS and ICS; Response and/or EOC minimum training requirements are as follows:

- IS-100 – Intro. to Incident Command Systems
- IS-700 – NIMS, an Introduction
- IS-200 Basic Incident Command System for Initial Response

Recommended Response and/or EOC training is as follows:

- IS-800 National Response Framework, an Introduction
- G-300 Intermediate Incident Command System for Expanding Incidents
- G-400 Advanced Incident Command System Command & General Staff: Complex Incidents

4. Specific training in the implementation of the Opa-locka CEMP, including its associated operating guides, checklists, and similar supporting documentation

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Commented [TK76]: Are there any specific training requirements?

For the first category of training, individual department directors are responsible for ensuring the adequacy and completeness of the training. The Opa-locka Emergency Preparedness Team, under the direction of the City Manager, is responsible for ensuring that the training in the second and third category are provided to any City employees, volunteers for the City, and elected City officials that have assigned responsibilities for implementation of the CEMP. The City's Emergency Management Coordinator will provide assistance and guidance regarding the training necessary for implementation of the CEMP.

The director of each City department is responsible for ensuring that departmental employees have received the required training, and that newly hired employees receive training within 120 days from the date of hire. In addition, each City department entering into contracts with the private sector for on-scene emergency services will ensure that contract personnel have training required by state and Federal regulations.

Records of each individual's training will be maintained by the Human Resources Division and each City department director, and will be available during emergency operations, if needed, to ensure that individuals have been appropriately trained for their emergency assignments. For individuals not within a City department, their training records will be maintained by the City Manager's Office.

6.4 Personnel Classification and Certification

Under NIMS, preparedness is based on national standards for the classification, qualification, and certification of emergency response personnel. Uniform classification of emergency personnel enables outside organizations and agencies to recognize the skills and capabilities of individuals that are to be assigned emergency duties. Standards will help ensure that agencies' field personnel possess the minimum knowledge, skills, and experience necessary to execute incident management and emergency response activities safely and effectively. Standards typically include training, experience, credentialing, currency, and physical fitness. Therefore, it is necessary for Opa-locka to have credentialed its emergency response personnel in accordance with a standard measure of qualification and certification.

The City will utilize currently available and/or required state or Federal classification and certification programs to achieve this requirement. When additional Federal guidance becomes available regarding emergency response personnel classification and certification in accord with NIMS, the City will endeavor to respond appropriately.

Each department director is responsible for ensuring that each department employee assigned emergency duties is, if indicated, appropriately classified for those assignments and has any required certifications or licenses necessary. The department directors are also responsible for ensuring that documentation of employees' classification and certification are available to the City EOC to facilitate proper assignment of personnel.

Personnel classification information pursuant to NIMS is available in the Resource Definitions of the National Mutual Aid and Resource Management Initiative, issued by the Federal Emergency Management Agency. The State of Florida, through various agencies, also promulgates classification and certification requirements for personnel to be assigned emergency response duties.

In addition, following the final assessment of the jurisdiction's response and recovery capabilities, the City will utilize the National Incident Management Capability Assessment Tool (NIMCAST) to complete the documentation process. This tool is operated by the Federal government as a way to document that each jurisdiction in the nation is in conformance with the requirements of NIMS. The tool requests jurisdictions to affirmatively record that they have addressed each requirement and standard.

6.5 Documentation of Opa-locka Emergency Preparedness Capabilities

Similar to the classification and certification of personnel, NIMS is based on the concept that each level of government will accurately understand its capabilities to response to and recover from disasters. In this way, each higher level of government will more readily recognize a jurisdiction's capabilities and limitations and therefore the type and amount of assistance required during and after a disaster.

Pursuant to NIMS, the US Department of Homeland Security has issued the Target Capabilities List, which defines planning and performance standards for a wide variety of emergency preparedness and response functions.

Opa-locka will, upon issuance of applicable Federal requirements and guidance, appropriately utilize the planning and performance standards in the Target Capabilities List to define those capabilities the jurisdiction can adequately fulfill. Upon completion of this analysis, the City will advise the Miami-Dade County Emergency Management Division of the determination for subsequent use by County, state and Federal emergency response agencies.

6.6 Exercises and Exercise Evaluation

Opa-locka will, in accord with NIMS, develop and implement a program to routinely exercise the CEMP in order to maintain readiness for its implementation. The exercise program will be planned, coordinated, and implemented by the City's Emergency Preparedness Team, through the support and assistance of the City's Emergency Management Coordinator.

Exercises developed and conducted by the City will conform to applicable state and Federal requirements, including those promulgated by the US Department of Homeland Security in "Homeland Security Exercise and Evaluation Program". Adherence to this guidance is required for exercises utilizing Federal funding, and is recommended for the planning, implementation and evaluation of all types of exercises, regardless of funding.

Exercises of CEMP implementation will be conducted by the City at least annually, and will be designed to address a range of hazards known to threaten the jurisdiction. Actual implementation of the CEMP may be substituted for an exercise. Exercises may be of any type, including:

- Table-top or discussion-based exercises
- Functional exercises that examine one or more specific emergency operations
- Full field exercises involving activation of emergency facilities and deployment of personnel in simulated field operations

On a periodic basis, the annual City exercise of the CEMP will be implemented in association with countywide or regional exercises conducted by the Miami-Dade County Emergency Management Division and/or the State of Florida.

In all cases, every exercise will be followed by preparation of a written evaluation of the event. This evaluation will specifically identify any operational problem areas, training inadequacies, facility shortcomings, and resource limitations. The results of each exercise will be incorporated into the City's Preparedness Improvement Plan (See below).

6.7 Development of After-Action Reports

Following each actual implementation of the CEMP, through the City Manager and the City's Emergency Preparedness Team, an "after action" analysis will be conducted and a written after-action report prepared. This analysis and report will assess the effectiveness of the City's response to and recovery from the event, and will identify any operational problem areas, training inadequacies, facility shortcomings, and resource limitations made apparent by the event. These will be incorporated into the City's Preparedness Improvement Plan.

When indicated, the City will also cooperate with and participate in after action reports conducted by Miami-Dade County.

6.8 Development and Implementation of a Preparedness Improvement Plan

Through the coordination of the Opa-locka Emergency Preparedness Team, the City will develop, maintain, and implement a Preparedness Improvement Plan. This plan will identify all operational problem areas, training inadequacies, facility shortcomings, and resource limitations made apparent by previous exercises and after-action reports, and will define corrective actions needed. For each corrective action needed, it will also assign responsibility to a City department or official and establish a schedule for completion.

The City's Preparedness Improvement Plan will be adjusted annually to remove assigned corrective actions that have been completed, and to add newly recognized corrective actions based on recent experience. The City Manager or designee will have overall responsibility to ensure implementation of the Preparedness Improvement Plan, and will be assisted by the City's Emergency Management Coordinator.

7 Authorities and References

This section describes the authorities related to the development of the CEMP and that authorize its implementation when needed. The section also describes the references that were utilized to guide the content and format of the plan.

7.1 Authorities

Two categories of authorities are described in this section: those requiring preparation of the CEMP and those authorizing its implementation when needed. First, those promulgated by the State of Florida and the Federal government.

The principal requirements related to the preparation of the City's CEMP are F.S. Chapter 252 at the state level. Under Chapter 252.38(2), the City is authorized to prepare a CEMP that is consistent with that of Miami-Dade County and the State of Florida CEMP's. These, in turn are to be consistent with the NRP.

At the Federal level, NIMS requires each jurisdiction to have an emergency operations plan if they are to be eligible for Federal preparedness grants. Emergency preparedness programming and planning requirements for local governments are also expressed in NIMCAST. These were developed from the mandate contained in Homeland Security Presidential Directive No. 5 and Homeland Security Presidential Directive No. 8. In addition, the US Department of Homeland Security's "Homeland Security Exercise and Evaluation Program", represents a Federal requirement applicable to local emergency plan exercises receiving Federal funding.

The second authority is to implement the CEMP during time of need, and this stems directly from the approval of the plan by the City Commission, which authorizes its activation when needed, and delegates the authority for implementation of its provisions when necessary.

7.2 References

Several references were utilized in the preparation of the CEMP. These include, at the Federal level the following:

- The National Response Plan
- The National Preparedness Goal
- The National Preparedness Guidance
- The Interim National Infrastructure Protection Program
- The Core Capabilities List
- The National Incident Management Capability Assessment Tool
- The National Mutual Aid and Resource Management Initiative

8 Acronyms

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The following acronyms have been utilized in this document:

AC	Area Command
ACP	Area Command Post
AOBD	Air Operations Branch Director
AOR	Area of Responsibility
ARC	American Red Cross
AREP	Agency Representative
ASG	Air Support Group
ATC	Air Traffic Control
ATF	Bureau of Alcohol, Tobacco, Firearms and Explosives
CBIRF	Chemical/Biological Incident Response Force
CBRNE	Chemical, Biological, Radiological, Nuclear
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CISM	Critical Incident Stress Management
CPOD	County Point of Distribution
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DoD	Department of Defense
DOE	Department of Energy
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency

ERFOG	Emergency Responder Field Operating Guide
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOC	Field Operations Center
FOG	Field Operating Guide
FSC	Finance/Administration Section Chief
GIS	Geographic Information System
GSUL	Ground Support Unit Leader
HAZMAT	Hazardous Material
HEART	Home-based Emergency Assistance Relief Team
HHS	Department of Health & Human Services
HLSA	Homeland Security Act
HMRU	HAZMAT Response Unit
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IAW	In Accordance With
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ICS	Incident Command System
IMT	Incident Management Team
ITS	Information Technology Specialist
JIC	Joint Information Center
JIS	Joint Information System
LAN	Local Area Network
LMS	Local Mitigation Strategy

LNO	Liaison Officer
LSC	Logistics Section Chief
MAC	Multi-agency Coordination
MACS	Multi-agency Coordination System
MOU	Memorandum of Understanding
NAWAS	National Warning System
NEST	Nuclear Emergency Support Team
NG	National Guard
NGO	Non-Governmental Organizations
NIMCAST	National Incident Management Capability Assessment Tool
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NRF	National Response Framework
NRP	National Response Plan
OPSEC	Operations Security
OPSUM	Operational Summary
OSC	Operations Section Chief
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
PSC	Planning Section Chief
RFI	Request for Information
SAR	Search and Rescue
SBCCOM	Soldier and Biological Chemical Command
SCOEM	Miami-Dade County Office of Emergency Management
SITREP	Situation Report
SITREPs	Situation Reports

FOR OFFICIAL USE ONLY

City of Opa-locka

**Comprehensive Emergency
Management Plan**

SM	Security Manager
SNS	Strategic National Stockpile
SO	Safety Officer
TEU	U.S. Army Tech Escort Unit
TFL	Task Force Leader
TFR	Temporary Flight Restriction
UC	Unified Command
USC	United States Code
VIP	Very Important Person

9 Emergency Support Functions

Commented [TK78]: Update as EOC Structure information is confirmed.

9.1 ESF #1 - Transportation (Liaison Officer to the Miami-Dade County EOC)

ESF #1 activities are managed via the Miami-Dade County EOC and coordinated with the City through the City Liaison Officer

- Providing transportation support services for personnel during response and recovery operations.
- Transporting equipment and supplies needed by emergency personnel at the incident and/or to activated emergency facilities.
- Repairing and servicing vehicles used for emergency operations
- Providing evacuation assistance for residents that do not have other means of transportation.
- Coordinating emergency transportation services with local jurisdictions and the State of Florida during major disasters.
- Completing other transportation-related operations necessary to support the emergency organization and its functioning.

9.2 ESF #2 – Information Technology

- Providing voice, video, fax, and data transfer communications support services for the City's emergency organization and Emergency Operations Center (EOC) during response and recovery operations.
- Maintaining and/or repairing communications systems and equipment needed by emergency personnel at the scene of incidents and/or at activated emergency facilities.
- Ensuring or facilitating the interoperability of communications systems within the City, with adjacent jurisdictions and with Miami-Dade County.
- Coordinating support services from communications vendors needed by the City's Emergency Organization.
- Coordinating with commercial communications providers for restoration of public communications systems in the community.
- Coordinating emergency communications services and operations with Miami-Dade County and the State of Florida during major disasters.
- Completing any other communications-related operations necessary to support the City's emergency organization and its functioning.
- Providing GIS services.

9.3 ESF #3 - Public Works and Engineering

- Providing heavy equipment, specialized vehicles and skilled public works personnel to support the City's emergency response and disaster recovery operations.

- Opening priority roadways through debris removal efforts to ensure access to emergency facilities.
- Providing operations for critical infrastructure protection and restoration.
- Providing heavy equipment and operators to support other response and recovery operations such as search and rescue, stabilization of damaged buildings, etc.
- Managing and coordinating public works-related operations conducted for the City by contracted private sector providers.
- Manage the City's debris management program.
- Coordinating inter-jurisdictional public works response and recovery operations with Miami-Dade County and the State of Florida during major disasters.
- Complete damage assessment of public infrastructure and report to ESF #19.
- Completing other public works-related operations necessary to support the City's emergency organization and its functioning.

9.4 ESF #4 - Firefighting, ESF #8 - Health and Medical Services, ESF # 9 - Search and Rescue, ESF #10 - Hazardous Materials (Liaison Officer to the Miami-Dade County EOC)

ESF #4, #8, #9, and #10 activities are managed via the Miami-Dade County EOC and coordinated with the City through the City Liaison Officer.

- Fire prevention and suppression in the community and at activated emergency facilities.
- Management of casualties and preparation for transport to medical facilities.
- Search and rescue operations.
- Coordination of emergency response to hazardous materials incidents within the jurisdiction.

9.5 ESF #5 - Planning

- Gathering information from all City field operations for use in documenting the event and its impacts, and for planning City emergency response and disaster recovery operations.
- Using gathered information to routinely prepare two basic documents:
 - A proposed Incident Action Plan (IAP) for approval by the City's EOC Manager.
 - A situation report (SITREP) regarding the impact of the event on the City and the current status of City emergency response and disaster recovery operations.
- Assisting the City's Emergency Organization with coordination of mission assignments to the appropriate City ESF, as well as tracking operational status and/or completion of those assignments.
- Displaying and/or distributing current information in the City's Emergency Operations Center (EOC) regarding the disaster event and its impacts on the City, as well as the status of City response operations.

- Documenting the City's overall response and recovery operations.
- Exchanging information with the Miami-Dade County EOC and Miami-Dade County ESF #5, if activated, and/or the Miami-Dade County Emergency Management Division regarding the event and the City's situation.
- Coordinating all information gathering operations with Miami-Dade County and the State of Florida during major disasters.
- Completing other operations for information gathering and processing as necessary to support the City's Emergency Organization and its functioning.

9.6 ESF #6 - Mass Care (Liaison Officer to the Miami-Dade County EOC)

ESF #6 activities are managed via the Miami-Dade County EOC and coordinated with the City through the City Liaison Officer

- Activate, staff and operate a local "Point of Distribution" (POD) to provide food, water, ice and other supplies to disaster victims in Miami-Dade County.
- Provide for continuing coordination of Cooperation's for care of disaster victims with Miami-Dade County.

9.7 ESF #7 - Resources and Logistics

- Providing services to secure supplemental resources and services needed for the City's Emergency Organization at the time of a disaster.
- Procuring resources through the Miami-Dade County EOC, the State of Florida and Federal agencies.
- Providing assistance, when indicated, to adjacent municipalities in the provision and delivery of resources from the City pursuant to mutual aid arrangements.

9.8 ESF #11 - Food and Water

- Providing food and beverage support services for the City's emergency personnel during response and recovery operations.

9.9 ESF #12 - Utilities

- Providing services and operations to maintain the functioning of the City's stormwater, water and wastewater systems and facilities during disasters and/or to restore services as quickly and safety as feasible.
- Leading field operations for storm water and flood control.
- Assisting identified critical facilities within the City restore necessary utility services.
- Coordinating City emergency operations with those private sector utility services, e.g., electric utilities, being conducted within the jurisdiction.
- Coordinating City emergency operations with Miami-Dade County ESF #12 and the State of Florida during major disasters.

- Completing other utility-related operations necessary to support the City's emergency organization and its functioning.

9.10 ESF #13 – Military (Liaison Officer to the Miami-Dade County EOC)

ESF #13 activities are managed via the Miami-Dade County EOC and coordinated with the City through the City Liaison Officer.

9.11 ESF #14 - Community Information

- Providing community information support services for the City's designated Public Information Officer during response and recovery operations.
- Assisting with the preparation and delivery of emergency instructions to the City's residents and businesses necessary to protect public health and safety.
- Participating in the Joint Information System (JIS), if established by Miami-Dade County, for inter-jurisdictional coordination of the release of public information and emergency instructions; Ensuring City representation at a multi-jurisdictional Joint Information Center (JIC), if activated as a part the JIS.
- Establishing, staffing and operating a Altamonte Springs Community Information Center, as a telephone inquiry service for the residents and property owners of Altamonte Springs.
- Monitoring the response to the event by Altamonte Springs residents and taking actions to issue valid information to correct rumors and misinformation.
- Monitor, respond and push out social media messaging to the Altamonte Springs Community.

9.12 ESF #15 - Volunteers and Donations

- Coordinated by the COPS section within the Police Department in conjunction with the Miami-Dade County HEART.

9.13 ESF #16 - Law Enforcement

- Maintaining civil order, law enforcement and security within the City before, during and after a disaster.
- Providing security and law enforcement for the City's activated emergency facilities, as well as assisting with security services for at facilities activated within the City by Miami-Dade County and/or the State of Florida.
- Providing traffic management before, during and after disasters, especially to facilitate evacuation from areas of risk within the City and through the City from other jurisdictions.
- Serving as the City's local liaison to the leadership of the Florida National Guard if activated to the City; Coordinating the City's emergency operations with the Guard, as needed.

- Completing other law enforcement and security-related operations necessary to support the City's emergency organization and its functioning.

9.14 ESF #17 - Animal Protection (Liaison Officer to the Miami-Dade County EOC)

ESF #17 activities are managed via the Miami-Dade County EOC and coordinated with the City through the City Liaison Officer.

- Coordination of local resources in response to domestic pets, exotics, farm livestock, and wild animal care needs before, during and after a significant emergency.

9.15 ESF #18 - Business and Industry

- Assist in providing critical information to neighborhood businesses and various industries throughout the community during emergency events.

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO ESTABLISH AN ANNUAL GUN BUYBACK PROGRAM TO SUPPORT GUN VIOLENCE AWARENESS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, gun violence has plagued many communities for decades; and

WHEREAS, as an effort to continue to strive to remove guns from the City of Opa-Locka ("City"), an annual gun buyback program shall be established; and

WHEREAS, a gun buyback program is implemented to purchase privately owned firearms from residents without the risk of prosecution and typically provides an incentive for the seller; and

WHEREAS, it is recommended that Ten Thousand Dollars (\$10,000.00) be allocated to fund the buyback program; and

WHEREAS, the City Commission finds it is the best interest of the City to direct the Interim City Manager to establish an annual gun buyback program to support Gun Violence Awareness.

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 establish an annual gun buyback program to support Gun Violence Awareness.

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE

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

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



City of Opa-locka Agenda Cover Memo

City Manager:	Darvin Williams		CM Signature:		
Commission Meeting Date:	06.14.2023		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading 	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes 	No X
Funding Source: <i>Account#:</i>	<i>(Enter Fund & Dept)</i> EX: See Financial Impact Section		Advertising Requirement: <i>(Enter X in box)</i>	Yes 	No X
	Contract/P.O. Required: <i>(Enter X in box)</i>	Yes 	No X		
Strategic Plan Related <i>(Enter X in box)</i>	Yes X	No 	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☒ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
Sponsor Name	Mayor Taylor		Department:	City Commission	

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to establish an annual gun buyback program to support Gun Violence Awareness.

Staff Summary:

Gun violence has plagued many communities for decades. As an effort to continue to strive to remove guns from the community, an annual gun buyback program shall be established. A gun buyback program is implemented to purchase privately owned firearms from residents without the risk of prosecution and typically provides an incentive for the seller. Research reveals that conducting a gun buyback program helps to remove illegally sold weapons from circulation and can reduce gun violence.

Financial Impact – It is recommended that \$10,000 be allocated to fund the buyback program. Budget Amendment #4 will include a recommended a \$10,000 increase to the Police Department Operating Expense account to fund this program. It is also estimated that \$2,000 of overtime will be incurred in operating this program for a weekend. Police Overtime is also being increased as part of Budget Amendment #4. This program will be promoted through the City's marketing firm with no incremental expense.

Proposed Action:

It is recommended the City Commission approve the legislation directing the Interim City Manager to establish an annual gun buyback program in honor of Gun Violence Awareness.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO EXPLORE THE FEASIBILITY OF ENTERING INTO A MASTER JOINT PARTICIPATION AGREEMENT WITH MIAMI-DADE COUNTY TO CONDUCT CITYWIDE TRADE TRANSACTIONS FOR INFRASTRUCTURE FOR THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") desires to conduct citywide trade transactions for infrastructure for the City; and

WHEREAS, if and when Miami-Dade County performs underground work within the City, the City will be allowed to conduct any necessary infrastructure repairs in the respective area, simultaneously. This may limit or omit cases of re-opening work sites to complete infrastructure issues; and

WHEREAS, the City Commission finds it is the best interest of the City to direct the Interim City Manager to explore the feasibility of entering into a Master Joint Participation Agreement with Miami-Dade County to conduct Citywide trade transactions for infrastructure for the City.

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 explore the feasibility of entering into a Master Joint Participation Agreement with Miami-Dade County to conduct citywide trade transactions for infrastructure for the City.

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE

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

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

City Manager:	Darvin Williams		CM Signature:				
Commission Meeting Date:	06.14.2023		Item Type: (Enter X in box)	Resolution X	Ordinance	Other	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
			Public Hearing: (Enter X in box)	Yes	No	Yes	No
					X		
Funding Source: Account#:	(Enter Fund & Dept) Ex: NA		Advertising Requirement: (Enter X in box)	Yes		No X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☒ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
	X						
Sponsor Name	Mayor Taylor		Department:	City Commission			

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to explore the feasibility of the City of Opa-locka entering into a Master Joint Participation Agreement with Miami-Dade County for citywide trade transactions for infrastructure.

Staff Summary:

It is in the best interest of the City to explore the feasibility of entering into a Master Joint Participation Agreement with Miami-Dade County to conduct citywide trade transactions for infrastructure for the City of Opa-locka.

If Miami-Dade County is performing underground work in the city and there is a need for city infrastructure repairs in the area, the city will be allowed to make the necessary repairs at the same time as the county repairs. This may limit or omit cases of re-opening work sites to complete infrastructure issues.

Financial Impact – There is no financial impact associated with evaluating this program. A financial impact will be developed in conjunction with any proposals resulting from this evaluation.

Proposed Action:

It is recommended that the City Commission approve the legislation directing the Interim City Manager to explore the feasibility of the City of Opa-locka entering into a Master Joint Participation Agreement with Miami-Dade County.

Attachment:



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

City Manager:	Darvin Williams		CM Signature:				
Commission Meeting Date:	06.14.2023		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
			Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
					X		
Funding Source: <i>Account#:</i>	<i>(Enter Fund & Dept)</i> Ex: NA		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						X	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☒ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>			
	X						
Sponsor Name	Mayor Taylor		Department:	City Commission			

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to explore the feasibility of the City of Opa-locka entering into a Master Joint Participation Agreement with Miami-Dade County for citywide trade transactions for infrastructure.

Staff Summary:

It is in the best interest of the City to explore the feasibility of entering into a Master Joint Participation Agreement with Miami-Dade County to conduct citywide trade transactions for infrastructure for the City of Opa-locka.

If Miami-Dade County is performing underground work in the city and there is a need for city infrastructure repairs in the area, the city will be allowed to make the necessary repairs at the same time as the county repairs. This may limit or omit cases of re-opening work sites to complete infrastructure issues.

Financial Impact – There is no financial impact associated with evaluating this program. A financial impact will be developed in conjunction with any proposals resulting from this evaluation.

Proposed Action:

It is recommended that the City Commission approve the legislation directing the Interim City Manager to explore the feasibility of the City of Opa-locka entering into a Master Joint Participation Agreement with Miami-Dade County.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AMENDMENT #1 TO THE WW130300 LOAN AGREEMENT WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, RELATING TO THE STATE REVOLVING FUND (SRF) LOAN PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") and the State of Florida Department of Environmental Protection ("Department") entered into State Revolving Fund Loan Agreement, Number WW130300, authorizing a Loan amount of Five Hundred Twelve Thousand, Eight Hundred Six Dollars (\$512,806.00), excluding Capitalized Interest; and

WHEREAS, the Semiannual Loan Payment amount and Project costs need adjustment, which will reduce the amount borrowed by the City and reduce the Semiannual Loan Payment; and

WHEREAS, the Loan Service Fee is Ten Thousand Two Hundred Fifty-Six (\$10,256.00), and the capitalized Loan Service Fee interest is Twenty-Five Dollars and Sixty-Five Cents (\$25.65); and

WHEREAS, the total amount of the Loan is Five Hundred Thirty-Two Thousand, Nine Hundred Seventy-Seven Dollars and Eighty Cents (\$532,977.80). This consists of Five Hundred Twelve Thousand, Eight Hundred Six Dollars (\$512,806.00) disbursed to the Local Government, plus accrued Capitalized Interest of Nine Thousand, Eight Hundred Ninety Dollars and Fifteen Cents (\$9,890.15) and service fee charges of Ten Thousand, Two Hundred Eighty-One Dollars and Sixty-Five Cents (\$10,281.65).

WHEREAS, the total amount remaining to repay, which amount accounts for the Department's receipt of 12 semiannual Loan Payments, is Three Hundred Eighty-Seven Thousand, Two Hundred Fifty-Three Dollars and Thirty-Four Cents (\$387,253.34).

WHEREAS, the Semiannual Loan Payment amount, adjusted to account for repayments received to date, is hereby revised and shall be in the amount of Fifteen Thousand, Five Hundred Twenty-Four Dollars and Fifty-Four Cents (\$15,524.54). Such payments shall be received by the Department on January 15, 2023 and semiannually thereafter on July 15 and January 15 of each year until all amounts due hereunder have been fully paid; and

WHEREAS, the City Commission finds it is the best interest of the City to accept the terms of the amendment to the WW130300 Loan Agreement, 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 authorizes the Interim City Manager to execute Amendment 1 to the WW130300 Loan Agreement with the Florida Department of Environmental Protection, relating to the State Revolving Fund (SRF) Loan Program, 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**

Department Director:	Niema Walker		Department Director Signature:				
City Manager:	Darvin Williams		CM Signature:				
Commission Meeting Date:	06/14/2023		Item Type: (Enter X in box)	Resolution X	Ordinance	Other	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
	X		Public Hearing: (Enter X in box)	Yes	No	Yes	No
					X		X
Funding Source: Account# :	(Enter Fund & Dept) Ex: See Financial Impact Section		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☒ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
	X						
Sponsor Name	City Manager		Department:	City Manager			

Short Title:

A resolution authorizing the Interim City Manager to accept the proposed amendment to the WW130300 Loan Agreement with the Florida Department of Environmental Protection relating to the State Revolving Fund.

Staff Summary:

It is in the best interest of the City to seek Commission approval to amend the WW130300 Loan Agreement with the Florida Department of Environmental Protection, Relating to the State Revolving Fund. The amendment adjusts the project costs, reducing the amount borrowed by the City and reduces the semiannual loan payment.

Financial Impact: The amendment results in the reduction of the Water-Sewer Fund annual debt service by \$238.92 annually through July 15, 2036.



City of Opa-locka Agenda Cover Memo

Department Director:	Niema Walker		Department Director Signature:		
City Manager:	Darvin Williams		CM Signature:		
Commission Meeting Date: <i>(Enter X in box)</i>	06/14/2023		Item Type:	Resolution	Ordinance
			<i>(Enter X in box)</i>	X	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	
				2nd Reading	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No
Funding Source: <i>Account# :</i>	<i>(Enter Fund & Dept)</i> Ex: See Financial Impact Section		Advertising Requirement: <i>(Enter X in box)</i>	Yes	
				No	
				X	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☒ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
	X				
Sponsor Name	City Manager		Department:	City Manager	

Short Title:

A resolution authorizing the Interim City Manager to accept the proposed amendment to the WW130300 Loan Agreement with the Florida Department of Environmental Protection relating to the State Revolving Fund.

Staff Summary:

It is in the best interest of the City to seek Commission approval to amend the WW130300 Loan Agreement with the Florida Department of Environmental Protection, Relating to the State Revolving Fund. The amendment adjusts the project costs, reducing the amount borrowed by the City and reduces the semiannual loan payment.

Financial Impact: The amendment results in the reduction of the Water-Sewer Fund annual debt service by \$238.92 annually through July 15, 2036.

Proposed Action:

Staff recommends the adoption of the Resolution to authorize the Interim City Manager to execute an amendment to the WW130300 Loan Agreement to reduce the loan payments.

Attachment:

**STATE REVOLVING FUND
AMENDMENT 1 TO LOAN AGREEMENT WW130300
CITY OF OPA-LOCKA**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF OPA-LOCKA, FLORIDA, (Local Government) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Local Government shall be referred to as "Parties" or individually as "Party".

The Department and the Local Government entered into a State Revolving Fund Loan Agreement, Number WW130300, authorizing a Loan amount of \$512,806, excluding Capitalized Interest; and

The Semiannual Loan Payment amount and Project costs need adjustment; and

Certain provisions of the Agreement need to be revised.

The Parties hereto agree as follows:

1. The total amount awarded is \$512,806.
2. The Loan Service Fee is \$10,256.00, and the capitalized Loan Service Fee interest is \$25.65.
3. The total amount of the Loan is \$532,977.80. This consists of \$512,806.00 disbursed to the Local Government, plus accrued Capitalized Interest of \$9,890.15 and service fee charges of \$10,281.65.
4. The total amount remaining to repay, which amount accounts for the Department's receipt of 12 Semiannual Loan Payments, is \$387,253.34.
5. The Semiannual Loan Payment amount, adjusted to account for repayments received to date, is hereby revised and shall be in the amount of \$15,524.54. Such payments shall be received by the Department on January 15, 2023 and semiannually thereafter on July 15 and January 15 of each year until all amounts due hereunder have been fully paid.
6. Project Costs are revised as follows:

The Local Government and the Department acknowledge that changes in Project costs may occur as a result of an audit. Unless this Agreement is amended subsequent to an audit, the following Project disbursements shall be final.

CATEGORY	PROJECT COSTS (\$)
Planning Activities	512,806.00
Capitalized Interest	9,890.15
TOTAL (Loan Principal Amount)	522,696.15

7. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 1 to Loan Agreement WW130300 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this amendment to the Loan Agreement to be executed on its behalf by the Secretary or Designee and the Local Government has caused this amendment to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this amendment shall be as set forth below by the Department.

for
CITY OF OPA-LOCKA

City Manager

Attest:

Approved as to form and legal sufficiency:

City Clerk

City Attorney

SEAL

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date

**Florida State Revolving Fund
Amortization Schedule Report**

**Sponsor: Opa-Locka
Funding Number: CW-130300**

Loan Number	Payment #	Payment	Date	Rate	Principal	Interest	GAA Fees	Service Fee	SF Int	Total to Pay
CW-130300	1	\$15,644.00	Jan 15, 2017	0.815 %	\$11,618.02	\$2,012.99	\$2,012.99			\$511,078.13
	2	\$15,644.00	Jul 15, 2017	0.815 %	\$11,712.72	\$1,965.64	\$1,965.64			\$499,365.41
	3	\$15,644.00	Jan 15, 2018	0.815 %	\$1,526.53	\$1,917.91	\$1,917.91	\$10,256.00	\$25.65	\$497,838.88
	4	\$15,644.00	Jul 18, 2018	0.815 %	\$11,820.62	\$1,911.69	\$1,911.69			\$486,018.26
	5	\$15,644.00	Jan 15, 2019	0.815 %	\$11,916.96	\$1,863.52	\$1,863.52			\$474,101.30
	6	\$15,644.00	Jul 15, 2019	0.815 %	\$12,014.08	\$1,814.96	\$1,814.96			\$462,087.22
	7	\$15,644.00	Jan 15, 2020	0.815 %	\$12,112.00	\$1,766.00	\$1,766.00			\$449,975.22
	8	\$15,644.00	Jul 15, 2020	0.815 %	\$12,210.70	\$1,716.65	\$1,716.65			\$437,764.52
	9	\$15,644.00	Jan 15, 2021	0.815 %	\$12,310.22	\$1,666.89	\$1,666.89			\$425,454.30
	10	\$15,644.00	Jul 15, 2021	0.815 %	\$12,410.56	\$1,616.72	\$1,616.72			\$413,043.74
	11	\$15,644.00	Jan 15, 2022	0.815 %	\$12,511.70	\$1,566.15	\$1,566.15			\$400,532.04
	12	\$15,644.00	Jul 15, 2022	0.815 %	\$13,278.70	\$1,182.65	\$1,182.65			\$387,253.34
	13	\$15,524.54	Jan 15, 2023	0.815 %	\$12,368.42	\$1,578.06	\$1,578.06	\$0.00	\$0.00	\$374,884.92
	14	\$15,524.54	Jul 15, 2023	0.815 %	\$12,469.22	\$1,527.66	\$1,527.66	\$0.00	\$0.00	\$362,415.70
	15	\$15,524.54	Jan 15, 2024	0.815 %	\$12,570.86	\$1,476.84	\$1,476.84	\$0.00	\$0.00	\$349,844.84
	16	\$15,524.54	Jul 15, 2024	0.815 %	\$12,673.30	\$1,425.62	\$1,425.62	\$0.00	\$0.00	\$337,171.54
	17	\$15,524.54	Jan 15, 2025	0.815 %	\$12,776.60	\$1,373.97	\$1,373.97	\$0.00	\$0.00	\$324,394.94
	18	\$15,524.54	Jul 15, 2025	0.815 %	\$12,880.72	\$1,321.91	\$1,321.91	\$0.00	\$0.00	\$311,514.22
	19	\$15,524.54	Jan 15, 2026	0.815 %	\$12,985.70	\$1,269.42	\$1,269.42	\$0.00	\$0.00	\$298,528.52
	20	\$15,524.54	Jul 15, 2026	0.815 %	\$13,091.54	\$1,216.50	\$1,216.50	\$0.00	\$0.00	\$285,436.98
	21	\$15,524.54	Jan 15, 2027	0.815 %	\$13,198.22	\$1,163.16	\$1,163.16	\$0.00	\$0.00	\$272,238.76
	22	\$15,524.54	Jul 15, 2027	0.815 %	\$13,305.80	\$1,109.37	\$1,109.37	\$0.00	\$0.00	\$258,932.96
	23	\$15,524.54	Jan 15, 2028	0.815 %	\$13,414.24	\$1,055.15	\$1,055.15	\$0.00	\$0.00	\$245,518.72
	24	\$15,524.54	Jul 15, 2028	0.815 %	\$13,523.56	\$1,000.49	\$1,000.49	\$0.00	\$0.00	\$231,995.16
	25	\$15,524.54	Jan 15, 2029	0.815 %	\$13,633.78	\$945.38	\$945.38	\$0.00	\$0.00	\$218,361.38

**Florida State Revolving Fund
Amortization Schedule Report**

**Sponsor: Opa-Locka
Funding Number: CW-130300**

Loan Number	Payment #	Payment	Date	Rate	Principal	Interest	GAA Fees	Service Fee	SF Int	Total to Pay
CW-130300	26	\$15,524.54	Jul 15, 2029	0.815 %	\$13,744.90	\$889.82	\$889.82	\$0.00	\$0.00	\$204,616.48
	27	\$15,524.54	Jan 15, 2030	0.815 %	\$13,856.92	\$833.81	\$833.81	\$0.00	\$0.00	\$190,759.56
	28	\$15,524.54	Jul 15, 2030	0.815 %	\$13,969.84	\$777.35	\$777.35	\$0.00	\$0.00	\$176,789.72
	29	\$15,524.54	Jan 15, 2031	0.815 %	\$14,083.70	\$720.42	\$720.42	\$0.00	\$0.00	\$162,706.02
	30	\$15,524.54	Jul 15, 2031	0.815 %	\$14,198.48	\$663.03	\$663.03	\$0.00	\$0.00	\$148,507.54
	31	\$15,524.54	Jan 15, 2032	0.815 %	\$14,314.20	\$605.17	\$605.17	\$0.00	\$0.00	\$134,193.34
	32	\$15,524.54	Jul 15, 2032	0.815 %	\$14,430.86	\$546.84	\$546.84	\$0.00	\$0.00	\$119,762.48
	33	\$15,524.54	Jan 15, 2033	0.815 %	\$14,548.48	\$488.03	\$488.03	\$0.00	\$0.00	\$105,214.00
	34	\$15,524.54	Jul 15, 2033	0.815 %	\$14,667.04	\$428.75	\$428.75	\$0.00	\$0.00	\$90,546.96
	35	\$15,524.54	Jan 15, 2034	0.815 %	\$14,786.58	\$368.98	\$368.98	\$0.00	\$0.00	\$75,760.38
	36	\$15,524.54	Jul 15, 2034	0.815 %	\$14,907.10	\$308.72	\$308.72	\$0.00	\$0.00	\$60,853.28
	37	\$15,524.54	Jan 15, 2035	0.815 %	\$15,028.58	\$247.98	\$247.98	\$0.00	\$0.00	\$45,824.70
	38	\$15,524.54	Jul 15, 2035	0.815 %	\$15,151.06	\$186.74	\$186.74	\$0.00	\$0.00	\$30,673.64
	39	\$15,524.54	Jan 15, 2036	0.815 %	\$15,274.54	\$125.00	\$125.00	\$0.00	\$0.00	\$15,399.10
	40	\$15,524.60	Jul 15, 2036	0.815 %	\$15,399.10	\$62.75	\$62.75	\$0.00	\$0.00	\$0.00
CW-130300 Totals							\$44,718.69	\$10,256.00	\$25.65	

Combined	Date	Payment #	Payment	Principal	Interest	GAA Fees	Service Fee	SF Int	Left To Pay
	1/15/2017	1	\$15,644.00	\$11,618.02	\$2,012.99	\$2,012.99			\$511,078.13
	7/15/2017	2	\$15,644.00	\$11,712.72	\$1,965.64	\$1,965.64			\$499,365.41
	1/15/2018	3	\$15,644.00	\$1,526.53	\$1,917.91	\$1,917.91	\$10,256.00	\$25.65	\$497,838.88
	7/18/2018	4	\$15,644.00	\$11,820.62	\$1,911.69	\$1,911.69			\$486,018.26
	1/15/2019	5	\$15,644.00	\$11,916.96	\$1,863.52	\$1,863.52			\$474,101.30

Florida State Revolving Fund Amortization Schedule Report

Sponsor: Opa-Locka
Funding Number: CW-130300

Combined	Date	Payment #	Payment	Principal	Interest	GAA Fees	Service Fee	SF Int	Left To Pay
	7/15/2019	6	\$15,644.00	\$12,014.08	\$1,814.96	\$1,814.96			\$462,087.22
	1/15/2020	7	\$15,644.00	\$12,112.00	\$1,766.00	\$1,766.00			\$449,975.22
	7/15/2020	8	\$15,644.00	\$12,210.70	\$1,716.65	\$1,716.65			\$437,764.52
	1/15/2021	9	\$15,644.00	\$12,310.22	\$1,666.89	\$1,666.89			\$425,454.30
	7/15/2021	10	\$15,644.00	\$12,410.56	\$1,616.72	\$1,616.72			\$413,043.74
	1/15/2022	11	\$15,644.00	\$12,511.70	\$1,566.15	\$1,566.15			\$400,532.04
	7/15/2022	12	\$15,644.00	\$13,278.70	\$1,182.65	\$1,182.65			\$387,253.34
	1/15/2023	13	\$15,524.54	\$12,368.42	\$1,578.06	\$1,578.06	\$0.00	\$0.00	\$374,884.92
	7/15/2023	14	\$15,524.54	\$12,469.22	\$1,527.66	\$1,527.66	\$0.00	\$0.00	\$362,415.70
	1/15/2024	15	\$15,524.54	\$12,570.86	\$1,476.84	\$1,476.84	\$0.00	\$0.00	\$349,844.84
	7/15/2024	16	\$15,524.54	\$12,673.30	\$1,425.62	\$1,425.62	\$0.00	\$0.00	\$337,171.54
	1/15/2025	17	\$15,524.54	\$12,776.60	\$1,373.97	\$1,373.97	\$0.00	\$0.00	\$324,394.94
	7/15/2025	18	\$15,524.54	\$12,880.72	\$1,321.91	\$1,321.91	\$0.00	\$0.00	\$311,514.22
	1/15/2026	19	\$15,524.54	\$12,985.70	\$1,269.42	\$1,269.42	\$0.00	\$0.00	\$298,528.52
	7/15/2026	20	\$15,524.54	\$13,091.54	\$1,216.50	\$1,216.50	\$0.00	\$0.00	\$285,436.98
	1/15/2027	21	\$15,524.54	\$13,198.22	\$1,163.16	\$1,163.16	\$0.00	\$0.00	\$272,238.76
	7/15/2027	22	\$15,524.54	\$13,305.80	\$1,109.37	\$1,109.37	\$0.00	\$0.00	\$258,932.96
	1/15/2028	23	\$15,524.54	\$13,414.24	\$1,055.15	\$1,055.15	\$0.00	\$0.00	\$245,518.72

Florida State Revolving Fund Amortization Schedule Report

Sponsor: Opa-Locka
Funding Number: CW-130300

Combined	Date	Payment #	Payment	Principal	Interest	GAA Fees	Service Fee	SF Int	Left To Pay
	7/15/2028	24	\$15,524.54	\$13,523.56	\$1,000.49	\$1,000.49	\$0.00	\$0.00	\$231,995.16
	1/15/2029	25	\$15,524.54	\$13,633.78	\$945.38	\$945.38	\$0.00	\$0.00	\$218,361.38
	7/15/2029	26	\$15,524.54	\$13,744.90	\$889.82	\$889.82	\$0.00	\$0.00	\$204,616.48
	1/15/2030	27	\$15,524.54	\$13,856.92	\$833.81	\$833.81	\$0.00	\$0.00	\$190,759.56
	7/15/2030	28	\$15,524.54	\$13,969.84	\$777.35	\$777.35	\$0.00	\$0.00	\$176,789.72
	1/15/2031	29	\$15,524.54	\$14,083.70	\$720.42	\$720.42	\$0.00	\$0.00	\$162,706.02
	7/15/2031	30	\$15,524.54	\$14,198.48	\$663.03	\$663.03	\$0.00	\$0.00	\$148,507.54
	1/15/2032	31	\$15,524.54	\$14,314.20	\$605.17	\$605.17	\$0.00	\$0.00	\$134,193.34
	7/15/2032	32	\$15,524.54	\$14,430.86	\$546.84	\$546.84	\$0.00	\$0.00	\$119,762.48
	1/15/2033	33	\$15,524.54	\$14,548.48	\$488.03	\$488.03	\$0.00	\$0.00	\$105,214.00
	7/15/2033	34	\$15,524.54	\$14,667.04	\$428.75	\$428.75	\$0.00	\$0.00	\$90,546.96
	1/15/2034	35	\$15,524.54	\$14,786.58	\$368.98	\$368.98	\$0.00	\$0.00	\$75,760.38
	7/15/2034	36	\$15,524.54	\$14,907.10	\$308.72	\$308.72	\$0.00	\$0.00	\$60,853.28
	1/15/2035	37	\$15,524.54	\$15,028.58	\$247.98	\$247.98	\$0.00	\$0.00	\$45,824.70
	7/15/2035	38	\$15,524.54	\$15,151.06	\$186.74	\$186.74	\$0.00	\$0.00	\$30,673.64
	1/15/2036	39	\$15,524.54	\$15,274.54	\$125.00	\$125.00	\$0.00	\$0.00	\$15,399.10
	7/15/2036	40	\$15,524.60	\$15,399.10	\$62.75	\$62.75			\$0.00
	Total		\$622,415.18	\$522,696.15	\$44,718.69	\$44,718.69	\$10,256.00	\$25.65	

RESOLUTION NO. 23-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RESCINDING RESOLUTION 22-040 AND ACCEPTING THE PROPOSAL OF PROPERTY REGISTRATION CHAMPIONS, LLC D/B/A PROCHAMPS FOR VACANT/ABANDONED/FORECLOSED PROPERTY MANAGEMENT SERVICES, WITHIN THE CITY, PURSUANT TO RFP NO. 22-0906200 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY-FIVE DOLLARS (\$125.00) PER PROPERTY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 4, 2022, the City of Opa-Locka ("City") published Request for Proposals (RFP) 22-0906200 for Vacant/Abandoned/Foreclosed Property Management Services, within the City; and

WHEREAS, one (1) sealed proposal was received by the City Clerk's Office and certified by the City Clerk on September 7, 2022; and

WHEREAS, the Interim City Manager reviewed the proposal and recommended the selection of Property Registration Champions, LLC. d/b/a PROCHAMPS; and

WHEREAS, the services to be provided are summarized as follows: 1) Identify Foreclosed Properties; 2) Monitor and Regulate Foreclosed Properties; 3) Support City in the Management of Foreclosed Properties; 4) Train City Staff in the Management of Foreclosed Properties; 5) Conduct Regular Program Status Reviews; and

WHEREAS, the City Commission finds that rescinding Resolution 22-040 and acceptance of Property Registration Champions, LLC. d/b/a PROCHAMPS' proposal for Vacant/Abandoned/Foreclosed Property Management Services, within the City and entering into an agreement with said company following the implementation of an ordinance for same, is in the best interest of the City of Opa-Locka and its residents.

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

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

SECTION 2. The City Commission of the City of Opa-Locka, Florida hereby accepts the proposal of Property Registration Champions, LLC. d/b/a PROCHAMPS, relating to Request for Proposals (RFP) 22-0906200, for Vacant/Abandoned/Foreclosed Property Management Services, within the City, and authorizes the City Manager to enter into an

agreement with Property Registration Champions, LLC. d/b/a PROCHAMPS, attached hereto as composite Exhibit "A", for same, in an amount not to exceed One Hundred Twenty-Five Hundred Dollars (\$125.00) per property.

SECTION 3. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager following review by the City Attorney and without need of public hearing, by filing a corrected copy of same with the City.

SECTION 4. This Resolution shall take effect upon 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)

**AGREEMENT BETWEEN
CITY OF OPA-LOCKA, FLORIDA
AND
PROPERTY REGISTRATION CHAMPIONS, LLC**

This Agreement is made as of this ____ day of _____, 2023 (“Effective Date”) by and between Property Registration Champions, LLC, dba PROCHAMPS, a Florida limited liability company, with offices at 6300 North Wickham Road Suite 130-172, Melbourne, FL 32940 (“PRC”), and City of Opa-locka, a Florida municipal corporation, with an address at 780 Fisherman Street, Opa-Locka, FL 33054 (“CITY”).

WITNESSETH:

WHEREAS, because of an overwhelming number of mortgage foreclosures on residential and commercial properties that are in violation of Property Registration Resolution #22-040 passed on October 5, 2022, (the “Resolution”) the care of neglected properties is becoming a health and welfare issue in the City of Opa-Locka (“CITY”); and

WHEREAS, in order to promptly and efficiently address the issues related to the maintenance of foreclosed residential and commercial properties; the CITY adopted the Resolution #22-040, however, there was a need for the City to enhance its efforts by seeking Property Management Services and the CITY issued Request for Proposals (“RFP”) #22-0906200;

WHEREAS, on August 4, 2022, the City published RFP #22-0906200 for Vacant/Abandoned/Foreclosed Property Management Services located within the CITY; and

WHEREAS, one (1) sealed proposal was received by the City Clerk’s Office and certified by the City Clerk on September 7, 2022; and

WHEREAS, the Interim City Manager reviewed the response to the proposal and recommended the selection of Property Registration Champions, LLC. d/b/a PROCHAMPS; and

WHEREAS, the services to be pursuant to this Agreement are summarized as follows: 1) Identify Foreclosed Properties; 2) Monitor and Regulate Foreclosed Properties; 3) Support City in the Management of Foreclosed Properties; 4) Train City Staff in the Management of Foreclosed Properties; 5) Conduct Regular Program Status Reviews; and

WHEREAS, the parties desire to enter into this Agreement pertaining to the registration of vacant, abandoned, and foreclosed properties (“Properties”), so that the CITY can properly address violations; and

WHEREAS, among other things, PRC will provide an electronic registration process that is cost-free and revenue neutral for the CITY; and

WHEREAS, PRC shall also provide CITY with administrative Payment Assistance Services (“PAS”) if requested by the CITY to facilitate payment of late fees, charges, fines and penalties as defined under the applicable a CITY Ordinance.

**AGREEMENT BETWEEN
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PROPERTY REGISTRATION CHAMPIONS, LLC**

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for other valuable consideration received, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows.

1. PRC RESPONSIBILITIES.

- a. PRC will cite the CITY's Ordinance to mortgagees and proactively contact those who file a public notice of default, lis pendens, or any foreclosure action, take title to real property via foreclosure or other legal means in accordance with the Key Policy Requirements as outlined in Exhibit "A". PRC will electronically provide for registration of Properties in violation of Ordinance.
- b. PRC will pay for the expenses, administrative costs and fees related to registration of Properties, except as provided in 1(c). PRC will monitor publicly recorded foreclosure filings for properties located within the jurisdictional area of the CITY, as well as utility data and any other data available to PRC. PRC will review and confirm the obligation to register properties pursuant to the applicable Ordinance. PRC will monitor any changes to the obligation to register.
- c. PRC will charge a fee ("Fee") as directed by the CITY to each registering party ("Registrant") to register all mortgagees and/or owners who comply with the Ordinance. PRC shall retain one hundred dollars twenty-five (\$125.00) of each collected Fee and remit the balance to the CITY. PRC shall forward payment of the CITY's portion of the Fee to the CITY's finance department no later than the fifteenth (15th) day of the following month. Should there be a fee required for public/official record data acquisition integral to the performance of the scope of work required under the terms and provisions of this contract, those charges shall be deducted from the remittance for the actual costs of said charges or subscriptions. If said charges or subscription fees are for the entire county, the fee shall be divided equally between all the communities partnered with PRC within the county at that time. If there is a change in the number of communities partnered with PRC in the county, during the contract period, the county public record access fee will be adjusted accordingly to maintain an even cost sharing by all communities within the county.
- d. In the event the CITY's Ordinance requires payment of late fees as part of the registration requirements, PRC shall collect all applicable late fees, retaining twenty percent (20%) of the fee, and remit the balance to the CITY pursuant to the monthly remittance schedule. All fees related shall be taken out of the CITY's remittance provided in 1(c). PRC shall also provide PAS to facilitate collection of any additional late fees, charges, fines and penalties due to the CITY under the Ordinance and undertake to provide qualified attorney representation, at no cost to CITY, as may be required under the Ordinance or the relevant regulatory authority in the CITY pursuant to this Agreement with PRC. For the purposes of clarity, both

**AGREEMENT BETWEEN
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Parties understand that legal representation is not required for any PAS or the administration of the registration process. Only in the event that judicial proceedings shall be necessary after the conclusion of all PAS may a qualified attorney, at no cost to CITY, be engaged by PRC or the administrative group engaged by PRC for the sole purpose of that judicial matter. The CITY delegates to PRC the authority to negotiate directly with Registrants or responsible parties on behalf of CITY for the payment of registration fees, charges, fines and penalties due to the CITY under the Ordinance for registration obligations that have ended with a balance due.

- e. PRC agrees to provide a website for the registration of the Properties in order to enable compliance with the CITY's ordinances. The website will direct Registrants to a hyperlink, www.PROCHAMPS.com. The website found at www.PROCHAMPS.com will automatically allow lenders and/or responsible parties to comply with the CITY's property registration codes.
- f. PRC agrees to provide courtesy renewal reminder notices to the Registrant for each renewal period after the Registrant has registered. Said notices shall be sent no sooner than thirty (30) days prior to the renewal date but no later than thirty (30) days after the renewal date. Failure to provide the notice does not relieve the Registrant of the duty to pay.
- g. PRC responsibilities will commence on the Effective Date of this agreement.

2. INDEMNIFICATION.

- a. **INDEMNIFICATION BY PRC.** PRC shall defend, indemnify, and hold harmless the CITY and its officers, employees, and agents, from and against all losses, expenses (including attorneys' fees), damages, and liabilities of any kind resulting from or arising out of a breach of this Agreement by PRC and/or PRC's performance hereunder.
- b. Nothing contained herein shall be construed or interpreted as consent by the City to be sued, nor as a waiver of sovereign immunity beyond the limits provided in section 768.28, Florida Statutes.

3. TERM and TERMINATION. This Agreement shall terminate one (1) year from the Effective Date. This Agreement allows for two (2) additional one-year renewals upon agreement of the parties and subject to the City Commission approval.

- a. **TERMINATION FOR DEFAULT.** In the event that either party (the "Defaulting Party") shall breach or fail to comply with any provision of this Agreement and such breach or failure shall continue for a period of thirty (30) days after the giving of written notice to the Defaulting Party, such other party may terminate this

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Agreement immediately providing written notice of such termination to the Defaulting Party.

- b. **TERMINATION FOR INSOLVENCY.** This Agreement may be terminated by the CITY in the event of the insolvency of PRC or the commencement by or against the PRC of any case or proceeding under any bankruptcy, reorganization, insolvency or moratorium law or any other law or laws for the relief of debtors or the appointment of any receiver, trustee or assignee to take possession of the properties of the PRC, unless such petition or appointment is set aside or withdrawn or ceases to be in effect within thirty (30) days from the date of said commencement or appointment or the liquidation or dissolution of the PRC.
 - c. **TERMINATION FOR CONVENIENCE.** This Agreement may be terminated by the CITY for convenience, upon thirty (30) days written notice by the CITY to PRC in which event the PRC shall be paid its compensation for services performed to termination date. In the event that the PRC abandons this Agreement or causes it to be terminated, it shall indemnify the CITY against any loss pertaining to this termination up to a maximum of the full contracted fee amount. All finished or unfinished documents, data, studies, plans, surveys, and reports prepared by PRC shall become the property of CITY and shall be delivered by PRC to CITY.
4. **CONTRACT DOCUMENTS.** The following list of documents which are attached hereto as exhibits to this Agreement shall be incorporated into this Agreement, as if fully set forth herein by reference:

a. Key Policy Requirements

a. CITY Ordinance No. 23-_____,

entitled "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA AMENDING CHAPTER 14 , OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES, ENTITLED "NUISANCES" CREATING NEW SECTION 14-13(1) AND SUBSEQUENT NUMERICAL SECTIONS TO BE ENTITLED "REGISTRATION OF FORECLOSURE MORTGAGED PROPERTIES"; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY; PROVIDING FOR REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGAEES; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS THE REGULATION, LIMITATION AND REDUCTION OF REGISTRABLE REAL PROPERTY WITHIN THE CITY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.",

dated: June 14, 2023 _____.

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5. **INSURANCE.** Prior to commencing any services PRC shall provide proof of insurance coverage as required hereunder. Such insurance policy(s) shall be issued by the United States Treasury or insurance carriers approved and authorized to do business in the State of Florida, and who must have a rating of no less than “excellent” by A.M. Best or as mutually agreed upon by the CITY and PRC. All such insurance policies may not be modified or terminated without the express written authorization of the CITY.

Type of Coverage	Amount of Coverage
Professional liability	\$1,000,000 per occurrence
Errors and Omissions	
Commercial general liability	\$1, 000,000 per occurrence
(Products/completed operations Contractual, insurance broad form property, Independent Consultant, personal injury)	\$2,000,000 annual aggregate
Automobile (owned, non-owned, & hired)	\$1,000,000 single limits
Worker's Compensation	\$ statutory limits

The commercial general liability and excess liability policies will name the CITY as an additional insured and proof of all insurance coverage shall be furnished to the CITY by way of an endorsement to same of certificate of insurance prior to the insurance of the type, amount and classification as required by strict compliance with this liability and obligations under this Agreement.

6. **OWNERSHIP AND USE OF DOCUMENTS.** All information collected by PRC from registering parties in connection with the registration of a property pursuant to this Agreement shall be the property of the CITY, and shall be provided to CITY upon request. PRC shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with PRC’s endeavors.
7. **AUDIT, INSPECTION RIGHTS, AND RETENTION OF RECORDS.** PRC shall maintain records pertaining to this agreement for a period of three years (3) from final payment. Such records shall be subject to audit by the CITY on reasonable advanced, written notice. The audit shall be conducted at the premises of the CITY on business days only and during normal working hours. PRC shall comply with all Florida Public Records Act (Chapter 119, Florida Statutes) requirements.

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8. **INDEPENDENT CONTRACTOR.** This Agreement creates no relationship of joint venture, partnership, limited partnership, agency, or employer-employee between the parties, and the parties acknowledge that no other facts or relations exist that would create any such relationship between them. Neither party has any right or authority to assume or create any obligation or responsibility on behalf of the other party except as provided by written instrument signed by both parties.
9. **NOTICES.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, hand delivery or facsimile transmission with receipt of delivery, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. Notice shall be deemed to have been given upon receipt. For the present, PRC and the CITY designate the following as the respective places for giving of notice:

CITY: City of Opa-Locka
 780 Fisherman Street
 Opa-Locka, FL 33054
 Telephone No. (305) 953-2868
 Attention: City Manager

Copy to:
Burnadette Norris-Weeks, City Attorney
Burnadette Norris-Weeks, P.A.
401 North Avenue of the Arts
Fort Lauderdale, Florida 33311

PRC: Douglas Shumway
 6300 North Wickham Road, Suite 130-172
 Melbourne, FL 32940

Copy to: Stephen Arpaia, General Counsel
 6300 North Wickham Road Suite 130-172
 Melbourne, FL 32940
 Telephone No. (321) 421-6639
 Facsimile No. (321) 396-7776

10. AMENDMENTS.

- a. **AMENDMENTS TO AGREEMENT.** It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

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- b. **AMENDMENT OF FEES.** In the event there are amendments to the Fees, PRC will apply the fee that was in place for the registration period in question.
 - c. **AMENDMENT OF ORDINANCE.** In the event there is a change to the ordinance, via an amendment or a resolution, it is the responsibility of the CITY to provide the approved ordinance amendment or resolution to PRC within seven (7) business days along with all supporting documents specific to the publication process within the CITY.
11. **ORDINANCE VIOLATION DATA.** Whenever the CITY becomes aware of one or more ordinance violations upon a property registered pursuant to this Agreement, the CITY shall report the violation(s) to PRC, which shall maintain a record of all reported violations upon the property, in addition to data PRC maintains pursuant to this Agreement.
12. **PUBLICITY.** PRC may include CITY's name and general case study information within PRC's marketing materials and website.
13. **CITY LOGO.** CITY shall provide the CITY's logo to PRC for the purposes as set forth in 1(a).
14. **FORCE MAJEURE.** Neither party to this Agreement shall be responsible for any delays or failure to perform any provision of this Agreement (other than payment obligations) due to acts of God, strikes or other disturbances, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, or other causes beyond the control of such party.
15. **LIMITATION OF LIABILITY.** NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY LOSS OF PROFITS, REVENUE, DATA, OR DATA USE.
16. **BINDING AUTHORITY.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.
17. **LAWS AND ORDINANCES.** PRC shall observe all laws and ordinances of the CITY, county, state, federal or other public agencies directly relating to the operations being conducted pursuant to this Agreement.
18. **EQUAL EMPLOYMENT OPPORTUNITY.** In the performance of this Agreement, PRC shall not discriminate against any firm, employee or applicant for employment or any other firm or individual in providing services because of sex, age, race, color, religion, ancestry or national origin.

**AGREEMENT BETWEEN
CITY OF OPA-LOCKA, FLORIDA
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19. **WAIVER.** Any failure by CITY to require strict compliance with any provision of this Agreement shall not be construed as a waiver of such provision, and CITY may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.
20. **SEVERABILITY.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.
21. **PUBLIC ENTITY CRIMES.** PRC acknowledges and agrees that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier or sub-contractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list. The PRC will advise the CITY immediately if it becomes aware of any violation of this statute.
22. **PUBLIC RECORDS.** The PRC shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the CITY as provided under section 119.011 (2), Florida Statutes, specifically agrees to:
- (a) Keep and maintain public records required by the CITY to perform the services.
 - (b) Upon receipt from the CITY's custodian of public records or designee, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law or the duration of this Agreement and following completion of this Agreement if the PRC does not transfer the records to the CITY.
 - (d) Upon completion of this Agreement, transfer, at no cost to the CITY all public records in possession of the PRC or keep and maintain public records required by the CITY to perform the service. If the PRC transfers all public records to the CITY upon completion of the Agreement, the PRC shall destroy any duplicate public records that are exempt or confidential or exempt from public records disclosure requirements. If the PRC keeps and maintains public records

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AND
PROPERTY REGISTRATION CHAMPIONS, LLC**

upon completion of the Agreement, the PRC shall meet all applicable requirements for the remaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records or designee, in a format that is compatible with the information technology systems of the CITY.

IF THE PRC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PRC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS OR DESIGNEE AT THE CITY OF OPA-LOCKA, ATTN: JOANNA FLORES AT (305) 953-2800, jflores@opalockafl.gov, 780 FISHERMAN STREET, OPA-LOCKA, FL 33054.

23. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Florida with venue lying in Miami-Dade County, Florida.
24. **ATTORNEY'S FEES AND COSTS.** In the event of a dispute arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, and costs, including fees incurred at all pretrial, trial and appellate levels.
25. **ENTIRE AGREEMENT.** This Agreement represents the entire and integrated agreement between the CITY and the PRC and supersedes all prior negotiations, representations or agreements, either written or oral.

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**AGREEMENT BETWEEN
CITY OF OPA-LOCKA, FLORIDA
AND
PROPERTY REGISTRATION CHAMPIONS, LLC**

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year first above written.

CITY OF OPA-LOCKA, FLORIDA

Date: _____

Name, Title

PROPERTY REGISTRATION CHAMPIONS, LLC

Property Registration Champions, LLC
6300 North Wickham Road Suite 130-172
Melbourne, FL 32940

Date: _____

**AGREEMENT BETWEEN
CITY OF OPA-LOCKA, FLORIDA
AND
PROPERTY REGISTRATION CHAMPIONS, LLC**

Exhibit “A”

Key Policy Requirements

Foreclosure:

Ordinance No.

Registration Fee	\$500
Late Fee	Recurring 10% of Registration and Renewal Fee every 30 days
Registration Triggers	- Post-Filing (NOD ⁱ /LP ⁱⁱ), Occupied or Vacant - REO ⁱⁱⁱ , Occupied or Vacant
Renewal	6 months
Org Exemptions	Governmental entities and HOAs
Property Exemptions	N/A
Refund Policy	A non-refundable semi-annual registration and renewal fee per the ordinance
OMT Transfer	Report change of info within 10 days. Transferee is responsible for any and all previous unpaid fees, fines, and penalties.
Effective Date for Registrations	

ⁱ NOD – Notice of Default

ⁱⁱ LP – Lis Pendens

ⁱⁱⁱ REO – Real Estate Owned

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

ORDINANCE NO. 23-~~XXX~~

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, FL adopted its 2022-2023 Fiscal Year General, Proprietary and Special Revenue Funds budgets by passage of Ordinance 22-17, amended by Ordinance 23-04, Ordinance 23-05 and Ordinance 23-07; and

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

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

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

WHEREAS, the City Commission desires to amend its 2022-2023 Fiscal Year General, Proprietary and Special Revenue Funds budgets as set forth in Exhibit "A".

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

SECTION 1. RECITALS ADOPTED

The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

Pursuant to Article IV, Section 4.5 of the City Charter, the City Manager has recommended proposed Amended General, Proprietary and Special Revenue Funds Budgets to the City Commission for the Fiscal Year retroactive to October 1, 2022, a copy of which is attached hereto as Exhibit "A" and incorporated by reference herein.

The City Commission of the City of Opa-Locka hereby approves, adopts and ratifies the proposed Amended General, Proprietary and Special Revenue Funds Budgets for the Fiscal Year 2022-2023, and hereby appropriates the budgeted expenditures and revenues as set forth in the attached Exhibit "A".

The City Manager is authorized to expend or contract for expenditures, pursuant to the City of Opa-Locka Charter and the adopted Code of Ordinances in accordance with the adopted Amended General, Proprietary and Special Revenue Funds Budgets for Fiscal Year 2022-2023.

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

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

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

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

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE.

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

SECTION 5. EFFECTIVE DATE.

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

PASSED FIRST READING this ____ day of _____, 2023.

PASSED SECOND READING this ____ day of _____, 2023.

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND

LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



City of Opa-locka Agenda Cover Memo

Department Director:	Robert Anathan			Department Director Signature:			
City Manager:	Darvin Williams			CM Signature:			
Commission Meeting Date:	June 14, 2023		Item Type: (Enter X in box)	Resolution	Ordinance	Other	
					X		
Fiscal Impact: (Enter X in box) N/A	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
		X		Public Hearing: (Enter X in box)	Yes	No	Yes
				X		X	
Funding Source: Account# :	(Enter Fund & Dept) See Attachments		Advertising Requirement: (Enter X in box)	Yes		No	
				X			
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
		X					
Sponsor Name	City Manager		Department: City Manager's Office	City Manager			

Short Title:

FY 23 Budget Amendment #4 – First Hearing

Staff Summary:

Issue/Recommendation: A budget amendment is required to align the City budget with current requirements. Staff recommends the City Commission approve FY 23 Budget Amendment #4 on first hearing.

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

On February 8, 2023, the City Commission approved FY 23 Budget Amendment #1 on second hearing. The primary function of this amendment was to bring into FY 23 those projects, and their associated funding, that had been approved in FY 22 but hadn't been completed by the end of FY 22. Consequently, \$5.4 million of

expenditures and associated funding were added, as well as another \$3.7 million of interfund transfers, reflecting movement of funds from where they resided, e.g., the General Fund, to where the projects would be managed and completed, e.g., the Safe Neighborhood CIP Fund. This resulted in an amended budget of \$69.7 million of expenditures plus another \$24.3 million of interfund transfers reflecting movement of funds from one Fund to another.

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

On April 26, the Commission approved FY 23 Budget Amendment #3, increasing expenditures by \$1,072,892 to \$72,083,483, excluding interfund transfers, primarily related to capital projects.

Current Activity: There are six line items in this amendment, of which three are material. The City had believed that there would be significant improvement in the timing of the repayment of the Miami-Dade debt, but it is now understood this will only occur in the latter part of this fiscal year or possibly later. Consequently, \$405,667 has been brought back into the budget to reflect increased debt payment this year. This will result in lower payments next year. The second material item is \$110,000 for the lease of Police vehicles. As the City has gained experience in the cost of these leased vehicles, it is becoming apparent that the cost of maintenance of these vehicles, overseen by the leasing company, Enterprise, is more significant than had been anticipated. Also, the cost of newer vehicles has increased due to inflationary pressures, resulting in higher monthly payments. Additionally, as the City has increased its usage of 780 Fisherman Street, available rental space has declined significantly. Consequently, the rental income budget has been reduced by \$191,611. These items have been funded primarily by vacancy savings and to a lesser extent by the Water-Sewer Fund Contingency. The net impact is a reduction in expenditure of \$191,415 before interfund transfers.

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

<u>Funding</u>	
Revenue / Loans / Grants	(\$ 191,415)
Use Of Fund Balance	<u>-</u>
Total Funding - Excluding Transfers-In	191,415
Transfers-In	<u>191,807</u>
Total Funding	\$ 392

<u>Expenditure</u>	
Expenditure - Excluding Transfers-Out	(\$ 191,415)
Transfers-Out	<u>191,807</u>
Total Expenditure	\$ 392

Additional details on the above are presented in the Overview and Summary by Line Item attachments. In addition to these details, greater detail is presented in the attachments, Summary By Fund and Detail By Line Item, which contain detailed accounting information for the State review.

.Proposed Action:

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

Attachment:

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

FY 23 Budget Amendment #4 Summary By Line Item

First Hearing

#	Amount	Purpose	Funding Source
1	\$405,667	Reset Miami-Dade Debt Service Repayment Schedule Due To Not Obtaining Anticipated Improvements	Vacancy Savings And Contingency
2	(\$191,611)	Town Center Revenue Reduction Due To Reduction In Rentable Space	Vacancy Savings
3	\$2,000	Additional City Clerk Copier Expense	Vacancy Savings
4	-	Movement Of Budget To Correct Account	NA
5	\$110,000	Police Vehicles -- Vehicle Cost Increases And Maintenance Costs	Vacancy Savings
6	\$13,500	Miscellaneous Small Adjustments In Ten Divisions	Fuel Savings

FY 23 Budget Amendment #4 Overview - First Hearing

Summary		
<u>Funding</u>		Notes
Revenue / Loans / Grants	\$ (191,415)	(a)
Use Of Fund Balance	-	(b)
Total Funding – Excluding Transfers-In	(191,415)	
Transfer-In	191,807	
Total Funding	\$ 392	
<u>Expenditure</u>		
Expenditure – Excluding Transfers-Out	\$ (191,415)	(c)
Transfers-Out	191,807	
Total Expenditure	\$ 392	

Notes			
	<u>Adopted Bgt</u>	<u>Incr/(Decr)</u>	<u>Bgt. Amend #1</u>
(a) <u>Revenue / Loans / Grants</u>			
Town Center Rent	\$ (191,415)		
	-		
Total Revenue / Loans / Grants	\$ (191,415)		
(b) <u>Use Of/(Addition To) Fund Balance</u>			
General Fund	\$ 7,497,463	\$ -	\$ 7,497,463
Water-Sewer Operating Fund	881,748	-	881,748
Stormwater Operating Fund	2,640,490	-	2,640,490
safe Neighborhood CIPFund	73,129	-	73,129
Law Enforcement Training Fund	49,000	-	49,000
American Recovery Plan Act (ARPA)	8,000,000	0	8,000,000
Total Use Of / (Addition To) Fund Balance	\$ 19,141,830	\$ -	\$ 19,141,830
(c) <u>Expenditures</u>			
Miami-Dade County Debt Service	\$ 405,667		
Police Vehicles	110,000		
Misc - 14 Items - Average \$1,107	15,500		
Expenditures - Gross	\$ 531,167		
Savings	(563,502)		
Contingency	(159,080)		
Expenditures - Net	\$ (191,415)		

FY 23 Budget Amendment #4 - Summary By Fund - First Hearing

Total City				
	Governmental Funds	Enterprise Funds	ARPA Fund	Total
<u>Budget Thru Amendment #3</u>				
<u>Funding</u>				
Revenue/Loans	29,329,803	23,611,850	-	52,941,653
Use Of / (Add To) Fund Bal	7,619,592	3,522,238	8,000,000	19,141,830
Total Funding Ex Trans-In	36,949,395	27,134,088	8,000,000	72,083,483
<u>Transfer-In</u>	<u>16,146,159</u>	<u>9,989,023</u>	-	<u>26,135,182</u>
Total Funding	53,095,554	37,123,111	8,000,000	98,218,665
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	39,070,984	32,237,498	775,000	72,083,483
Transfer-Out	14,024,569	4,885,613	7,225,000	26,135,182
Total Expenditure	53,095,554	37,123,111	8,000,000	98,218,665
<u>Amendment #4</u>				
<u>Funding</u>				
Revenue/Loans	(191,415)	-	-	(191,415)
Use Of / (Add To) Fund Bal	-	-	-	-
Total Funding Ex Trans-In	(191,415)	-	-	(191,415)
<u>Transfer-In</u>	<u>191,807</u>	<u>-</u>	<u>-</u>	<u>191,807</u>
Total Funding	392	-	-	392
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	(191,415)	-	-	(191,415)
Transfer-Out	191,807	-	-	191,807
Total Expenditure	392	-	-	392
<u>Budget Thru Amendment #4</u>				
<u>Funding</u>				
Revenue/Loans	29,138,388	23,611,850	-	52,750,238
Use Of / (Add To) Fund Bal	7,619,592	3,522,238	8,000,000	19,141,830
Total Funding Ex Trans-In	36,757,980	27,134,088	8,000,000	71,892,068
<u>Transfer-In</u>	<u>16,337,966</u>	<u>9,989,023</u>	-	<u>26,326,989</u>
Total Funding	53,095,946	37,123,111	8,000,000	98,219,057
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	38,879,569	32,237,498	775,000	71,892,068
Transfer-Out	14,216,376	4,885,613	7,225,000	26,326,989
Total Expenditure	53,095,946	37,123,111	8,000,000	98,219,057

Exhibit "A"

FY 23 Budget Amendment #4 - Summary By Fund - First Hearing

General Fund

	Div	Budget Thru Amend #3	Amendment #4	Budget Thru Amend #4
Funding				
Revenue/Loans		20,303,122	196	20,303,318
Use Of / (Add To) Fund Bal		7,497,463	-	7,497,463
Total Funding - Ex Transfer-In		27,800,585	196	27,800,781
Transfer-In		4,172,304	-	4,172,304
Total Funding		31,972,889	196	31,973,085
Expenditure				
Commission	10	176,478	1,500	177,978
City Manager	12	838,771	1,000	839,771
General Fund Non-Depart - Ex Trans Out	19	2,463,265	1,500	2,464,765
Human Resources	13	394,188	400	394,588
Clerk	16	487,628	100	487,728
Attorney	28	442,000	-	442,000
Finance	17	1,393,675	(191,311)	1,202,364
Planning & Community Dev	37	621,461	-	621,461
Building & Licenses	30	716,738	500	717,238
Parks & Recreation	72	1,443,653	1,000	1,444,653
Police	26	7,575,499	6,000	7,581,499
Code Enforcement	23	489,588	-	489,588
Building & Grounds Maintenance	38	1,319,373	-	1,319,373
Public Works - Admin	32	585,356	1,200	586,556
Public Works - Streets	41	1,755,156	-	1,755,156
Public Works - Trash	50	57,400	-	57,400
Public Works - Vehicle Maintenance	49	793,422	(13,500)	779,922
Total Expenditure - Ex Transfer-Out		21,553,651	(191,611)	21,362,040
Transfer-Out	19	10,419,238	191,807	10,611,045
Total Expenditure		31,972,889	196	31,973,085

Exhibit "A"

FY 23 Budget Amendment #4 - Summary By Fund - First Hearing

Governmental Funds										
	General Fund	Safe Neighborhood Capital Fund	People's Transportation Plan Fund	Town Center Fund	Debt Service Fund	Special Law Enforcement Fund	Law Enforcement Training Trust Fund	Insurance Service Fund	Information Technology Service Fund	Total Gov Funds
Budget Thru Amendment #3										
<u>Funding</u>										
Revenue/Loans	20,303,122	2,836,278	1,193,119	480,384	4,515,900	-	1,000	-	-	29,329,803
Use Of / (Add To) Fund Bal	7,497,463	73,129	-	-	-	-	49,000	-	-	7,619,592
Total Funding Ex Trans-In	27,800,585	2,909,407	1,193,119	480,384	4,515,900	-	50,000	-	-	36,949,395
Transfer-In	4,172,304	6,060,980	-	480,412	121,133	-	-	3,579,139	1,732,191	16,146,159
Total Funding	31,972,889	8,970,387	1,193,119	960,796	4,637,033	-	50,000	3,579,139	1,732,191	53,095,554
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	21,553,651	8,897,258	1,193,119	808,593	1,257,033	-	50,000	3,579,139	1,732,191	39,070,984
Transfer-Out	10,419,238	73,129	-	152,203	3,380,000	-	-	-	-	14,024,569
Total Expenditure	31,972,889	8,970,387	1,193,119	960,796	4,637,033	-	50,000	3,579,139	1,732,191	53,095,554
Amendment #4										
<u>Funding</u>										
Revenue/Loans	196	-	-	(191,611)	-	-	-	-	-	(191,415)
Use Of / (Add To) Fund Bal	-	-	-	-	-	-	-	-	-	-
Total Funding Ex Trans-In	196	-	-	(191,611)	-	-	-	-	-	(191,415)
Transfer-In	-	-	-	191,611	196	-	-	-	-	191,807
Total Funding	196	-	-	-	196	-	-	-	-	392
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	(191,611)	-	-	-	196	-	-	-	-	(191,415)
Transfer-Out	191,807	-	-	-	-	-	-	-	-	191,807
Total Expenditure	196	-	-	-	196	-	-	-	-	392
Budget Thru Amendment #4										
<u>Funding</u>										
Revenue/Loans	20,303,318	2,836,278	1,193,119	288,773	4,515,900	-	1,000	-	-	29,138,388
Use Of / (Add To) Fund Bal	7,497,463	73,129	-	-	-	-	49,000	-	-	7,619,592
Total Funding Ex Trans-In	27,800,781	2,909,407	1,193,119	288,773	4,515,900	-	50,000	-	-	36,757,980
Transfer-In	4,172,304	6,060,980	-	672,023	121,329	-	-	3,579,139	1,732,191	16,337,966
Total Funding	31,973,085	8,970,387	1,193,119	960,796	4,637,229	-	50,000	3,579,139	1,732,191	53,095,946
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	21,362,040	8,897,258	1,193,119	808,593	1,257,229	-	50,000	3,579,139	1,732,191	38,879,569
Transfer-Out	10,611,045	73,129	-	152,203	3,380,000	-	-	-	-	14,216,378
Total Expenditure	31,973,085	8,970,387	1,193,119	960,796	4,637,229	-	50,000	3,579,139	1,732,191	53,095,946

Exhibit "A"

FY 23 Budget Amendment #4 - Summary By Fund - First Hearing

Enterprise Funds											
	Water-Sewer Operating Fund							Storm Water Op	Water Sewer CIP	Storm Water CIP	Total
	Water-Sewer Operating Divisions (Expense)						Total Water-Sewer Op Fund				
	Water Division	Sewer Division	Water-Sewer Finance Division	Water Lines Division	Water-Sewer CIP Division			Storm Water Op Fund	Total Water-Sewer CIP Fund	Storm Water CIP Fund	Total Enterprise Funds
Budget Thru Amendment #3											
Revenue/Loans											
Use Of / (Add To) Fund Bal											
Total Funding Ex Trans-In								10,590,507	4,095,343	7,000,000	23,611,850
Transfer-In								881,748	-	-	3,522,238
Total Funding								11,472,255	4,095,343	7,000,000	27,134,088
Expenditure								4,566,490	5,080,228	4,725,511	9,989,023
Expenditure - Ex Trans-Out								183,284	9,175,571	11,725,511	37,123,111
Transfer-Out								11,655,539			
Total Expenditure	2,053,940	4,537,299	2,796,621	319,498	255,227						
	-	-	1,692,954	-	-			9,962,585	9,175,571	11,725,511	32,237,498
	2,053,940	4,537,299	4,489,575	319,498	255,227			1,692,954	-	-	4,885,613
								11,655,539	9,175,571	11,725,511	37,123,111
Amendment #4											
Funding											
Revenue/Loans											
Use Of / (Add To) Fund Bal											
Total Funding Ex Trans-In											
Transfer-In											
Total Funding											
Expenditure											
Expenditure - Ex Trans-Out											
Transfer-Out											
Total Expenditure	(75,000)	(48,000)	189,000	(66,000)	-						
	-	-	-	-	-						
	(75,000)	(48,000)	189,000	(66,000)	-						
Budget Thru Amendment #4											
Funding											
Revenue/Loans											
Use Of / (Add To) Fund Bal											
Total Funding Ex Trans-In								10,590,507	4,095,343	7,000,000	23,611,850
Transfer-In								881,748	-	-	3,522,238
Total Funding								11,472,255	4,095,343	7,000,000	27,134,088
Expenditure								4,566,490	5,080,228	4,725,511	9,989,023
Expenditure - Ex Trans-Out								183,284	9,175,571	11,725,511	37,123,111
Transfer-Out								11,655,539			
Total Expenditure	1,978,940	4,489,299	2,985,621	253,498	255,227						
	-	-	1,692,954	-	-			9,962,585	9,175,571	11,725,511	32,237,498
	1,978,940	4,489,299	4,678,575	253,498	255,227			1,692,954	-	-	4,885,613
								11,655,539	9,175,571	11,725,511	37,123,111

Exhibit "A"

FY 23 Budget Amendment #4 - Detail - First Hearing

#	Miami Dade Debt Service		Amendment Details	Budget	Adj	Revised
1	WS-Finance	Exp	61-535542	995,528	352,272	1,347,800
	WS-Finance	Exp	61-533720	36,692	52,808	89,500
	Water Distr	Exp	64-533120	162,263	(60,000)	102,263
	Water Distr	Exp	61-533220	22,064	(5,000)	17,064
	Water Distr	Exp	61-533230	28,824	(10,000)	18,824
	Sewer	Exp	35-535120	342,592	(11,000)	331,592
	Sewer	Exp	35-535210	26,710	(5,000)	21,710
	Sewer	Exp	35-535220	41,577	(10,000)	31,577
	Sewer	Exp	35-535230	58,694	(22,000)	36,694
	WS-Finance	Exp	61-513120	245,277	(45,000)	200,277
	WS-Finance	Exp	61-513210	19,076	(2,000)	17,076
	WS-Finance	Exp	61-513220	29,697	(4,000)	25,697
	WS-Finance	Exp	61-513230	36,183	(6,000)	30,183
	Srv Line Mnt	Exp	63-533120	170,455	(50,000)	120,455
	Srv Line Mnt	Exp	63-533210	13,226	(2,000)	11,226
	Srv Line Mnt	Exp	63-533220	20,587	(4,000)	16,587
	Srv Line Mnt	Exp	63-533230	29,630	(10,000)	19,630
	WS-Finance	Exp	61-513992	420,481	(159,080)	261,401
	Stormwater	Exp	43-535542	115,742	158	115,900
	Stormwater	Exp	43-533720	4,267	233	4,500
	Stormwater	Exp	43-538120	166,447	(391)	166,056
	Debt Svc	Exp	83-517722	46,297	103	46,400
	Debt Svc	Exp	83-517723	1,707	93	1,800
	Debt Svc	Trf-In	230-381001	48,004	196	48,200
	Gen Fund	Trf-Out	19-581927	48,004	196	48,200
	Gen Fund	Rev	001-351100	267,800	196	267,996

Anticipated revised debt payment schedule not achieved.
Added \$405,080 for Water-Sewer Fund, \$391 for
Stormwater Fund and \$196 for General Fund. Funded
primarily from vacancy savings and contingency

FY 23 Budget Amendment #4 - Detail - First Hearing

#	<u>Amendment Details</u>			<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	
2	Town Center Rent Reduction						
	Twn Center	Rev	490-371001	Rent -SF Workforce	41,612	(41,612)	-
	Twn Center	Rev	490-37109	Rent - Other	149,999	(149,999)	-
	Twn Center	Trf-In	490-381001	Trf-In From General Fund	480,412	191,611	672,023
	Non-Dept	Trf-Out	19-581926	Trf-Out To Town Center	480,412	191,611	672,023
	Finance	Exp	17-513120	Salaries - Regular	534,503	(160,000)	374,503
	Finance	Exp	17-513210	FICA	50,880	(8,000)	42,880
	Finance	Exp	17-513220	Retirement	79,217	(12,000)	67,217
	Finance	Exp	17-513230	Life And Health Insurance	66,080	(11,611)	54,469
3	City Clerk Copier						
	Clerk	Exp	16-512440	Rentals & Leases	7,708	2,000	9,708
	Clerk	Exp	16-512120	Salaries - Regular	163,639	(2,000)	161,639
4	Parks & Rec - Move Budget To Correct Account						
	Parks & Rec	Exp	72-572630	Improvements Other Than Bldg	80,273	8,100	88,373
	Parks & Rec	Exp	72-572312	Other Professional Services	83,028	(8,100)	74,928
5	Police Vehicles						
	Police	Exp	26-521648	Vehicle Lease/Purchase	457,000	110,000	567,000
	Police	Exp	26-521120	Salaries - Regular	3,921,230	(100,000)	3,821,230
	Police	Exp	26-521130	Salaries - Part Time	186,123	(10,000)	176,123
6	Miscellaneous Small Adjustments						
	Comm	Exp	10-511493	General Expenses	2,000	1,500	3,500
	City Mgr	Exp	12-512642	Furniture & Fixtures	1,500	1,000	2,500
	Non-Dept	Exp	19-519997	Tax Payments	21,836	1,500	23,336
	Clerk	Exp	16-512420	Postage	306	100	406
	Finance	Exp	17-513420	Postage	3,000	300	3,300
	HR	Exp	13-515530	Advertising	1,970	400	2,370
	Bldg & Lic	Exp	30-524470	Printing & Binding	1,000	500	1,500
	Parks & Rec	Exp	72-572540	Pubs/Subscriptions/Memberships	2,500	1,000	3,500
	Police	Exp	26-521440	Rentals & Leases	14,588	2,500	17,088
	Police	Exp	26-521547	Special Supplies	-	2,500	2,500
	Police	Exp	26-521493	General Expenses	4,000	1,000	5,000
	Admin	Exp	32-541420	Postage	300	200	500
	Admin	Exp	32-541493	General Expenses	2,000	1,000	3,000
	Veh Mnt	Exp	49-541450	Gas, Oil, Grease	405,400	(13,500)	391,900

Reduction in Town Center rental revenue due to City utilizing additional space, requiring additional General Fund funding. Offset by vacancy savings.

High volume of color copying. Fund by vacancy savings

Project incorrectly charged to Professional Services when should have been charged to capital account. Budget moved to correspond.

Additional front-end and maintenance charges

Miscellaneous minor adjustments funded by fuel savings

1st Reading/Public Hearing:

2nd Reading/Public Hearing:

Adopted:

Effective Date:

Sponsored By: Interim City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A COMMUNITY SPACE LEASE AGREEMENT WITH P-SWAP MENTORSHIP AND SWIM ORGANIZATION, INC. (PSWAP) TO PROVIDE SWIMMING SERVICES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVERNER'S ERRORS; CONFLICT, SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") recognizes the importance of providing a number of beneficial services to its residents; and

WHEREAS, the City desires to provide swimming services to city residents of all ages; and

WHEREAS, the City agrees to lease the City pool and provide a portion of a storage area located within a gym at the Sherbondy Village, 215 N Perviz Avenue, Opa-locka, Florida to P-SWAP Mentorship and Swim Organization, Inc. ("PSWAP"); and

WHEREAS, the lease term shall be from June 20, 2023 through June 20, 2024; and

WHEREAS, PSWAP shall provide a lifeguard and other appropriate staffing and work for the duration of the swimming program with the duties of PSWAP being those consistent with Exhibit "A"; and

WHEREAS, the City Commission finds that it is the best interest of the City to approve a lease agreement with P-SWAP Mentorship and Swim Organization, Inc., attached hereto as Exhibit "A", for City residents of all ages.

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

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 Interim City Manager to enter into a lease agreement with P-SWAP Mentorship and Swim Organization, Inc., consistent with the terms attached hereto as Exhibit "A", to render swimming services to City residents.

SECTION 3. SCRIVENER'S ERRORS

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

SECTION 4. CONFLICT & REPEALER

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

SECTION 5. SEVERABILITY

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

SECTION 6. EFFECTIVE DATE.

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

Department Director:	Zonya Ray		Department Director Signature:		
City Manager:	Darvin Williams		CM Signature:		
Commission Meeting Date:	06.14.2023	Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	2nd Reading
			Public Hearing: <i>(Enter X in box)</i>	Yes	No
				X	
Funding Source: <i>Account# :</i>	<i>(Enter Fund & Dept)</i> Ex:		Advertising Requirement: <i>(Enter X in box)</i>	Yes	No
				X	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:		
	X				
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
	X		Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐		
Sponsor Name	City Manager		Department:	City Manager	

Short Title:

An ordinance of the City Commission of the City of Opa-locka, authorizing the Interim City Manager to enter into a Community Space Lease Agreement with P-SWAP Mentoring and Swim Organization, Inc. to provide swimming lesson services.

Staff Summary:

The City recognizes the importance of providing services to its residents. It is in the best interest of the city to enter into an agreement with PSWAP to provide swimming lessons to youth residents.

Financial Impact: There is no financial impact association with this program.

Proposed Action:

It is recommended the City Commission approve the legislation authorizing the Interim City Manager to enter into a Community Space Lease Agreement with P-SWAP Mentoring and Swim Organization, Inc. to provide swimming services.

It is recommended the City Commission approve the legislation authorizing the Interim City Manager to enter into a Community Space Lease Agreement with P-SWAP Mentoring and Swim Organization, Inc. to provide swimming services.

Attachment:

Community Space Lease Agreement



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation

P-SWAP MENTORSHIP AND SWIM ORGANIZATION, INC.

Filing Information

Document Number N16000011161

FEI/EIN Number 81-4590606

Date Filed 11/18/2016

State FL

Status ACTIVE

Principal Address

215 Perviz Avenue
SUITE A
Opa-Locka, FL 33054

Changed: 06/21/2022

Mailing Address

2287 N.W. 72ND TERRACE
SUITE A
HOLLYWOOD, FL 33024

Changed: 01/27/2017

Registered Agent Name & Address

MCKINNEY, BRIDGET W
2287 N.W. 72ND TERR., STE. A
HOLLYWOOD, FL 33024

Name Changed: 01/27/2017

Address Changed: 01/27/2017

Officer/Director Detail

Name & Address

Title PRESIDENT/CHIEF EXECUTIVE OFFICER

MCKINNEY, BRIDGET W
2287 N.W. 72ND TERR., STE. A
HOLLYWOOD, FL 33024

Title VICE PRESIDENT

MCKINNEY, STACEY
2287 N.W. 72ND TERRACE
SUITE B
HOLLYWOOD, FL 33024

Title CHAIRMAN

CLARK, ANGELIQUE
20111 N.W. 15TH AVE.
MIAMI, FL 33169

Title VICE CHAIRMAN

SEABROOK, TOWANDA
4962 SW 128TH AVENUE
Miramar, FL 33027

Title SECRETARY

BURKES, CHARLENE
12160 N.W. 81ST TERR.
MIAMI, FL 33147

Title TREASURER

GILBERT, SHAUNTE
12160 NW 81st STREET
MIAMI, FL 33147

Annual Reports

Report Year	Filed Date
2022	04/14/2022
2022	06/21/2022
2023	04/28/2023

Document Images

04/28/2023 -- ANNUAL REPORT	View image in PDF format
06/21/2022 -- AMENDED ANNUAL REPORT	View image in PDF format
04/14/2022 -- ANNUAL REPORT	View image in PDF format
02/03/2021 -- ANNUAL REPORT	View image in PDF format
01/17/2020 -- ANNUAL REPORT	View image in PDF format
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03/08/2018 -- ANNUAL REPORT	View image in PDF format
05/30/2017 -- AMENDED ANNUAL REPORT	View image in PDF format
01/27/2017 -- ANNUAL REPORT	View image in PDF format
11/18/2016 -- Domestic Non-Profit	View image in PDF format

Florida Department of State, Division of Corporations



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/23/2023

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

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

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No): E-MAIL ADDRESS: info@theeventhelper.com	
INSURED P-Swap Mentoring & Swim Organization Bridget McKinney 2287 NW 72nd Terrace Hollywood FL 33024		INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 44520	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	BAK-88413-1-A2453389	03/27/2023 12:01 AM	08/28/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Participant Medical Payments			BAK-88413-1-A2453389	03/27/2023	08/28/2023	Medical Payments 2 \$30,000

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

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 1, Participants: 20, Event Type: Swimming - Amateur Only, No Open Water.
Primary/Non-Contributory wording applies per attached CG 20 01 04 13.
Waiver of transfer of rights of recovery against others to us referenced attached CG 24 04 12 19.

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATE HOLDER City of Opa-Locka Sherbondy Village Pool 215 Perviz Avenue Opa-Locka FL 33054 The Children's Trust 3150 SW 3rd Avenue, 8th Floor Miami FL 33129	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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Policy Number: BAK-88413-1-A2453389

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
The Children's Trust 3150 SW 3rd Avenue, 8th Floor Miami, FL 33129
City of Opa-Locka Sherbondy Village Pool 215 Perviz Avenue Opa-Locka, FL 33054
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY - OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary and Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) the Additional Insured is a Named Insured under such other insurance; and
- (2) you have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the Additional Insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

Name Of Person(s) Or Organization(s):

Blanket as required by written contract &/or agreement

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

JUNE 2023

Period: _____

Subject: _____

	6/19/2023	6/20/2023	6/21/2023	6/22/2023	6/23/2023	6/24/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	2
9:00 AM-9:45 AM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP
10:00 AM-10:45 AM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP
11:00 AM-11:45 AM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	PARENT & CHILD ORIENTATION CPR CLASS TRAINING AGES 11 AND UP
1:00 PM-1:45 PM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	PARENT & CHILD ORIENTATION CPR CLASS TRAINING AGES 11 AND UP

2:00 PM-2:45 PM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	ON-SITE REGISTRATION FOR SUMMER CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP
5:00 PM-5:45 PM	JUNIOR LIFEGUARD TRAINING AGES 11-14	WATER SAFETY INSTRUCTORS ORIENTATION CHILD SAFETY LEARN TO SWIM PROGRAM	JUNIOR LIFEGUARD TRAINING AGES 11-14	WATER SAFETY INSTRUCTORS ORIENTATION CHILD SAFETY LEARN TO SWIM PROGRAM	JUNIOR LIFEGUARD TRAINING AGES 11-14	
6:00 PM-6:45 PM	JUNIOR LIFEGUARD TRAINING AGES 11-14	WATER SAFETY INSTRUCTORS ORIENTATION CHILD SAFETY LEARN TO SWIM PROGRAM	JUNIOR LIFEGUARD TRAINING AGES 11-14	WATER SAFETY INSTRUCTORS ORIENTATION CHILD SAFETY LEARN TO SWIM PROGRAM	JUNIOR LIFEGUARD TRAINING AGES 11-14	

JUNE 2023
Period:
Subject:

	6/26/2023	6/27/2023	6/28/2023	6/29/2023	6/30/2023	7/1/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	2
9:00 AM-9:45 AM	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP ADULT WATER AEROBICS
10:00 AM-10:45 AM	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP ADULT SWIM LESSONS

11:00 AM-11:45 AM	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP <i>ADULT SWIM LESSONS</i>
1:00 PM-1:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP
2:00 PM-2:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP
5:00 PM-5:45 PM	Parent and Child Class Session I Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session I Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session I Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session I Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session I Sherbondy Community Village Bridget McKinney (Instructor)	

6:00 PM-6:45 PM	Child Safety Learn To Swim Session I Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session I Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session I Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session I Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session I Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	
Jul-18						
SESSION II	7/3/2023	7/4/2023	7/5/2023	7/6/2023	7/7/2023	7/8/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM-9:45 AM	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	ADULT WATER AEROBICS
10:00 AM-10:45 AM	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	ADULT SWIM LESSONS
11:00 AM-11:45 AM	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	ADULT SWIM LESSONS

1:00 PM-1:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
2:00 PM-2:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
5:00 PM-5:45 PM	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	
6:00 PM-6:45 PM	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	
Jul-23						

Session II	7/10/2023	7/11/2023	7/12/2023	7/13/2023	7/14/2023	7/15/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM-9:45 AM	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	Sherbondy Park Ivory Moorehead (INSTRUCTOR) Hands-Only-CPR Training American Red Cross Instructors	Ingram Park Ivory Moorehead (INSTRUCTOR)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP ADULT WATER AEROBICS
10:00 AM-10:45 AM	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor) Hands-Only-CPR Training American Red Cross Instructors	OPEN Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP ADULT SWIM LESSONS
11:00 AM-11:45 AM	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	CPR CLASS TRAINING AGES 11 AND UP ADULT SWIM LESSONS

1:00 PM-1:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	CPR CLASS TRAINING AGES 11 AND UP
2:00 PM-2:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	CPR CLASS TRAINING AGES 11 AND UP
5:00 PM-5:45 PM	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor) Hands-Only-CPR Training American Red Cross Instructors	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session II Sherbondy Community Village Bridget McKinney (Instructor)	

6:00 PM-6:45 PM	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session II Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	
Jul-23						
Session III	7/17/2023	7/18/2023	7/19/2023	7/20/2023	7/21/2023	7/22/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM-9:45 AM	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	ADULT WATER AEROBICS
10:00 AM-10:45 AM	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	ADULT SWIM LESSONS
11:00 AM-11:45 AM	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	Teaching Hearts Academy Sherbondy Community Village Imani Smith (Instructor)	REGULAR CHILD SAFETY LEARN TO SWIM PROGRAM	ADULT SWIM LESSONS

1:00 PM-1:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
2:00 PM-2:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
5:00 PM-5:45 PM	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	
6:00 PM-6:45 PM	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	

Aug-23

SESSION III	7/24/2023	7/25/2023	7/26/2023	7/27/2023	7/28/2023	7/29/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM-9:45 AM	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	Sherbondy Park Ivory Moorehead (INSTRUCTOR)	Ingram Park Ivory Moorehead (INSTRUCTOR)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	AWARDS CEREMONY
10:00 AM-10:45 AM	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	Miami Gardens Monntessori Sherbondy Community Village Jabari Harris (Instructor)	OPEN Sherbondy Community Village Imani Smith (Instructor)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	AWARDS CEREMONY
11:00 AM-11:45 AM	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	AWARDS CEREMONY

1:00 PM-1:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Banner Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC Jewel Twirlers Camp Banner Pool Raynard Butler (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
2:00 PM-2:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC AMBER'S Camp Bannerman Pool Larry Washington (Instructor)	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
5:00 PM-5:45 PM	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor) Hands-Only-CPR Training American Red Cross Instructors	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	SWIM & MOVIE NIGHT

6:00 PM-6:45 PM	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	SWIM & MOVIE NIGHT

Aug-23

SESSION III	7/31/2023	8/1/2023	8/2/2023	8/3/2023	8/4/2023	8/5/2023
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM-9:45 AM	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	ADULT WATER AEROBICS

10:00 AM-10:45 AM	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	ADULT SWIM LESSONS
11:00 AM-11:45 AM	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Jabari-Larechia-Imani-Butler)	ADULT SWIM LESSONS
1:00 PM-1:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	
2:00 PM-2:45 PM	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	Opa-Locka Parks and Recreation Sherbondy Community Village OPEN TO THE PUBLIC	

5:00 PM-5:45 PM	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor) Hands-Only-CPR Training American Red Cross Instructors	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	Parent and Child Class Session III Sherbondy Community Village Bridget McKinney (Instructor)	SWIM & MOVIE NIGHT
6:00 PM-6:45 PM	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler) Hands-Only-CPR Training American Red Cross Instructors	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	Child Safety Learn To Swim Session III Sherbondy Community Village (Bridget-Larechia-Imani-Butler)	SWIM & MOVIE NIGHT

ORDINANCE 2023-__

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA AMENDING CHAPTER 14, OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES, ENTITLED "NUISANCES" CREATING NEW SECTION 14-13(1) AND SUBSEQUENT NUMERICAL SECTIONS TO BE ENTITLED "REGISTRATION OF FORECLOSURE MORTGAGED PROPERTIES"; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY; PROVIDING FOR REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGAEES; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS THE REGULATION, LIMITATION AND REDUCTION OF REGISTRABLE REAL PROPERTY WITHIN THE CITY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to protect the public health, safety, and welfare of the citizens of the incorporated area of City of Opa-Locka and maintain a high quality of life for the citizens of the City through the maintenance of structures and properties in the City; and

WHEREAS, the City Commission recognizes properties subject to foreclosure action or foreclosed upon (hereinafter referred to as "Registrable Properties") located throughout the City lead to a decline in community and property values; creates nuisances; leads to a general decrease in neighborhoods and community aesthetic; creates conditions that invite criminal activity; and fosters an unsafe and unhealthy environment; and

WHEREAS, the City Commission has already adopted property maintenance codes to regulate building standards for the exterior of structures and the condition of the property as a whole; and

WHEREAS, the City Commission recognizes in the best interests of the public health, safety, and welfare a more regulated method is needed to discourage Registrable

Property Mortgagees from allowing their properties to be abandoned, neglected or left unsupervised; and

WHEREAS, the City Commission has a vested interest in protecting neighborhoods against decay caused by Registrable Property and concludes that it is in the best interests of the health, safety, and welfare of its citizens and residents to impose registration requirements of Registrable Property located within the City to discourage Registrable Property and Mortgagees from allowing their properties to be abandoned, neglected or left unsupervised.

WHEREAS, the City Commission finds that the implementation of the following changes and additions will assist the City in protecting neighborhoods from the negative impact and conditions that occur as a result of vacancy, absentee ownership, and lack of compliance with existing City regulations and laws

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

Section 1. Adoption of Representations.

The foregoing “Whereas” clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Ordinance.

Section 2. Amending Chapter 14 “Nuisances”, Article I to create new Section 14-13, entitled “REGISTRATION OF FORECLOSURE MORTGAGED PROPERTIES”, which shall read:

Chapter 14. REGISTRATION OF FORECLOSURE MORTGAGED PROPERTIES
ARTICLE I.
Sec. 14-13.

Sec. 14-13 (1) PURPOSE AND INTENT.

It is the purpose and intent of the Commission to establish a process to address the deterioration, crime, and decline in value of City neighborhoods caused by property with foreclosing or foreclosed mortgages located within the City, and to identify, regulate, limit and reduce the number of these properties located within the City. It has been

determined that Owner-occupied structures are generally better maintained when compared to vacant structures, even with a diligent off-site property Owner. Structures owned by individuals who are economically strained and unable to meet their mortgage obligations are often not properly or diligently maintained, which contribute to blight, declined property values, and have a negative impact on social perception of the residential areas where they are located. It is the Commission's further intent to establish a registration program as a mechanism to help protect neighborhoods from becoming blighted through the lack of adequate maintenance of properties that are in Foreclosure or Foreclosed, and to provide a mechanism to avert foreclosure actions through timely intervention, education, or counseling of property Owners.

Sec. 14-13 (2) DEFINITIONS

Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned personal property means wrecked or derelict property which has been left abandoned and unprotected from the elements and shall include wrecked, inoperative or partially machinery, dismantled motor vehicles, trailers, boats, refrigerators, washing machines, plumbing fixtures, furniture and any other similar article which has been left abandoned and unprotected from the elements.

Accessible property means a property that is accessible through a comprised/breached gate, fence, wall, etc.

Accessible structure means a structure/building that is unsecured and/or breached in such a way as to allow access to the interior space by unauthorized persons.

Default shall mean that the mortgagor has not complied with the terms of the mortgage on the property, or the promissory note, or other evidence of the debt, referred to in the mortgage.

Enforcement Officer shall mean any law enforcement officer, building official, zoning inspector, code enforcement officer, fire inspector, building inspector, or other person authorized by the City to enforce the applicable code(s).

Evidence of Vacancy shall mean any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the property is vacant. Such conditions may include, but are not limited to: overgrown and/or dead vegetation; past due Utility notices and/or disconnected Utilities; accumulation of trash junk or debris; abandoned vehicles, auto parts and/or materials; the absence of furnishings and/or personal items consistent with habitation or occupancy; the presence of an unsanitary, stagnant swimming pool; the accumulation of newspapers, circulars, flyers and/or mail; statements by neighbors, passers-by, delivery agents or government

agents; and/or the presence of boards over doors, windows or other openings in violation of applicable code.

Foreclosure or Foreclosure Action shall mean the legal process by which a Mortgagee, or other lien holder, terminates or attempts to terminate a property Owner's equitable right of redemption to obtain legal and equitable title to the Real Property pledged as security for a debt or the Real Property subject to the lien. The legal process is not concluded until the property obtained by the Mortgagee, lien holder, or their designee, by certificate of title, or any other means, is sold to a non-related bona fide purchaser in an arm's length transaction to satisfy the debt or lien.

Mortgagee shall mean the creditor, including but not limited to, trustees; mortgage servicing companies; lenders in a mortgage agreement; any agent, servant, or employee of the creditor; any successor in interest; or any assignee of the creditor's rights, interests or obligations under the mortgage agreement; or any other person or entity with the legal right to foreclose on the Real Property, excluding governmental entities as assignee or owner.

Nominal salvage value means the value of an article of abandoned or derelict property which a reasonably prudent person would believe the fair market value of the property would be nominally greater than the costs of salvage including the removal, transportation, storage, and sale of same. (This shall take into consideration its useful life, earning capacity or replacement cost, less depreciation and items of general or special depreciation.)

Owner shall mean every person, entity, or Mortgagee, who alone or severally with others, has legal or equitable title to any Real Property as defined by this Chapter; has legal care, charge, or control of any such property; is in possession or control of any such property; and/or is vested with possession or control of any such property. The Property Manager shall not be considered the Owner.

Private property means all lands and improvements other than public lands and improvements.

Property Manager shall mean any party designated by the Owner as responsible for inspecting, maintaining and securing the property as required in this Chapter.

Public property means canals, all waterways, lands and improvements owned by a governmental body or any governmental agency including, but not limited to, easements and rights-of-way, but excluding the campus of any institution of the state university system.

Real Property shall mean any residential or commercial land and/or buildings, leasehold improvements and anything affixed to the land, or portion thereof identified by a property parcel identification number, located in the City limits.

Registrable Property shall mean any Real Property located in the City, whether vacant or occupied, that is subject to an ongoing Foreclosure Action by the Mortgagee or Trustee, has been the subject of a Foreclosure Action by a Mortgagee or trustee and a judgement has been entered, or has been the subject of a Foreclosure sale where the title was transferred to the beneficiary of a mortgage involved in the Foreclosure and any properties transferred under a deed in lieu of foreclosure/sale. The designation of a "foreclosure" property as "registrable" shall remain in place until such time as the property is sold to a non-related bona fide purchaser in an arm's length transaction or the Foreclosure Action has been dismissed.

Registry shall mean a web-based electronic database of searchable real property records, used by the City to allow Mortgagees the opportunity to register properties and pay applicable fees as required in this Chapter.

Residential building means any improved real property, or portion thereof, situated in the City, designed or permitted to be used for dwelling purposes, and shall include the buildings and structures located on such improved real property.

Semi-Annual Registration shall mean six (6) months from the date of the first action that requires registration, as determined by the City, or its designee, and every subsequent six (6) months the property is Registrable. The date of the initial registration may be different than the date of the first action that required registration.

Utilities and Services shall mean any utility and/or service that is essential for a building to be habitable and/or perform a service necessary to comply with all City codes. This includes, but is not limited to, electrical, gas, water, sewer, lawn maintenance, pool maintenance, and snow removal.

Vacant means any building/property/structure that is not legally occupied.

Sec. 14-13(2) JURISDICTION

This Chapter applies to Foreclosing or Foreclosed property within the City.

Sec. 14-13(3) APPLICABILITY

- (1) *Applicability.* This article shall be considered cumulative and not superseding or subject to any other law or provision for same, but shall rather be an additional remedy available to the city above and beyond any other state, county and/or local provisions for same.
- (2) *Penalties.* Any person who shall violate the provisions of this article shall, upon conviction, be punished as provided in this section.
- (3) *Placement of abandoned personal property prohibited.*
 - (a) It shall be unlawful for any person to abandon personal property upon private property:
 1. Without receiving the property owner's consent; or
 2. In violation of this or any other applicable law, ordinance or regulation.
 - (b) Nothing in this section shall be deemed to apply to abandoned personal property authorized to be left on private business property properly operated, licensed and zoned in the city for the purpose of accepting abandoned property.
- (4) *Public nuisance.* All abandoned personal property and foreclosure real property is hereby declared to be a public nuisance, the abatement of which is hereby declared to be necessary for the health, welfare and safety of the residents of the city.
- (5) *Notification procedure.* When an enforcement officer ascertains that an article of personal property having nominal salvage value lies abandoned or derelict upon private property, that officer shall:
 - (a) Cause a notice to be placed upon such abandoned property in the substantially following form:

NOTICE TO THE OWNER AND ALL PERSONS INTERESTED IN THE
ATTACHED PROPERTY THIS PROPERTY, TO WIT: (setting forth brief
description)

LOCATED AT: (setting forth brief description of location) is:

IMPROPERLY STORED AND IS IN VIOLATION OF (setting forth ordinance
or violation violated)

AND MUST BE REMOVED WITHIN TEN (10) DAYS FROM THE DATE OF
THIS NOTICE; OTHERWISE IT SHALL BE PRESUMED TO BE
ABANDONED PROPERTY AND WILL BE REMOVED AND SOLD OR
DESTROYED BY ORDER OF THE GOVERNING BODY OF THE CITY OF
OPA-LOCKA, FLORIDA

DATED THIS: (setting forth the date of posting of notice);

SIGNED (setting forth name, title, address and telephone number of
enforcement officer.)

Such notice shall be not less than eight (8) inches by ten (10) inches and be sufficiently weatherproof to withstand normal exposure to the elements.

- (b) The enforcement officer shall also make reasonable effort to ascertain the name and address of the owner of the abandoned property and, if such address is reasonably available, the officer shall mail by certified mail a copy of the notice to the owner on or before the date of posting the above-described notice on the abandoned personal property.
 - (c) The enforcement officer shall mail, by certified mail, a copy of the above-described notice to the owner of the real property upon which the abandoned personal property is located, as shown by the real estate tax records used by the county, on or before the date of posting such notice.
- (6) *Removal of abandoned personal property.*
 - (a) If at the end of ten (10) days after posting notice under this article, the owner or any person interested in such abandoned personal property described in the notice has not removed same, the enforcement officer may cause the article of abandoned personal property to be removed and destroyed or sold, and the salvage value, if any, of such article shall be retained by the local government to be applied against the cost of removal and destruction thereof.
 - (b) Before sale or destruction, as determined by the City of Opa-Locka, any owner or lienholder of the abandoned personal property shall be permitted to regain possession thereof upon proof of ownership or lien rights entitling the lienholder to possession, upon payment of storage charges and all expenses incurred by the enforcement officer and/or the city.
- (7) *Registration of foreclosure property.*
 - (a) Any mortgagee who holds a mortgage on real property located within the city shall perform an inspection of the property that is the security for the mortgage, upon issuance of a notice of default. The mortgagee shall, within ten (10) days of the inspection, register the property with the code compliance unit of the City of Opa-Locka, or designee.
 - (b) Properties shall be inspected by the mortgagee or designee monthly until (1) the mortgagor or other party remedies the default, or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned, and the mortgagee shall, within ten (10) days of that inspection, update the property with the code compliance unit of the of the City of Opa-Locka, or designee.
 - (c) Registration pursuant to this section shall contain the name of the mortgagee, the direct mailing address of the mortgagee, a direct contact name and telephone number of mortgagee and, in the case of a corporation or out-of-area

mortgagee, the local property management company responsible for the security and maintenance of the property.

- (d) A non-refundable semi-annual fee in the amount of three hundred dollars (\$300.00) shall accompany the registration form. Fees shall be tendered in U.S dollars.
- (e) Each individual property on the Registry that has been registered for twelve (12) months or more prior to the Effective Date shall have thirty (30) days to renew the registration and pay the non-refundable three hundred dollars (\$300.00) Semi-Annual Registration fee. Properties registered less than twelve (12) months prior to the Effective Date shall renew the registration every six (6) months from the expiration of the original registration renewal date and shall pay the non-refundable three hundred dollars (\$300.00) Semi-Annual Registration fee.
- (f) If the mortgage and/or servicing on a property is sold or transferred, the new Mortgagee is subject to all the terms of this Section. Within ten (10) days of the transfer, the new Mortgagee shall register the property or update the existing registration. The previous Mortgagee(s) will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Mortgagee's involvement with the Registrable Property.
- (g) If the Mortgagee sells or transfers the Registrable Property in a non-arm 's length transaction to a related entity or person, the transferee is subject to all the terms of this Chapter. Within ten (10) days of the transfer, the transferee shall register the property or update the existing registration. Any and all previous unpaid fees, fines, and penalties, regardless of who the Mortgagee was at the time registration was required, including, but not limited to, unregistered periods during the Foreclosure process, are the responsibility of the transferee and are due and payable with the updated registration. The previous Mortgagee will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Mortgagee's involvement with the Registrable Property.
- (h) This section shall also apply to properties that have been the subject to a foreclosure sale where the title was transferred to the beneficiary of a mortgage involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale.
- (i) If the Foreclosure Property is not registered, or the registration fee is not paid within thirty (30) days of when the registration or renewal is required pursuant to this section, a late fee equivalent to ten (10) per cent of the Semi-Annual Registration fee shall be charged for every thirty-day period, or portion thereof, the property is not registered and shall be due and payable with the registration.

- (j) Properties subject to this remain under the semi-annual section shall registration requirement, security and maintenance standards of this section as long as they remain Registrable Property.
 - (k) Any person or corporation that has registered a property under this section must report any change of information contained in the registration within ten (10) days of the change.
- (8) *Maintenance requirements.*
- (a) Properties subject to this article shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.
 - (b) The property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.
 - (c) Visible front, side and rear yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. All rear yards shall be maintained such that they do not attract wildlife such as rats, raccoons, stray cats, etc.
 - (d) Landscape shall include, but not be limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape shall not include weeds, gravel, broken concrete, asphalt or similar material.
 - (e) Maintenance shall include, but not be limited to, watering, irrigation, cutting, and mowing of required landscape and removal or all trimmings.
 - (f) Pools and spas shall be kept in working order so the water remains free and clear of pollutants and debris. Pools and spas shall comply with the enclosure requirements of the City Code of Ordinances and Florida Building Code, as amended from time to time.
 - (g) Failure of the mortgagee and/or property owner of record to properly maintain the property may result in a violation of the City Code and citation by the City's code compliance unit. Pursuant to a finding and determination by the special magistrate, the City may take the necessary action to ensure compliance with this section.
- (9) *Security requirements.*
- (a) Properties subject to this section shall be maintained in a secure manner so as not to be accessible to unauthorized persons.

- (b) A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child to access the interior of the property and/or structure. Broken windows shall be secured by reglazing.
 - (c) If the property is owned by a corporation and/or out-of-area mortgagee, a local property manager or management company shall be contracted to perform monthly inspections to verify compliance with the requirements of this section, and any other applicable laws.
 - (d) The local property management company shall inspect the property on a monthly basis to ensure that the property is in compliance with this chapter and keep a log of same. Said log shall be produced to the City of Opa-Locka upon request.
 - (e) Failure of the mortgagee and/or property owner of record to properly maintain the property may result in a violation of the City Code and citation by the City's code compliance unit pursuant to a finding and determination by the special magistrate, the City may take the necessary action to ensure compliance with this section.
- (10) *Opposing, obstructing enforcement officer; penalty.* Whoever opposes, obstructs or resists any enforcement officer or any person authorized by the enforcement office in the discharge of duties as provided in this article, upon conviction shall be punished as provided in section 1-8.
 - (11) *Immunity of enforcement officer.* Any enforcement officer or any person authorized by the enforcement officer shall be immune from prosecution, civil or criminal, for reasonable, good-faith trespass upon real property while in the discharge of duties imposed by this article.
 - (12) *Additional authority.* The City's Code Compliance Unit shall have authority to require the mortgagee and/or owner of record of any property affected by this section, to implement additional maintenance and/or security measures including, but not limited to, securing any and all door, window or other openings, employment of an on-site security guard, or other measures as may be reasonably required to prevent a decline of the property.
 - (13) *Adoption of rules; expenditure of funds; declaration of city purpose.* The governing body is authorized and empowered to adopt rules and regulations and expend City funds as may be reasonably necessary and available to carry out the terms of this article, the expenditure of such funds being declared a proper city purpose.

Sec. 14-13 (4) ESTABLISHMENT OF A REGISTRY

The City, or its designee, shall establish a registry cataloging each Registrable Property within the City, containing the information required by this Chapter.

Sec. 14-13 (5) INSPECTION AND REGISTRATION OF REAL PROPERTY UNDER FORECLOSURE

- (a) Any Mortgagee who holds a mortgage on Real Property located within the City shall perform an inspection of the property upon default by the mortgagor as evidenced by the filing of a Foreclosure Action.
- (b) Property inspected pursuant to subsection (a) above that remains in Foreclosure, shall be inspected every thirty (30) days by the Mortgagee or Mortgagee's designee. If an inspection shows a change in the property's occupancy status the Mortgagee shall, within ten (10) days of that inspection, update the occupancy status of the property registration.
- (c) Within ten (10) days of the date any Mortgagee files a Foreclosure Action, the Mortgagee shall register the Real Property with the City Registry, and, at the time of registration, indicate whether the property is Vacant, and if so shall designate in writing a Property Manager to inspect, maintain and secure the Real Property subject to the mortgage in Foreclosure when legally possible. A separate registration is required for each Registrable Property.
- (d) Initial registration pursuant to this section shall contain at a minimum the name of the Mortgagee, the mailing address of the Mortgagee, e-mail address, telephone number and name of the Property Manager and said person's address, e-mail address, and telephone number, regardless of whether it is occupied or vacant.
- (e) At the time of initial registration each registrant shall pay a non-refundable Semi-Annual Registration fee of Two Hundred and Fifty Dollars (\$250.00) for each Registrable Property. Subsequent non-refundable Semi-Annual Registrations of properties and fees in the amount of Two Hundred and Fifty Dollars (\$250.00) are due within ten (10) days of the expiration of the previous registration. Said fees shall be used to offset the costs of: (1) registration and registration enforcement, (2) code enforcement and mitigation related to Defaulted properties, (3) post-closing counseling and Foreclosure intervention limited to Owner-occupied persons in Default, which may not include cash and mortgage modification assistance, and (4) for any related purposes as may be adopted in the policy set forth in this Chapter. Said fees shall be deposited to a special account in the City's Department dedicated to the cost of implementation and enforcement of this Ordinance, and fulfilling the purpose and intent of this Chapter. None of the funds

provided for in this section shall be utilized for the legal defense of Foreclosure Actions.

- (f) If the mortgage and/or servicing on a property is sold or transferred, the new Mortgagee is subject to all the terms of this Chapter. Within ten (10) days of the transfer, the new Mortgagee shall register the property or update the existing registration. The previous Mortgagee(s) will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Mortgagee's involvement with the Registrable Property.
- (g) If the Mortgagee sells or transfers the Registrable Property in a non-arm's length transaction to a related entity or person, the transferee is subject to all the terms of this Chapter. Within ten (10) days of the transfer, the transferee shall register the property or update the existing registration. Any and all previous unpaid fees, fines, and penalties, regardless of who the Mortgagee was at the time registration was required, including but not limited to unregistered periods during the Foreclosure process, are the responsibility of the transferee and are due and payable with the updated registration. The previous Mortgagee will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Mortgagee's involvement with the Registrable Property.
- (h) If the Foreclosing or Foreclosed Property is not registered, or the registration fee is not paid within thirty (30) days of when the registration or renewal is required pursuant to this section, a late fee equivalent to ten percent (10%) of the Semi-Annual Registration fee shall be charged for every thirty-day period (30), or portion thereof, the property is not registered and shall be due and payable with the registration.
- (i) This section shall also apply to properties that have been the subject of a foreclosure sale where title is transferred to the Mortgagee as well as any properties transferred to the Mortgagee under a deed in lieu of foreclosure or by any other legal means.
- (j) Properties subject to this section shall remain subject to the Semi-Annual Registration requirement, and the inspection, security, and maintenance standards of this section as long as the property remains Registrable.
- (k) Failure of the Mortgagee and/or property Owner of record to properly register or to modify the registration to reflect a change of circumstances as required by this ordinance is a violation of this Chapter and shall be subject to enforcement by any of the enforcement means available to the City.

- (l) If any property is in violation of this Chapter the City may take the necessary action to ensure compliance with and/or place a lien on the property for the cost of the outstanding obligation and any additional cost incurred to the property into compliance.
- (m) Registration of foreclosure property does not alleviate the Mortgagee and/or Owner from obtaining all required licenses, permits and inspections required by applicable code or State Statutes. Acquisition of required licenses, permits and inspections or registration of rental property does not alleviate the requirement for the property to be registered under this section. Mortgagee and/or Owner is expected to update the status of the property in the event of a Mortgagee managed rental.

Sec. 14-13 (6) MAINTENANCE REQUIREMENTS

- (a) Properties subject to this chapter shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspaper circulars, flyers, notices, except those required by federal, state or local law, discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed material, or any other items that give the appearance that the property is abandoned.
- (b) Registrable Property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.
- (c) Front, side, and rear yards, including landscaping, of Registrable Property shall be maintained in accordance with the applicable code(s) at the time registration is required.
- (d) Registrable yard maintenance shall include, but not be limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod. Acceptable maintenance of yards and/or landscape shall not include weeds, gravel, broken concrete, asphalt or similar material.
- (e) Maintenance shall include, but not be limited to, watering, irrigation, cutting and mowing of required ground cover or landscape and removal of all trimmings.
- (f) Pools and spas of shall be maintained so the water remains free and clear of pollutants and debris and shall comply with the regulations set forth in the applicable code(s).

- (g) Failure of the Mortgagee, Owner, and transferees to properly maintain the property as required by this Chapter may result in a violation of the applicable code(s) and issuance of a citation or notice of violation in accordance with the applicable code of the City. Pursuant to a finding and determination by the City Sheriff, Magistrate or a court of competent jurisdiction, the City may take the necessary action to ensure compliance with this section.
- (h) In addition to the above, the property is required to be maintained in accordance with the applicable code(s) of the City.

Sec. 14-13 (7) SECURITY REQUIREMENTS

- (a) Properties subject to this Chapter shall be maintained in a secure manner so as not to be accessible to unauthorized persons.
- (b) A “secure manner” shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child to access the interior of the property or structure. Broken windows, doors, gates, and other openings of such size that may allow a child to access the interior of the property or structure must be repaired. Broken windows shall be secured by re-glazing of the window.
- (c) If a property is Registrable, and the property has become vacant or blighted, a Property Manager shall be designated by the Mortgagee or Owner to perform the work necessary to bring the property into compliance with the applicable code(s), and the Property Manager must perform regular inspections to verify compliance with the requirements of this Chapter, and any other applicable laws.
- (d) In addition to the above, the property is required to be secured in accordance with the applicable code(s) of the City.
- (e) When a property subject to this Chapter becomes Vacant, it shall be posted with the name and twenty-four (24) hour contact telephone number of the Property Manager. The Property Manager shall be available to be contacted by the City Monday through Friday between 9:00 a.m. and 5:00 p.m., legal holidays excepted. The sign shall be placed in a window facing the street and shall be visible from the street. The posting shall be no less than eighteen (18) inches by twenty-four (24) inches and shall be of a font that is legible from a distance of forty-five (45) feet. The posting shall contain the following language with supporting information:

THIS PROPERTY IS MANAGED BY _____.
AND IS INSPECTED ON A REGULAR BASIS.

THE PROPERTY MANAGER CAN BE CONTACTED
BY TELEPHONE AT _____.
OR BY EMAIL AT _____.

- (f) The posting required in subsection (e) above shall be placed on the interior of a window facing the street to the front of the property so that it is visible from the street, or secured to the exterior of the building/structure facing the street to the front of the property so that it is visible from the street or if no such area exists, on a stake of sufficient size to support the posting in a location that is at all times visible from the street to the front of the property but not readily accessible to vandals. Exterior posting shall be constructed of and printed with weather-resistant materials.
- (g) Failure of the Mortgagee and/or property Owner of record to properly inspect and secure a property subject to this Chapter, and post and maintain the signage noted in this section, is a violation and shall be subject to enforcement by any of the enforcement means available to the City. The City may take the necessary action to ensure compliance with this section, and recover costs and expenses in support thereof.

Sec. 14-13 (8) PROVISIONS SUPPLEMENTAL

The provisions of this Chapter are cumulative with and in addition to other available remedies. Nothing contained in this Chapter shall prohibit the City from collecting on fees, fines, and penalties in any lawful manner; or enforcing its codes by any other means, including, but not limited to, injunction, abatement, or as otherwise provided by law or ordinance.

Sec. 14-13 (9) PUBLIC NUISANCE

All Registrable Property is at risk of being a public nuisance and if vacant or blighted can constitute a public nuisance, the abatement of which pursuant to the police power is hereby declared to be necessary for the health, welfare, and safety of the residents of the City.

Sec. 14-13 (10) ADDITIONAL AUTHORITY

- (a) If the Enforcement Officer has reason to believe that a property subject to the provisions of this Chapter is posing a serious threat to the public health, safety,

and welfare, the code Enforcement Officer may temporarily secure the property at the expense of the Mortgagee or Owner, and may bring the violations before the code enforcement, Commission or special magistrate as soon as possible to address the conditions of the property. Nothing herein shall limit the City from abating any nuisance or unsafe condition by any other legal means available to it.

- (b) The City's police department, code enforcement, Commission or special magistrate shall have the authority to require the Mortgagee or Owner affected by this section, to implement additional maintenance and/or security measures including, but not limited to, securing any and all doors, windows or other openings, employment of an on-site security guard or other measures as may be reasonably required to help prevent further decline of the property.
- (c) If there is a finding that the condition of the property is posing a serious threat to the public health, safety, and welfare, then the Sheriff, code enforcement, Commission or special magistrate may direct the City to abate the violations and charge the Mortgagee or Owner with the cost of the abatement.
- (d) If the Mortgagee or Owner does not reimburse the City for the cost of temporarily securing the property, or of any abatement directed by the Sheriff, code enforcement officer, code enforcement, Commission or special magistrate, within thirty (30) days of the City sending the Mortgagee or Owner the invoice then the City may lien the property with such cost, along with an administrative fee as determined in the City's fee ordinance to recover the administrative personnel services. In addition to filing a lien the City may pursue financial penalties against the Mortgagee or Owner.
- (e) The City may contract with an entity to implement this Chapter, and, if so, any reference to the Enforcement Officer herein shall include the entity the City contract with for that purpose.

Sec. 14-13 (11) OPPOSING, OBSTRUCTING ENFORCEMENT OFFICER; PENALTY

Whoever opposes obstructs or resists any Enforcement Officer or any person authorized by the enforcement office in the discharge of duties as provided in this chapter shall be punishable as provided in the applicable code(s) or a court of competent jurisdiction.

Sec. 14-13 (12) IMMUNITY OF ENFORCEMENT OFFICER

Any Enforcement Officer or any person authorized by the City to enforce the sections here within shall be immune from prosecution, civil or criminal, for reasonable, good faith entry upon Real Property while in the discharge of duties imposed by this Chapter.

Sec. 14-13 (13) PENALTIES

Unless otherwise provided for in this Chapter, a violation of this Chapter is declared unlawful.

Sec. 14-13 (14) AMENDMENTS

Registration fees and penalties outlined in this Article may be modified by resolution, administrative order, or an amendment to this Article, passed and adopted by the Commission.

Section 3. Conflict & Repealer.

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

Section 4. Severability.

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

Section 5. Inclusion In Code.

It is the intention of the City Commission of the City of Opa-Locka that the provisions of this Emergency Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of Opa-Locka and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be

changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

Section 6. Effective Date.

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

PASSED FIRST READING this ____ day of _____ 2023.

PASSED SECOND READING this ____ day of _____ 2023.

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 Ervin	_____ (Yes)	_____ (No)
Commissioner Williams	_____ (Yes)	_____ (No)
Mayor Taylor	_____ (Yes)	_____ (No)